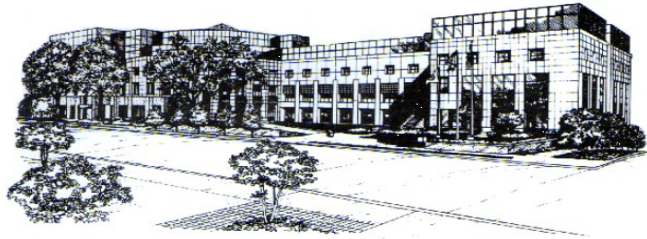


BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

REGULAR MEETING AGENDA

**Tuesday, February 20, 2024
3:00 p.m.**

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



COUNTY COMMISSIONERS

Carolyn D. Cummings, Chair
At-Large I

Brian Welch, Vice Chair
District 4

Christian Caban
District 2

Nick Maddox
At-Large II

Rick Minor
District 3

David T. O'Keefe
District 5

Bill Proctor
District 1

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, February 20, 2024, 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 Don Tolliver, Associate Minister, Bethel Missionary Baptist Church

Pledge of Allegiance by Commissioner Bill Proctor

AWARDS AND PRESENTATIONS

- Proclamation Recognizing DJ Demp for his Contributions to the Community
(*Commissioner Minor*)

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: December 12, 2023 Regular Meeting
(*Clerk of Court*)
2. Payment of Bills and Vouchers
(*County Administrator/ Office of Financial Stewardship/ Office of Management & Budget*)
3. Ratification of the County's Funding Agreement with the Florida Civil Rights Museum, Inc.
(*County Administrator/ County Administration*)

4. Commissioner Appointments to the Public Safety Coordinating Council and the Tallahassee-Leon County Commission on the Status of Women & Girls
(County Administrator/ County Administration)
5. Request to Schedule the First and Only Public Hearing to Consider Abandoning a Platted, Unimproved Right-of-Way Located in the Capitola Plat for March 19, 2024
(County Administrator/ Development Support & Environmental Management)
6. Florida Department of Health Resuscitation Training for Emergency Medical Services
(County Administrator/ Emergency Medical Services)
7. Request to Schedule a Workshop on the County's Purchasing Policy
(County Administrator/ Office of Financial Stewardship)
8. Memorandum of Understanding for Use of the Driver and Vehicle Information Database System
(County Administrator/ Office of Financial Stewardship)
9. Proposed Revision to Section XII of the Leon County Personnel Policies and Procedures
(County Administrator/ Human Resources)
10. Florida Department of Environmental Protection Waste Tire Amnesty Event Grant
(County Administrator/ Public Works)
11. Resolution in Support of the Welcome Sign Installations on Roads Maintained by Florida Department of Transportation
(County Administrator/ Public Works)
12. Resolution Authorizing the Conveyance of an Easement Interest in County-owned Property at 10995 Buck Lake Road to Talquin Electric Cooperative
(County Administrator/ Public Works)
13. Memorandum of Understanding between Leon County and Blueprint Intergovernmental Agency for the East Drainage Ditch Stormwater Modeling
(County Administrator/ Public Works)

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

14. FY 2023 Annual Domi Entrepreneurial Community Impact Report
(County Administrator/ PLACE/ Office of Economic Vitality)
15. North Monroe Corridor Charrette Update and Final Report
(County Administrator/ PLACE/ Planning)
16. Status Report on Intersection Sightline Standards and the Maintenance of County Intersections
(County Administrator/ Public Works)

CONSENT ITEMS PULLED FOR DISCUSSION

GENERAL BUSINESS

17. Status Report on the Tallahassee-Leon County Local Broadband Technology Planning Efforts
(County Administrator/ PLACE/ Office of Economic Vitality)

18. Resolution to Acknowledge and Apologize for the History of Slavery and Racism in Leon County
(County Administrator/ County Administration)
19. Bid Award for the Magnolia Drive Multi-Use Trail Phase II Construction
(County Administrator/ Purchasing/ Public Works)
20. Status Report on the Extension of Sewer Service to Properties in Unincorporated Leon County Located within the Urban Services Area
(County Administrator/ PLACE/ Planning)
21. Florida Department of Environmental Protection Springs Restoration Grant Amendments for the Northeast Lake Munson and Woodville Sewer System Projects
(County Administrator/ Public Works)
22. Authorization to Submit Two Northwest Florida Water Management District Springs Restoration Grant Applications for Woodville Sewer System Project and Munson Slough Embankment Repair Project
(County Administrator/ Public Works)
23. Full Board Appointments to the Advisory Committee for Quality Growth and the Joint City/County Bicycling Workgroup
(County Administrator/ County Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

24. First and Only Public Hearing on Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Single-Family Detached, Attached and Two-Family Residential (R-3) to The Dwellings II Planned Unit Development (PUD) for 33.52 Acres Located at 5100 Blountstown Highway
(County Administrator/ PLACE/ Planning)
25. First and Only Public Hearing to Consider Adopting a Resolution to Abandon a Platted, Unimproved Right-of-Way Located in the Woodville Plat
(County Administrator/ Development Support & Environmental Management)
26. First and Only Public Hearing to Consider Adopting the Proposed Ordinance Prohibiting Unauthorized Solicitation on Private Property
(County Administrator/ Human Services & Community Partnerships)

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 November 9, 2023 Meeting Minutes

ADJOURN

The next regular meeting of the Board of County Commissioners is tentatively scheduled for

Tuesday, March 19, 2024 at 3:00 p.m. – Regular Meeting

**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 2024 Tentative Meeting Schedule

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

Date	Day	Time	Meeting
January 22	Monday	9:00 a.m.	Board Retreat
January 23	Tuesday	3:00 p.m.	Regular Board Meeting
February 20	Tuesday	3:00 p.m.	Regular Board Meeting
March 5	Tuesday	1:00 p.m.	Workshops on 2024 Comprehensive Plan Amendments, and the Land Use & Mobility Elements Update
March 19	Tuesday	3:00 p.m.	Regular Board Meeting
April 9	Tuesday	3:00 p.m.	Regular Board Meeting
April 9	Tuesday	6:00 p.m.	Transmittal Hearing on the 2024 Cycle Comprehensive Plan Amendments
April 23	Tuesday	9:00 a.m.	Budget Workshop
May 14	Tuesday	3:00 p.m.	Regular Board Meeting
May 28	Tuesday	1:00 p.m.	Workshop (TBD)
June 11	Tuesday	3:00 p.m.	Regular Board Meeting
June 11	Tuesday	6:00 p.m.	Adoption Hearing on 2024 Cycle Comprehensive Plan Amendments
June 18	Tuesday	9:00 a.m.	Budget Workshop
July 9	Tuesday	9:00 a.m.	Budget Workshop (if necessary)
July 9	Tuesday	3:00 p.m.	Regular Board Meeting
September 17	Tuesday	3:00 p.m.	Regular Board Meeting
September 17	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
September 24	Tuesday	1:00 p.m.	Workshop (TBD)
September 24	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
October 8	Tuesday	3:00 p.m.	Regular Board Meeting
October 22	Tuesday	1:00 p.m. 3:00 p.m.	Workshop – Legislative Priorities (tentative) Workshop on the Comprehensive Plan Land Use & Mobility Elements Update
November 19	Tuesday	3:00 p.m.	Installation, Reorganization & Regular Board Meeting
December 10	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
[2024 Tentative Calendar](#)

Month	Day	Time	Meeting Type
January 2024	Monday 1	Office Closed	NEW YEAR'S DAY
	Tuesday 9	No meeting	BOARD RECESS
	Monday 15	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Tuesday 16	10:00 a.m.	Capital Region Transportation Planning Agency Retreat TCC Center for Innovation- Plaza Conference Room 101
	<i>Wednesday 17</i>		<i>Florida Association of Counties Legislative Day FSU Turnbull Conference Center</i>
	Monday 22	9:00 a.m.	Board Retreat FAMU Grand Ballroom
	Tuesday 23	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 Ninth Amendment to the Southwood Development of Regional Impact Integrated Development Order
	February 2024	<i>Saturday 10 – Tuesday 13</i>	
	Monday 19	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 20	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing on Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Single-Family Detached, Attached and Two-Family Residential (R-3) to The Dwellings II Planned Unit Development (PUD) for 33.52 Acres Located at 5100 Blountstown Highway
		6:00 p.m.	First & Only Public Hearing to Consider Abandoning, Renouncing and Disclaiming any Right of the County in an Unimproved Right-of-Way Lying Contiguous with Lots 6 and 15 of the Woodville Plat
		6:00 p.m.	First & Only Public Hearing to Consider Adopting the Proposed Ordinance Prohibiting Unauthorized Solicitation on Private Property
	Thursday 29	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
March 2024	Tuesday 5	1:00 p.m.	Joint County/City Workshop on the 2024 Cycle Comprehensive Plan Amendments, Infill; and the Comp Plan Land Use & Mobility Elements Update
	Monday 18	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 19	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	<u>First & Only Public Hearing on Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule</u>
		6:00 p.m.	<u>First and Only Public Hearing for the Westminster Oaks Church Type "C" Site and Development Plan</u>

Month	Day	Time	Meeting Type
March 2024 (cont.)	Tuesday 19 <u>tentative</u>	<u>6:00 p.m.</u>	<u>First and Only Public Hearing to Consider Abandoning a Platted, Unimproved Right-of-Way Located in the Capitola Plat</u>
April 2024	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 9	6:00 p.m.	Transmittal Hearing on Cycle 2024 Comprehensive Plan Amendments
	Tuesday 16	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 23	9:00 a.m.	Budget Policy Workshop County Courthouse, 5 th Floor Commission Chambers
	<i>Saturday 27</i>		<i>Honor Flight Tallahassee Washington D.C.</i>
May 2024	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 16	1:00 p.m. 3:00 p.m.	Blueprint Intergovernmental Agency Budget Workshop and Meeting City Commission Chambers
	Monday 20	Offices Closed	EMANCIPATION DAY observed
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Monday 27	Offices Closed	MEMORIAL DAY
	Tuesday 28		Workshop (TBD) County Courthouse, 5 th Floor Commission Chambers
June 2024	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Joint County/City Adoption Hearing on Cycle 2023 Comprehensive Plan Amendments
	Monday 17	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 18	9:00 a.m.	Budget Workshop County Courthouse, 5 th Floor Commission Chambers
	<i>Tuesday 25 – Friday 28</i>		<i>FAC Annual Conference & Educational Exposition Orange County; Orlando, FL</i>
July 2024	Thursday 4	Offices Closed	INDEPENDENCE DAY
	Tuesday 9	9:00 a.m.	Budget Workshop (if necessary) County Courthouse, 5 th Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Friday 12 - Monday 15</i>		<i>NACo Annual Conference Hillsborough County - Tampa, FL</i>
	Tuesday 23	No Meeting	BOARD RECESS
	<i>Wednesday 24 – Saturday 27</i>		<i>National Urban League Annual Conference New Orleans, LA</i>
August 2024	<i>Friday 16 – Sunday 18</i>		<i>Chamber of Commerce Annual Conference Amelia Island, Fernandina Beach, FL</i>
September 2024	Monday 2	Offices Closed	LABOR DAY
	Thursday 5	3:00 p.m. 5:00 p.m.	Blueprint Intergovernmental Agency Meeting and Budget Public Hearing City Commission Chambers
	<i>Wednesday 11 – Sunday 15</i>		<i>Congressional Black Caucus Annual Legislative Conference – Washington D.C.</i>

Month	Day	Time	Meeting Type
September 2024 (cont.)	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 17	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 24/25*
	<i>Wednesday 18 – Thursday 19</i>		<i>FAC Innovation & Policy Conference Escambia County FL</i>
	<i>Saturday 21 – Wednesday 25</i>		<i>ICMA Annual Conference Allegheny County – Pittsburgh, PA</i>
	Tuesday 24	1:00 p.m.	Workshop TBD County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 24/25*
	October 2024	Tuesday 8	3:00 p.m.
Tuesday 15		1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
Tuesday 22		1:00 pm	Workshop on Legislative Priorities (tentative) County Courthouse, 5 th Floor Commission Chambers
		3:00 pm	Workshop on the Comprehensive Plan Land Use & Mobility Elements Update County Courthouse, 5 th Floor Commission Chambers
<i>TBD – typically mid-October</i>			<i>National Organization of Black County Officials (NOBCO) Annual Conference – TBD</i>
November 2024		Tuesday 5	Offices Closed
	Monday 11	Offices Closed	VETERAN'S DAY observed
	Thursday 14	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 19	3:00 p.m.	Installation, Reorganization and Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Monday 25	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Thursday 28	Offices Closed	THANKSGIVING DAY
	Friday 29	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
December 2024	<i>Wednesday 4 – Friday 6</i>		<i>FAC Legislative Conference Hillsborough County – Tampa, FL</i>
	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 Meeting City Commission Chambers
	Wednesday 25	Offices Closed	CHRISTMAS
January 2025	Wednesday 1	Offices Closed	NEW YEAR'S DAY
	Tuesday 7	No Meeting	BOARD RECESS
	Monday 20		MARTIN LUTHER KING, JR. DAY

Meetings listed in italics are included in the Board's 2024 Travel Schedule

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

CURRENT VACANCIES

Advisory Committee for Quality Growth

Board of County Commissioners (1 appointment)

Affordable Housing Advisory Committee

Board of County Commissioners (2 appointments) for one of the following categories:

- b. A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- c. A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- e. A citizen who is actively engaged as a for-profit provider of affordable housing.
- j. A citizen who represents employers within the jurisdiction.
- k. A citizen who represents essential services personnel, as defined in the local housing assistance plan. (Essential Service Personnel includes teachers and educators, other school district, community college and university employees, police and fire personnel, health care personnel, skilled building trades personnel, and active U.S. Armed Forces service members.)

Animal Classification Committee

Board of County Commissioners (1 appointment) – Licensed Veterinarian

Board of Adjustments & Appeals

City Commission (2 appointments)

Joint Bicycling Workgroup

Board of County Commissioners (2 appointments)

Leon County Educational Facilities Authority

Board of County Commissioners (1 appointment)

Public Safety Coordinating Council

Board of County Commissioners (1 appointment) – Director of a local substance abuse treatment program, or a member designated by the director

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

Commissioner - District III: Rick Minor (1 appointment)

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

UPCOMING VACANCIES

APRIL 30, 2024

Minority, Women, and Small Business Enterprise Citizen Advisory Committee

Board of County Commissioners (2 appointments)

Tallahassee Sports Council

Board of County Commissioners (2 appointments)

Value Adjustment Board

Board of County Commissioners (2 appointments of Commissioners)

Leon County School Board (2 appointments)

JUNE 30, 2024

Architectural Review Board

Board of County Commissioners (3 appointments)
City Commission (3 appointments)

Board of Adjustments & Appeals

City Commission (1 appointment)

CareerSource Capital Region Board

Board of County Commissioners (3 appointments)

Planning Commission

Board of County Commissioners (1 appointment)
City Commission (1 appointment)

JULY 31, 2024

Big Bend Health Council

Board of County Commissioners (4 appointments)

Code Enforcement Board

Commissioner - District III: Rick Minor (1 appointment)
Commissioner - District V: David O'Keefe (1 appointment)

Leon County Educational Facilities Authority

Board of County Commissioners (2 appointments)

**Leon County
Board of County Commissioners**

Notes for Agenda Item #1

Leon County Board of County Commissioners

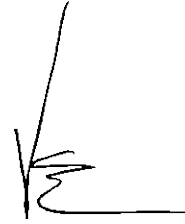
Agenda Item #1

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: December 12, 2023 Regular Meeting



Review and Approval:	Vincent S. Long, County Administrator Chasity O'Steen, County Attorney
Department/ Division Review:	Ken Morris, Assistant 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: December 12, 2023 Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes for the December 12, 2023 Regular Meeting.

Attachment:

1. December 12, 2023 Regular Meeting Minutes

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
December 12, 2023**

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

Chair Cummings called the meeting to order at 3:00 p.m.

Invocation and Pledge of Allegiance

The Invocation and Pledge of Allegiance were provided by Commissioner David T. O'Keefe.

AWARDS AND PRESENTATIONS

- Proclamation Recognizing Stan Goldstein, retired teacher and coach for Chiles High School
 - Vice-Chair Welch presented this award to Stan Goldstein. He stated Mr. Goldstein was one of the best people and one of the greatest teachers that Leon County has ever seen.
 - Mr. Goldstein thanked the Commission for the Proclamation. He stated that it was a tremendous honor and blessing working with such great students, great athletes, and, most importantly, great people. He said that 44 years of teaching is a blessing. He mentioned a quote from Nelson Mandela, "The significance of a person's life is not just living but is the difference they make in the life of others."
 - Chair Cummings thanked Mr. Goldstein for all his work in Leon County.
- Proclamation Recognizing the Retirement of John Hogan, President, and CEO of Capital Health Plan
 - Commissioner Maddox presented the Proclamation to John Hogan, President, and CEO of Capital Health Plan.
 - Mr. Hogan thanked the Commission for the Proclamation; he expressed his appreciation to Tallahassee. He stated that when you start a business, you must attract an audience. Their hope was to attract 25,000 members, but they have beaten that number. He recognized Leon County for its support of CHP for the past 40 years.
 - Commissioner O'Keefe thanked Mr. Hogan for all his work. He stated he has been a long-time member of CHP, and CHP has always gone above and beyond for their members.

- Commissioner Minor stated his leadership and contribution to Leon County can't be overstated. He thanked Mr. Hogan for the work that he has done for families in Leon County.
- County Administrator Long stated he has worked with Mr. Hogan for many years and thanked him on behalf of all Leon County employees.
- Commissioner Maddox thanked Mr. Hogan for all his work and for being a leader for Leon County. He noted that CHP has set the standard for Leon County, and what they have built over the years in the community is amazing.
- Chair Proclamation Recognizing January 2024 as Human Trafficking Prevention Month
 - Chair Cummings presented the Proclamation Recognizing January 2024 as Human Trafficking Prevention Month.
 - Robin Hassler Thompson, Executive Director of the Survive and Thrive Advocacy Center (STAC), thanked the Board for its support and the proclamation. She stated that their caseload in both sex and labor trafficking survivors has increased by 50%. She said that they are working with the youth in the community, and to stop this, they must start by educating the youth, parents, and caregivers about the reality of sex and labor trafficking in the community.
 - Commissioner Minor thanked Mrs. Thompson for her leadership on everything related to anti-human trafficking measures. He recalled adding a requirement to their contracts that all vendors wishing to do business with Leon County need to attest that their operations do not involve human trafficking.
 - Chair Cummings thanked Ms. Thompson for all the services provided to the community.

CITIZENS TO BE HEARD ON CONSENT AND AGENDAED ITEMS

The following speaker provided virtual comment:

- Max Epstein, 1001 San Luis Road, spoke in support of tabling Agenda Item #7. He requested that the Commission wait for more information before deciding in January. He stated this tree is important to many citizens and has been around since the 1890's. He stated that moving the parking lot to a different area would save this tree and noted that the tree was in Commissioner Proctor's district.

CONSENT

Commissioner Proctor moved, seconded by Commissioner Caban, to approve the Consent Agenda, except for Item #3, which was pulled from the Consent Agenda by Commissioner Maddox and Commissioner Proctor.

The motion carried 7-0.

1. Minutes: October 10, 2023, Regular Meeting

The Board approved Option #1: Approve the minutes of the October 10, 2023, Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved Option #1: Approve the payment of bills and vouchers submitted for December 12, 2023, and the pre-approval of payment of bills and vouchers for the period of December 13, 2023, through January 22, 2024.

3. PULLED - Ratification of Board Actions Taken at the November 28, 2023, Workshop on Human Services, and the Community Human Services Partnership

4. Commissioner Appointments to the Library Advisory Board

The Board approved Option #1: Ratify Commissioner Caban's appointment of a citizen, Elizabeth Jackson, to the Library Advisory Board for a two-year term ending December 31, 2025.

Option #2 Ratify Commissioner Minor's reappointment of a citizen, David Low, to the Library Advisory Board for a two-year term ending December 31, 2025.

Option #3: Ratify Chair Cummings's reappointment of a citizen, Patricia Singletary, to the Library Advisory Board for a two-year term ending December 31, 2025.

5. Request to Schedule the First and Only Public Hearing to Consider a Ninth Amendment to the Southwood Development of Regional Impact Integrated Development Order for January 23, 2024

The Board approved Option #1: Schedule the first and only public hearing to consider a ninth amendment to the Southwood Development of Regional Impact Integrated Development Order for January 23, 2024, at 6:00 p.m.

6. FY 2023 Carry Forward Adjustments

The Board approved Option #1: Authorize the carry forward adjustments of FY 2023 appropriations to the FY 2024 budget by approving the Resolution and associated Budget Amendment.

7. Resolution Authorizing Conveyance of Portions of two County-Owned Parcels Located at 320 and 326 Orange Avenue East to the City of Tallahassee for the Development of a StarMetro Transit Center

The Board approved Option #1: Adopt the Resolution authorizing the conveyance of portions of 320 and 326 Orange Avenue to the City of Tallahassee for the development of a new StarMetro Southside Transit Center located at Orange Avenue and Meridian Road.

Option #2: Authorize the Chair to execute a County Deed and any associated documents, subject to legal review by the County Attorney.

Option #3: Authorize the County Administrator to accept the conveyance of additional right-of-way from the City over a portion of the City Parcel and execute any associated documents, subject to legal review by the County Attorney.

8. Acceptance of a U.S. Department of Justice, Office of Community-Oriented Policing Services, Grant for the Leon County Sheriff's Office, and Approval of the Sheriff's Request for Utilization of Law Enforcement Trust Fund Assets

The Board approved Option # 1: Accept the U.S. Department of Justice, Office of Community-Oriented Policing Services, FY23 Law Enforcement Agency De-Escalation grant in the amount of \$249,950, and authorize the County Administrator to execute the Grant Agreement, including any future modifications, subject to legal review by the County Attorney; and authorize the Leon County Sheriff's Office to recognize and spend the funds within the requirements of the Grant Agreement.

Option #2: Approve the Resolution and associated Budget Amendment to realize the grant funds into the Sheriff's FY 2024 budget.

Option #3: Approve the transfer of \$55,951 from the Law Enforcement Trust Fund to the Sheriff's Office General Operating budget to support various crime prevention activities and programs.

9. Proposed Revisions to the Consolidated Minority, Women, and Small Business Enterprise Policy

The Board approved Option # 1: Approve the revised consolidated Minority, Women, and Small Business Enterprise Policy.

10. Proposed Revisions to Policy No.04-6, "Policy for Purchases of Food, Beverage and Supplies"

The Board approved Option # 1: Adopt the proposed revised Policy No. 04-6, "Policy for Purchases of Food, Beverage and Supplies."

11. Proposed Revisions to the County Cybersecurity Policy

The Board approved Option # 1: Adopt the proposed County Cybersecurity Policy.

12. Resolution in Support of the Florida Department of Transportation's Transportation Alternatives Set-Aside Grant Application to Construct the Highland Drive Sidewalk Project

The Board approved Option # 1: Adopt the Resolution in support of the Florida Department of Transportation's Transportation Alternatives Set-Side Grant Application to construct the Highland Drive sidewalk project.

13. Approval of the County to be a Willing Manager for FDOT SUN Trail Grant Application for the New Tallahassee to Havana Multi-Use Trail

The Board approved Option # 1: Approve the County to be a Willing Manager for the FDOT SUN Trail grant application for the new Tallahassee to Havana Multi-Use Trail as submitted by the Capital Region Transportation Planning Agency and authorize the County Administrator to execute the Certification of Willing Manager for trail maintenance, subject to legal review by the County Attorney.

14. First Amendment to Interlocal Agreement with the State of Florida Department of Transportation for Services Related to the Stormwater Element of National Pollutant Discharge Elimination System Program Requirements

The Board approved Option # 1: Approve the First Amendment to the Interlocal Agreement between the State of Florida Department of Transportation and Leon County for Services Related to the Stormwater Element of NPDES Program Requirements, and authorize the County Administrator to execute the First Amendment, and to approve and execute future amendments, subject to review by the County Attorney.

Procurements: *(These items are included under Consent.)*

15. FY 2024 Insurance Coverages and Bid Award for Third-Party Worker's Compensation Administration Services

The Board approved Option # 1: Approve the FY 2024 insurance coverages and authorize the County Administrator to place insurance coverages for Property and Excess Workers' Compensation, and General Liability as specified in Renewal Option 1:

- *Property and Flood Insurance: Zurich American Insurance Company, \$1,077,156 with no flood insurance; and Wright National Flood Insurance Company, \$2,914 for Woodville Community Center and Branch Library, which has a small portion of the parcel within a FEMA-mapped flood zone.*
- *Inland and Marine Insurance: XL Specialty Insurance Company, \$105,133.*
- *General Liability (including Public Official, Employment Practices Liability, Excess Liability, Auto and Medical Malpractice): The Phoenix Insurance Company, \$909,709, and Lloyds of London, \$10,526.*
- *Excess Workers' Compensation: Florida Municipal Insurance Trust: \$345,102.*
- *Cyber Security Insurance: Chubb, ACE American Insurance Company, \$60,923.*
- *As the broker of record, authorize Brown & Brown to place Pollution, Accidental Death & Dismemberment, Aviation, Crime, and Drone liability coverages, \$180,078.*

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

Option #3: Approve the award to Commercial Risk Management, Inc. for the provision of third-party workers' compensation administrative services, for a 3-year term with an annual premium of \$89,850 and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney.

16. Bid Award for Construction of the Fred George Park Wetland Restoration Project

The Board approved Option # 1: Approve the bid award to Hale Contracting, Inc., in the amount of \$405,177 for the construction of the Fred George Park Wetland Restoration project and authorize the County Administrator to execute the Agreement and any amendments thereto, subject to legal review by the County Attorney.

17. Ratification of the Purchase of an Ambulance for Emergency Medical Services

The Board approved Option # 1: Ratify the purchase of a new ambulance utilizing the Florida Sheriffs Association Purchasing Agreement, Contract # FSA23-VEF17.0 Item 589, from REV RTC, Inc. in the amount of \$339,841.

18. Ratification of Division of Tourism Contracts and Agreements for Fall and Winter Sports and Events

The Board approved Option #1: Ratify the approval and execution of five (5) contracts with Ashley Pyrotechnics, Inc. for services in support of fall and winter sports events, in the total amount of \$12,450.

Option #2: Ratify the approval and execution of Addendum #4 to Amend the Florida High School Cross Country State Championships Agreement the Florida High School Athletic Association, Inc. finalizing the event date for the upcoming 2024 Florida High School Cross Country State Championships.

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

19. Annual 2023 Affordable Housing Advisory Committee Report of Recommendations

The Board approved Option #1: Accept the Annual 2023 Affordable Housing Advisory Committee Report of Recommendations.

Option #2: Adopt the Resolution approving the proposed revisions to the FY 2024-2026 Leon County State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan.

20. November 2023 Quarterly Economic Dashboard Report

The Board approved Option #1: Accept the November 2023 Quarterly Economic Dashboard Report.

CONSENT ITEMS PULLED FOR DISCUSSION

Item 3. Ratification of Board Actions Taken at the November 28, 2023, Workshop on Human Services, and the Community Human Service Partnership

- Commissioner Proctor and Maddox pulled this item from Consent.
 - Commissioner Proctor expressed concern that 26 agencies lack a guarantee for continuous funding, expressing discomfort with the uncertainty surrounding the recipients receiving notice. He asked for clarification.
 - County Administrator Long indicated that an agenda item will be brought back with more information at the January 23rd meeting.
 - Commissioner Maddox recused himself due to the appearance of a conflict due to his employment with the Big Bend Homeless Coalition.
 - Commissioner Minor recused himself due to the appearance of a conflict, stating his wife has a pending real estate contract with the Oasis Center for Women and Girls.

Commissioner Proctor moved, seconded by Commissioner Caban, to approve Option #1: Ratify the preliminary actions taken at the November 28, 2023, Workshop on Human Services and the Community Human Services Partnership.

The motion carried 5-0. (Commissioner Maddox and Commissioner Minor recused).

GENERAL BUSINESS

21. Appointment of Commissioners to the Canvassing Board

County Administrator Long introduced this item. This item requests the Board's appointment of one Commissioner to serve as a member of the Canvassing Board as a replacement for the Board Chair who is ineligible to serve this year and the Board's appointment of a Commissioner to serve as a Substitute Member for the Canvassing Board. Pursuant to Florida Statutes, this item also recommends that the Chair appoint a Commissioner to serve as an Alternate Member for occasions when the Sitting Member is temporarily unable to participate in a Canvassing Board meeting.

- Commissioners Proctor, Minor, and O'Keefe withdrew themselves from consideration for the appointment due to their schedules.

Commissioner Minor moved, seconded by Commissioner Proctor, to approve Option #1: Full Board appointed one Commissioner, Nick Maddox, as a replacement for the Chair of the Canvassing Board for a one-year term.

The motion carried 7-0.

Commissioner Maddox moved, seconded by Commissioner O'Keefe, to approve Option #2: The Full Board appointed one Commissioner, Christian Caban, as the Substitute Member for the Canvassing Board for a two-year term ending December 31, 2025.

The motion carried 7-0.

- County Administrator Vincent Long stated since there were no other eligible Commissioners to serve as the alternate, the Chair could appoint an eligible citizen later.
- Vice-Chair Welch suggested former Commissioner Mary Ann Lindley, who previously served as the alternate member.
- Chair Cummings stated that she would make the appointment for the substitute member at another time.

22. Appointment of Commissioners to Authorities, Boards, Committees and/or Councils

County Administrator Long introduced this item. This item seeks Board approval to appoint Commissioners to the Big Bend Continuum of Care Board, Capital Region Transportation Planning Agency Board, Juvenile Justice Circuit 2 Advisory Board, Leon County Educational Facilities Authority, and Workforce Development Consortium-Region 5.

Vice-Chair Welch moved, seconded by Commissioner Maddox, to approve Option #1: Full Board to reappoint one Commissioner, Rick Minor, to the Big Bend Continuum of Care Board for a two-year term ending December 31, 2025.

The motion carried 7-0.

Commissioner Maddox moved, seconded by Commissioner Minor, to approve Options #2-5.

Option #2: Full Board reappointed three Commissioners, Nick Maddox, Rick Minor, and David O'Keefe, to the Capital Region Transportation Planning Agency Board for a two-year term ending December 31, 2025;

- *Commissioner Proctor asked the appointed Commissioners not to forget about Crawfordville Road, Woodville Highway, and Orange Avenue.*

Option #3: Full Board appointed one Commissioner, Christian Caban, to the Juvenile Justice Circuit 2 Advisory Board for a two-year term ending December 31, 2025;

Option #4: Full Board appointed one Commissioner, Brian Welch, as a liaison to the Leon County Educational Facilities Authority for a two-year term ending December 31, 2025; and

Option #5: Full Board appointed one Commissioner, Nick Maddox, to the Workforce Development Consortium, Region 5, for a two-year term ending December 31, 2025.

The motion carried 7-0.

23. Full Board Appointments to the Advisory Committee for Quality Growth, Animal Classification Committee, Architectural Review Board, Joint City/County Bicycling Workgroup, and the Tallahassee Sports Council

County Administrator Long introduced this item. This item seeks the full Board's consideration of the appointment of citizens to the Advisory Committee for Quality Growth, Animal Classification Committee, Architectural Review Board, Joint City/County Bicycling Workgroup, and the Tallahassee Sports Council. 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.

Vice-Chair Welch moved, seconded by Commissioner Maddox, to approve Options #1-5.

Option #1: Appoint one citizen, Shawn Sytsma, to the Advisory Committee for Quality Growth for the remainder of the unexpired term ending May 31, 2026.

Option #2: Reappoint two citizens, Dr. Sondra Brown and Dr. Elizabeth Blount, to the Veterinarian pool seats; reappoint two citizens, Haven Cook and Bobbie Jo Finer, to the Informed Citizen pool seats; and appoint one citizen, Travis Diggs, to the Informed Citizen pool seat on the Animal Classification Committee for 3-year terms ending December 31, 2026.

Option #3: Appoint one citizen, Pierce Withers, to the Architectural Review Board for the remainder of the unexpired term ending June 30, 2025.

Option #4: Appoint one citizen, Bradford Tierno, to the Joint City/County Bicycling Workgroup for a 3-year term ending December 31, 2026.

Option #5: Appoint two citizens, Michael Fleischacker and Jennifer Meadows, to the at-large seats on the Tallahassee Sports Council for three-year terms ending April 30, 2026. *Thereby waiving the conflicting employment relationship disclosed on Ms. Meadows' Form 4A by a two-thirds affirmative vote.*

The motion carried 7-0.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

24. First and Only Public Hearing to Consider an Eighth Amendment to the Southwood Development of Regional Impact Integrated Development Order

County Administrator Long introduced this item. This item requests the Board conduct the first and only public hearing to consider approval of an eighth amendment to the Southwood Development of Regional Impact Integrated Development Order (Southwood DRI-DO). There are four components to this request: the first component would revise the mixture of land uses located east of the Town Center, the second component would delete the requirement to construct Merchants Row Extension from Colleton Court to Grove Park Drive, the third component would revise two land use tables to indicate that acreages listed are conceptual in nature and not precise numbers, and the fourth component would allow stormwater facilities on the vacant parcels along the Merchants Row Extension.

Vice-Chair Welch moved, seconded by Commissioner Minor, to approve Option #1: Conduct the first and only public hearing and approve the eighth amendment to the Southwood Development of Regional Impact Integrated Development Order with the conditions recommended by the Planning Commission.

The motion carried 7-0.

25. First and Only Public Hearing to Consider a Proposed Ordinance Amending the Optimum (formerly Quail Ridge) Planned Unit Development for 14.53 acres Located on the East Side of Capital Circle SE, North of Gum Road

County Administrator Long introduced this item. This item requests the Board conduct the first and only public hearing to consider an application requesting an amendment to the Quail Ridge Planned Unit Development (PUD), a mixed-use PUD located on the east side of Capital Circle SW, approximately 1,125 feet north of Gum Road. The proposed PUD amendment will change the name of the Quail Ridge PUD to Optimum PUD and incorporate two adjacent parcels from the M-1 (Light Industrial) zoning district into the PUD zoning district, increasing the total acreage of the PUD from 13.27 acres to 14.53 acres. The current PUD allows a variety of commercial uses, including warehouses, and allows multi-family development. The PUD amendment would add some Light Industrial (M-1) land uses to the PUD to allow the development of Recreational Vehicle (RV) sales and service facility in addition to the currently allowed uses.

Commissioner O'Keefe moved, seconded by Commissioner Minor, to approve Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance, thereby amending the Optimum Planned Unit Development (PUD), based on the findings of fact and conclusions of law of the Planning Commission, this report, and any evidence submitted at the hearing hereon.

The motion carried 7-0.

26. First and Only Public Hearing to Consider Adopting a Resolution of Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Assessments for the Purpose of Collecting the Full Amount of all Charges Related to Sewer Service Imposed on Certain Real Property Located on Susie B. Lane

County Administrator Long introduced this item. This item requests the Board conduct the first and only public hearing to consider adopting a Resolution of intent to utilize the uniform method for the levy, collection, and enforcement of non-ad valorem assessments for the purpose of collecting the full amount of all charges related to sewer service imposed on certain real property located on Susie B. Lane.

- Commissioner Proctor asked about the number of constituents who have faced difficulties in paying the connection fee. He expressed his concern about people not being able to pay the fee.
- County Administrator Long has explained that a non-ad valorem assessment, termed a "readiness-to-serve" charge, is imposed on vacant lots. This flat amount is assessed to property owners on their tax bill and is not based on the property's value. The purpose of the charge is to contribute to the costs of making utilities or services available to the property, even if it is currently vacant. This measure ensures that property owners bear the cost of service readiness, and the assessment is collected alongside property taxes.
- Commissioner Proctor raised concerns about the potential hardship created by the readiness-to-serve charge on vacant lots. He questioned whether individuals qualify for a grant to cover this cost. He emphasized that such a fee may place a financial burden on individuals who cannot afford it.
- County Administrator Long explained that the citizen's connection fee (approximately \$10,000) was funded by the grant under the Belair/Annawood septic to sewer project.

Commissioner Maddox moved, seconded by Commissioner O'Keefe, to approve Option# 1: Conduct the first and only public hearing and adopt the Resolution of intent to utilize the Uniform Method for the levy, collection, and enforcement of Non-Ad Valorem assessments for the purposes of collecting the full amount of all charges related to sewer service imposed on certain real property located on Susie B. Lane.

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.

- Rabbi Paul Sidlofsky, Temple Israel, shared that since he arrived six months ago, he observed that Tallahassee is one of the warmest and most welcoming communities he has experienced. He spoke regarding the conflict in Gaza, and the effects on the local community. He extended an invitation to the Board and citizens to attend Temple of Israel. He invited everyone to the Invite Your Neighbor service at Temple Israel on Friday, January 26, 2024, at 7:00 p.m.

- Commissioner Minor thanked Rabbi Paul Sidlofsky for his comments and the invitation, affirming that the Commission stands in solidarity with the Jewish community.
- Chair Cummings thanked him for his comments and expressed her solidarity with the Jewish Community.
- Niki Parker Tallahassee, Florida, Chair of the DJ Demp Foundation, Inc., extended an invitation to the Board to the anti-bullying rally during the 27th annual Demp Week, January 8-14, 2024. She noted that the DJ Demp Foundation centers its efforts on addressing bullying as its core mission.
- DJ Demp, Tallahassee, Florida, CEO and Founder of the DJ Demp Foundation, Inc., asked the Board for sponsorship funding for Demp Week. He appealed to the County for financial support, emphasizing his longstanding commitment to giving back to the community for three decades of his own accord.
 - Commissioner Proctor inquired if the event qualified for the Tourism Development Council.
 - Commissioner Maddox asked if DJ Demp had received any sponsorship or donations from the Tourist Development Council.
 - County Administrator Long confirmed DJ Demp has already been awarded \$5,000 from the Tourism Development Council.
 - Commissioner Maddox suggested the Board consider providing support. However, he hesitated to propose a specific amount due to the Board's procedural process. He asked County Administrator Long how soon they could have an answer and the date of the next Commission meeting.
 - County Administrator Long stated the next Commission meeting will be on January 23, 2024.
 - Commissioner Maddox offered a motion to approve an additional \$5,000 sponsorship for the Demp Week events that are free and open to the public, January 8-14, 2024, from the General Fund Contingency, and motioned for approval of an associated Budget Amendment. The motion was seconded by Commissioner O'Keefe.
 - Commissioner O'Keefe expressed his concern about the annual process and cautioned against potential challenges for other organizations attempting to seek funding.
 - Commissioner Minor expressed the need for more information about the event, indicating that he felt unprepared to make an informed decision without going through the proper process.
 - Commissioner Proctor spoke about Demp Week, highlighting its positive impact and the 27 years of sacrifice by DJ Demp. He vouched for DJ Demp's clean reputation and expressed comfort with Commissioner Maddox's request.

- Vice-Chair Welch expressed reservations about proceeding without an agenda item to analyze the allocation of funds.
- Commissioner Maddox defended the worth of the event, providing an estimated return on investment of \$10,000. He expressed support for the event and proposed a solution by suggesting the pursuit of Tourism Development Council funding in the following year.
- Vice-Chair Welch agreed to support \$5,000 but emphasized the need for a thorough analysis in the future.
- Commissioner Minor acknowledged hesitation due to the process. He decided to support the \$5,000 additional allocation.
- Commissioner Proctor reflected on the importance of public dollars going where needed and referenced the earlier discussion on non-profit agencies in Item #3.
- Commissioner O'Keefe indicated support for the funding, suggesting a funding request for the next year to be made in March.
- Chair Cummings thanked DJ Demp for his contributions and noted the significance of his first request from the County. She highlighted the positive impact on children, anti-bullying efforts, and the City's and County's economic growth. She supported the issue, recognizing its alignment with the process for future considerations, and appreciated the unanimous vote.

Commissioner Maddox moved, seconded by Commissioner O'Keefe, to approve an additional \$5,000 sponsorship for the Demp Week events that are free and open to the public, January 8-14, 2024, from the General Fund Contingency, and approved an associated Budget Amendment.

The motion carried 7-0.

COMMENTS/DISCUSSION ITEMS

County Attorney O'Steen:

- Stated she will be providing status updates on the Lake Talquin TMDL matter and a status update on the Florida PACE Funding Agency litigation. She wished everyone Happy Holidays.

County Administrator Long:

- Wished everyone Happy Holidays.

COMMISSIONER DISCUSSION ITEMS

Chair Cummings:

- Requested a proclamation recognizing January 2024 as Human Rights Month.

Commissioner Proctor moved, seconded by Commissioner Maddox, to approve a proclamation recognizing January 2024 as Human Rights Month.

The motion carried 7-0.

- Asked County Administrator Long about Item #7, echoing citizen Max Epstein's comments about the large oak tree at Orange Avenue and Meridian Road.
 - County Administrator Long stated more information will be forwarded to the Commissioners' inboxes.
- Wished everyone Happy Holidays.

Vice-Chair Welch:

- Thanked staff for the recent Man-O'-War Park opening.
- Thanked Community Relations and Resilience Director Mathieu Cavell and staff for the recent dedication of the Northeast Branch Library in honor of former Commissioner Bruce Host.
- Wished everyone Happy Holidays.

Commissioner Maddox:

- Commended the FSU Football Team for the 2023 ACC Championship and the FAMU Football Team for the 2023 SWAC Championship this year. He made a motion to make plans for a Champions Celebration at the 2024 Board Retreat as part of the Bicentennial conversation.
 - Commissioner Minor amended the motion to add the FSU Women's Soccer Team.
 - Commissioner Maddox amended the motion to add all 2023 Champions from universities, including TCC.

Commissioner Maddox moved, seconded by Commissioner Caban, to bring back plans for a 2023 Champions Celebration as part of the 2024 Bicentennial update at the Board's January 22, 2024, Retreat.

The motion carried 7-0.

Commissioner Minor:

- Commended the City of Tallahassee's *A Veteran's Journey: Honor Flight Tallahassee* video produced by Tom Bronakowski, WCOT Station Manager, and everyone in the production of the documentary, which was recently honored at the 47th annual Suncoast Emmy Awards. He invited everyone to watch the video on the City of Tallahassee's YouTube channel.
- Provided an update on the Florida Association of Counties (FAC). He stated they adopted two Leon County policies as 2024 legislative priorities: the anti-human trafficking policy for government contractors, and the expansion of the use of SHIP funds for rental

assistance and rental construction. He thanked the Board for supporting the two proposals.

- Wished everyone a Happy Holiday.

Commissioner O’Keefe:

- Thanked the Survive and Thrive Advocacy Center’s online STACPRO Human Trafficking Business Training. He asked County Administrator Long about a policy for vendors acknowledging their businesses are not involved with human trafficking and how can it be tracked and verified.
 - County Administrator Long stated vendors self-certify that they are not engaging in human trafficking.
 - Commissioner O’Keefe asked if any vendor is charged with human trafficking, would they be immediately removed.
 - County Administrator Long stated he isn’t sure as that scenario hasn’t ever happened, but he’s sure justice would be served.
- Wished everyone Happy Holidays.

Commissioner Caban:

- Wished everyone Happy Holidays and wished Commissioner Maddox a Happy Birthday.
- Thanked County Administrator Long and Director of Public Works Brent Pell for paving the Fort Braden Walking Path.
- Thanked Human Resources Director Candice Wilson, Manager of Housing Services Jelani Marks, Assistant County Administrator Shington Lamy, and Director of Tourism Kerri Post for their hard work.
- Requested a proclamation recognizing Melissa Dawn Hughes from Goat House Farm, a not-for-profit that serves to increase youth participation in sustainable agriculture.

Commissioner Caban moved, seconded by Commissioner Minor, to approve a proclamation recognizing Melissa Dawn Hughes from Goat House Farm.

The motion carried 5-0. (Commissioner O’Keefe and Commissioner Maddox out of Chambers).

- Requested a proclamation recognizing FSU Football Coach Mike Novell for being named ACC Coach of the Year.

Commissioner Caban moved, seconded by Vice Chair Welch, to approve a proclamation recognizing FSU Football Coach Mike Norvell being named ACC Coach of the Year.

The motion carried 5-0. (Commissioner O’Keefe and Commissioner Maddox out of Chambers).

Commissioner Proctor:

- Requested a proclamation recognizing FAMU Football Coach Willie Simmons as SWAC Coach of the Year.

Commissioner Proctor moved, seconded by Commissioner Maddox, to approve a proclamation recognizing FAMU Football Coach Willie Simmons as SWAC Coach of the Year.

The motion carried 6-0. (Commissioner O'Keefe out of Chambers).

- Requested a motion for recognizing Florida State women's soccer team as the NCAA Women's Soccer National Champions, the Florida State Seminoles football team as the 2023 ACC Champions, and the Florida A&M Rattlers football team as the 2023 SWAC Football Champions.

Commissioner Proctor moved, seconded by Commissioner Maddox, to approve proclamations recognizing the Florida State women's soccer team as the 2023 NCAA Women's Soccer National Champions, the Florida State Seminoles football team as the 2023 ACC Champions, and the Florida A&M Rattlers football team as the 2023 SWAC Football Champions.

The motion carried 7-0.

- Announced and invited everyone to the Martin Luther King, Jr. Program that will be held on the first floor of the Courthouse on Wednesday, January 10, 2024, at 12:00 p.m. (before the Jan 15th MLK Holiday).
- Thanked the Board for always keeping their professionalism throughout the year.
- Wished the staff Happy Holidays.

RECEIPT AND FILE:

- None

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:55 p.m.

ATTEST:

BY: _____
Carolyn D. Cummings, Chair
Board of County Commissioners

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

**Leon County
Board of County Commissioners**

Notes for Agenda Item #2

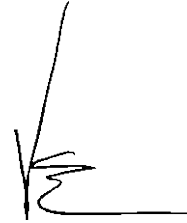
Leon County Board of County Commissioners

Agenda Item #2

February 20, 2024

To: Honorable Chair 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:	Ken Morris, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Roshanda Bradley, Budget Director
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 February 20, 2024, and pre-approval of payment of bills and vouchers for the period of February 21, 2024 through March 18, 2024.

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 February 20, 2024 and the pre-approval of payment of bills and vouchers for the period of February 21, 2024 through March 18, 2024.

Report and Discussion

Background:

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the February 20th meeting, the morning of Monday, February 19, 2024. If, for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Analysis:

Since the next regular meeting is scheduled for March 19, 2024, it is advisable for the Board to pre-approve payment of the County's bills for February 21, 2024 through March 18, 2024 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 February 20, 2024 and the pre-approval of payment of bills and vouchers for the period of February 21, 2024 through March 18, 2024.
2. Do not approve the payment of bills and vouchers submitted for February 20, 2024 and the pre-approval of payment of bills and vouchers for the period of February 21, 2024 through March 18, 2024.
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

February 20, 2024

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Ratification of the County's Funding Agreement with the Florida Civil Rights Museum, Inc.



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Nicki Paden, Assistant to the County Administrator for Legislative and Strategic Initiatives

Statement of Issue:

This item seeks Board ratification of the County's Grant Funding Agreement with Florida Civil Rights Museum, Inc. to provide \$60,000 in County funds to support expenses associated with the continued implementation of its virtual civil rights museum, as approved by the Board at its June 20, 2023 Budget Workshop.

Fiscal Impact:

This item has a fiscal impact. Adequate funding has been budgeted and is available in the FY 2024 budget.

Staff Recommendation:

Option #1: Ratify the County's Grant Funding Agreement with Florida Civil Rights Museum, Inc. (Attachment #1).

Report and Discussion

Background:

This item seeks Board ratification of the County's Grant Funding Agreement with Florida Civil Rights Museum, Inc. (Attachment #1) to provide \$60,000 in County funds to support expenses associated with the continued implementation of its virtual civil rights museum, as approved by the Board at its June 20, 2023 Budget Workshop.

The 2024 Grant Funding Agreement will provide a second year of funding to support the Florida Civil Rights Museum, Inc. In total, the Board has approved the allocation of \$120,000 to support the Florida Civil Rights Museum, Inc. over the last two years. The County's funding agreements with the Florida Civil Rights Museum, Inc. have been on a calendar-year basis, with the 2023 Grant Funding Agreement (first year) term set through December 31, 2023, and the 2024 Grant Funding Agreement (second year) term set through December 31, 2024.

Analysis:

At the FY 2024 Budget Workshop in June 2023, the Board approved the Florida Civil Rights Museum, Inc.'s funding request of an additional \$60,000 in County funds to support expenses associated with the continued implementation of its initiative in 2024. As presented in the budget workshop materials (Attachment #2), these expenses include increased staffing support, fundraising and marketing efforts, equipment rentals and software expenses, among others. The Board ratified its actions taken at the June 2023 Budget Workshop at its July 11, 2023 regular meeting. However, the June 2023 Budget Workshop Ratification Item did not specifically include an option for the Board to formally authorize the execution of the funding agreement with the Florida Civil Rights Museum, Inc.

On February 5, 2024, the County executed the Grant Funding Agreement with the Florida Civil Rights Museum, Inc. in the amount of \$60,000. This item seeks Board ratification of the County's Grant Funding Agreement with Florida Civil Rights Museum, Inc. as recommended by the County Attorney's Office.

The 2024 Grant Funding Agreement term is set for the current calendar year and will expire on December 31, 2024. The agreement requires the submission of a mid-year and annual report outlining the progress and expenditures made by the grantee. In addition, recognizing that the grantee plans to eventually deploy its community-based museum model on a statewide basis, the County has continued to support its efforts in seeking state funding for its concept. The County's 2023 and 2024 legislative priorities, as adopted by the Board, included support of the Florida Civil Rights Museum's legislative funding request in the amount of \$500,000 for the proposed statewide virtual museum.

Options:

1. Ratify the County's Grant Funding Agreement with the Florida Civil Rights Museum, Inc. (Attachment #1).
2. Board direction.

Recommendation:

Option #1

Attachments:

1. 2024 Grant Funding Agreement with the Florida Civil Rights Museum, Inc.
2. June 20, 2023 Budget Workshop Item on the Florida Civil Rights Museum, Inc.'s Funding Request

GRANT FUNDING AGREEMENT

This Grant Funding Agreement (“Agreement”) is made and entered into by and between Leon County, Florida, a charter county and political subdivision of the State of Florida (hereinafter referred to as “County”), and Florida Civil Rights Museum, Inc. (hereinafter referred to as “Grantee,” collectively, hereinafter referred to as “Parties”).

RECITALS

WHEREAS, the Grantee previously requested and was awarded grant funding by the County to provide financial support for expenses associated with the creation of a virtual museum and database showcasing the County’s civil rights leaders and educational pioneers; and

WHEREAS, the County and the Grantee subsequently entered into a funding agreement in the amount of \$60,000.00 for the scope of work identified in the grant agreement, which terminates on December 31, 2023; and

WHEREAS, the Grantee subsequently requested additional funding from the County in the amount of \$61,751.00 for the scope of work identified herein and consistent with the projected line item expenditures enumerated in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, the County, by and through the Board of County Commissioners (the “Board”), at the June 20, 2023, Budget Workshop meeting, approved the allocation of \$60,000 to the Grantee to support the continued development of a virtual civil rights museum during the 2024 calendar year; and

WHEREAS, the Board ratified funding for the Grantee at its July 11, 2023, regular meeting; and

WHEREAS, the Grantee is a Florida not-for-profit organization; and

WHEREAS, the grant funding provided pursuant to the terms of this Agreement is not to be construed by the Grantee as a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions, acknowledgments, understanding, rights, and obligations to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties agree as follows:

I. Recitals

The Recitals to this Agreement are incorporated herein and made a part of this Agreement.

II. Effective Date and Term

This Agreement shall commence and become effective when fully executed by the Parties. This Agreement shall terminate on December 31, 2024.

III. Scope of Work

A. In exchange for the County's payment to the Grantee consistent with Section IV of this Agreement, the Grantee will perform the scope of work as outlined in Exhibit A ("Services"), consistent with the funding allocated within each line item expenditure in Exhibit A, in furtherance of the Grantee's continued implementation of the virtual museum and database showcasing the County's civil rights leaders and educational pioneers. The scope of work enumerated in Exhibit A includes, but is not limited to:

- Continuation and Expansion of Virtual Programming: Add new virtual galleries featuring various civil rights and educational pioneers every 10-12 weeks. The "Personal Perspectives" and "I AM" series will be continued and expanded. The "Personal Perspectives" series is intended to feature interviews of the family members of those civil rights pioneers who are featured in the museum as well as and films of their artifacts, including articles of clothing, handwritten documents, degrees, photographs, marriage licenses, etc. for enhanced for viewing by the public. The "I AM Series" is a youth-led initiative that will afford students the opportunity to portray a civil rights pioneer in a brief oratorical presentation which will be filmed and included in the museum.
- Community Events: Develop and host a youth summit and workshops to engage local youth in learning about the historical contributions of various civil rights and educational pioneers, as well as the hosting of a "Civil Rights

Wall of Distinction” and “Distinguished Lecture Series” event to engage the broader community.

- Fundraising, Promotional, and Other Engagement Efforts: Plan and host a signature fundraising event and conduct additional fundraising outreach, a volunteer recruitment campaign, and various family-oriented activities in coordination with the Leon County Library.
- B. The Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. The Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of the Services.

IV. Budget and Grant Funds Distribution

- A. The County agrees to provide grant funding to the Grantee in the total amount of SIXTY THOUSAND and 00/100 DOLLARS (\$60,000.00) for the Services in accordance with the schedule set forth in Section IV.B.
- B. The County will advance the Grantee fifty percent (50%) of the grant funding no later than thirty (30) days after the execution of this Agreement by the Parties, or within thirty (30) days of the Grantee’s submission of the Agency Performance Report (Annual Report) for the prior calendar year (2023), whichever occurs later. The County will pay the remaining fifty percent (50%) of the grant funding to the Grantee following the Grantee’s submission, and the County’s acceptance, of the Mid-Year Report and documentation of expenses incurred to provide the Services, in accordance with the reporting requirements set forth in Section VI below.
- C. All distributions to the Grantee will be contingent upon compliance with this Agreement and the status of any previously disbursed funds to the Grantee.
- D. Upon the expiration of this Agreement on December 31, 2024, or upon termination of this Agreement pursuant to Section VII below, the Grantee shall remit all unexpended funds to the County within ten (10) business days following the effective date of such expiration or termination. Failure to do so may result in the County exercising its right to seek any available remedies at law or in equity.
- E. The County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

V. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees, contractors,

and/or volunteers shall not be employees of Leon County or have any contractual relationship with the County.

- B. All Services required hereunder will be provided by the Grantee, and all personnel engaged in the provision of the Services shall be fully qualified and properly authorized under appropriate federal, state, and local laws, rules, and regulations to perform such Services.
- C. None of the Services to be provided under this Agreement shall be subcontracted without prior written approval from the County.

VI. Reporting and Notices

- A. The Grantee shall provide a mid-year Grantee Performance Report (“Mid-Year Report”) to the County no later than June 30, 2024. The Grantee shall also provide a final Grantee Performance Report (“Final Report”) to the County by January 15, 2025. The Mid-Year Report and the Final Report shall be provided in a format consistent with the Grantee Performance Report Format detailed in Exhibit B, which is attached hereto and incorporated herein by reference. The Mid-Year Report shall provide detailed information regarding the Services completed within the first six (6) months of this Agreement. The Final Report shall provide detailed information regarding the Services completed within the entire twelve (12) month term of this Agreement.
- B. The Grantee shall develop a spreadsheet, approved by the County, that summarizes expenses incurred by the Grantee in the course of providing the Services. Such spreadsheet, and a copy of supporting receipts and other documentation as may be required by the County, shall be provided by Grantee to the County with the Mid-Year Report and the Final Report.
- C. The Grantee acknowledges and agrees that the County may request additional documentation, in the sole discretion of the County, as required for the County to substantiate that the Grantee has provided the Services enumerated in Section III above and Exhibit A and incurred expenses consistent with the line item budget enumerated in Exhibit A.
- D. All reports and documentation required pursuant to this Section, and related correspondence thereto, shall be submitted electronically to Nicki Paden at PadenN@leoncountyfl.gov.
- E. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier, or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Florida Civil Rights Museum
Post Office Box 6197
Tallahassee, Florida 32314

Email: floridacivilrightsmuseum@gmail.com

Notice to COUNTY: Nicki Paden
300 South Monroe St., Suite 502
Tallahassee, Florida 323031
Email: PadenN@leoncountyfl.gov

VII. Termination

- A. This Agreement may be terminated by either of the Parties without cause upon no less than thirty (30) calendar days' written notice to the other Party, unless a sooner time is mutually agreed upon in writing by the Parties. Said notice shall be delivered in accordance with Section VI.E. herein.
- B. In the event that funds for payment pursuant to this Agreement become unavailable or are inadequate, the County may terminate this Agreement upon not less than 24 hours' written notice to the Grantee. Said notice shall be sent in accordance with Section VI.E. hereof. The County shall be the final authority as to the availability and/or adequacy of funds. In the event of termination of this Agreement, the Grantee may only be compensated for Services provided under this Agreement, on a pro rata basis, which have been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee's non-performance and/or breach of this Agreement upon not less than 24 hours' written notice to the Grantee. Failure to object to a breach of any provisions of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms and conditions of this Agreement. The provisions herein do not limit the County's right to any other available remedies at law or in equity. Failure to have performed any contractual obligations in this Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

VIII. Audits and Records

- A. The Grantee acknowledges and agrees that the County reserves the right to conduct, either or both, a financial audit and management audit. An audit by the County may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with this Agreement.
- B. The County may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.
- C. The Grantee shall provide a copy of any internal or external audit of the Grantee to the Leon County Office of Financial Stewardship, for its review. Such documentation, and all related correspondence, as required under this subsection shall be submitted electronically to Nicki Paden at PadenN@leoncountyfl.gov.

- D. The Grantee agrees to maintain and produce any and all records necessary to substantiate the provision of Services and expenditure of funds consistent with the line item budget in Exhibit A. The Grantee further agrees to produce any and all such records to the County upon request.
- E. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents, and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all grant funds received under this Agreement. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of expiration or termination of this Agreement, and for such longer period, if any, as is required by applicable statute or other law.

IX. Use of County Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the County all misused funds within ten (10) business days following the date of discovery of any misused funds and notice to the Grantee. Failure to comply with this provision may result in the County exercising its right to seek any available remedies at law or in equity.

X. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.
- D. Binding Effect. This Agreement shall be binding upon the successors and assigns of the Parties hereto, subject to the Assignment provision below.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither of the Parties hereto shall have the right to assign this Agreement or any of its rights or responsibilities here under to any

third party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.

- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against either of the Parties as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges, or immunities as may be provided to the County by law.
- J. Force Majeure. A Party shall be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a “Force Majeure Event” which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; pandemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law imposed after this Agreement is fully executed.
- K. Costs and Attorneys’ Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorneys’ fees incurred in maintaining or defending subject litigation. The term “litigation” shall include appellate proceedings.
- L. 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.
- M. Revision. In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced or required hereby, it is deemed necessary for the Grantee to deviate from the requirements of this Agreement, the Grantee shall obtain the prior written consent of the County.

- N. Publicity. Without limitation, the Grantee and its employees, agents, and representatives shall not, without prior written approval of the County, in each instance, use in advertisement, publicity, or other promotion endeavor any County mark, the name of the County, or any County officer or employee, nor represent directly or indirectly, that any products or Services provided by the Grantee have been approved or endorsed by the County. The Grantee shall not refer to the existence of this Agreement in press releases, advertising, or materials distributed by the Grantee to its representative customers without the prior written approval of the County.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she 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 the repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for Category Two (\$35,000.00), for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or others with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its funded activities under this Agreement in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs. Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.
- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.

- S. Indemnity. The Grantee agrees to indemnify, defend, and hold harmless the County, its officials, officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorneys' fees. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
- T. Independent Entity. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. The Grantee is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any party that the Grantee and County are partners or that the Grantee is the agent or representative of the County.
- U. Public Records. The Grantee shall:
1. Keep and maintain public those records that ordinarily and necessarily would be required by the County to perform the Services required under this Agreement (hereinafter "public records").
 2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the County.
 4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the Services required hereunder. If the Grantee transfers all public records to the County upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee 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.

5. **IF THE GRANTEE IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850-606-5300), PADENN@LEONCOUNTYFL.GOV, 301 SOUTH MONROE STREET.**

V. Sovereign Immunity.

Nothing herein shall be construed as a waiver of any rights and privileges afforded the County under section 768.28, Florida Statutes.

W. Voluntariness.

The Grantee expressly represents and warrants that it is entering into this Agreement voluntarily and, except for the terms and conditions outlined in this Agreement, no other promises or inducements have been offered. The Grantee further agrees that it has discussed all aspects of this Agreement with a private attorney or has read and fully understands this Agreement, including but limited to its rights and obligations under this Agreement.

Order of Precedence

- 1. Agreement
- 2. Exhibit A
- 3. Exhibit B

Attachments

Exhibit A – Projected Line Item Expenditures
 Exhibit B – Grantee Performance Report Format

IN WITNESS THEREOF, the Parties through their duly authorized representatives have executed this Agreement.

FLORIDA CIVIL RIGHTS MUSESUM, INC.

DocuSigned by:
 By: Debrae J. Hollinger
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 Debrae J. Hollinger, Co-Executive Director

DocuSigned by:
 By: Jacqueline Perkins
13C10F13077C442...
 Jacqueline Y. Perkins, Co-Executive Director

Date: 2/5/2024

Date: 2/2/2024

DocuSigned by:
 Attest: Chloe
A643DA4336F847D...

DocuSigned by:
 Attest: Paul
F1A3EDB857B489...

As Its: CT

As Its: GJ

LEON COUNTY, FLORIDA

DocuSigned by:
 By: Carolyn D. Cummings
077B4B7E3ECA477...
 Carolyn D. Cummings, Chair
 Board of County Commissioners

Date: 1/29/2024

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

DocuSigned by:
 By: Gwendolyn Marshall Knight
178D7F95C3774F4...



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

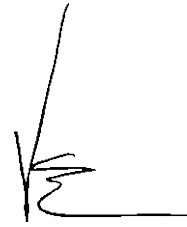
By: _____
DocuSigned by:
Chasity H. O'Steen
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Leon County Board of County Commissioners

ADD ON Budget Workshop Item #5

June 20, 2023

To: Honorable Chairman and Members of the Board
From: Vincent S. Long, County Administrator
Title: Florida Civil Rights Museum, Inc.'s Funding Request



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Nicki Paden, Assistant to the County Administrator

Statement of Issue:

This budget discussion item is provided for the Board's consideration of the Florida Civil Rights Museum, Inc.'s funding request of an additional \$60,000 for the development of a virtual civil rights museum.

Fiscal Impact:

The Preliminary FY 2024 Budget does not include funding for this project. However, should the Board wish to support the Florida Civil Rights Museum, Inc.'s funding request for an additional \$60,000, the Board may wish to utilize current year contingency funds, utilize FY 2024 general fund balance, or direct staff to identify budget reductions to be considered as part of the budget workshop ratification at the July Board meeting.

Staff Recommendation:

Option #5: Board direction.

Report and Discussion

Background:

This budget discussion item is provided for the Board's consideration of the Florida Civil Rights Museum, Inc.'s (FCRM) funding request for an additional \$60,000 to support the continued development of a virtual civil rights museum (Attachment #1 and #2).

At the June 13, 2023 meeting, the Board requested the FCRM's give a presentation at the upcoming July Board meeting. However, in addition to the request to give a presentation, the materials received by the Board also included a funding request for \$60,000. As the Board's June budget workshop occurs prior to the July meeting, in order to allow the Board time to consider the funding request as part of the budget development process, the FCRM's presentation and funding request have been prepared for the Board's consideration during this Budget Workshop.

Similar to the new funding request, at last year's Budget Workshop in June 2022, the Board requested and received an analysis on the FCRM's proposal and funding request for the development of a virtual civil rights museum to showcase Leon County's civil rights leaders and educational pioneers. At that time, the Board directed the County Administrator to increase the use of General Fund Balance in the Preliminary FY 2023 Budget to support the FCRM's funding request in the amount of \$60,000 to support expenses associated with the startup of its initiative. Recognizing that the FCRM plans to eventually deploy this community-based model on a statewide basis, the FCRM has also continued to seek state funding for its concept. The County's 2023 legislative priorities, as adopted by the Board, included support of the FCRM's legislative funding request in the amount of \$500,000 for the proposed statewide virtual museum.

Subsequently, the County executed a funding contract with the FCRM in support of its efforts to create a virtual museum and to secure additional funding sources to sustain and expand the organization on a statewide basis, as detailed in the Analysis of this item.

Analysis:

Last year, the FCRM submitted a funding request to support the development of a virtual civil rights museum for the Board's consideration. As proposed, the FCRM requested County funds to support startup expenses associated with producing a virtual museum webpage and repository of documents, publications, photographs and artifacts showcasing local civil rights leaders and educational pioneers.

At the FY 2023 Budget Workshop in June 2022, the Board approved increasing the use of General Fund Balance to support the funding request in the amount of \$60,000. Subsequently, the County executed a funding contract with the FCRM for a one-year term through December 31, 2023. In addition, the County's 2023 legislative priorities, as approved by the Board, included support of FCRM's state legislative funding request of \$500,000 to support the expansion of the initiative on a statewide basis.

Since that time, the FCRM has leveraged the County's funding related to its creation of a virtual museum webpage. While the FCRM will submit a midcontract report by the end of June 2023, the FCRM has continued to engage the County on its progress and expenditures in fulfillment of

Title: Florida Civil Rights Museum, Inc.'s Funding Request

June 20, 2023

Page 3

various objectives outlined in the funding contract. The FCRM has provided the County with previews of its virtual museum webpage development, as well as updates of its efforts to secure partnerships, in-kind and contracted services, and staff support to advance its initiative. Most recently, on June 13, 2023, the FCRM sent the Board an email update on the rollout of the virtual museum with a request to provide a presentation on its efforts at a future Board meeting (Attachment #1). As noted previously, the FCRM's presentation and funding request have been prepared for the Board's consideration during this Budget Workshop.

As detailed in its recent email update, the FCRM will launch the virtual museum webpage in August 2023 with future programming to include its "They Made a Difference" exhibit, "I AM" series, and "Personal Perspectives" series. Over past months, the FCRM has secured contracted services for the development of a five-year strategic plan for the museum, webpage and virtual programming development, and community engagement in preparation of the museum launch. In addition, the FCRM has continued to pursue additional funding sources, in-kind donations, and local partnerships to sustain its initiative going forward. During the 2023 Legislative Session, the FCRM submitted a funding request to the Florida Legislature in the amount of \$500,000 to support the expansion of its initiative on a statewide basis. As part of the County's legislative priorities, the County's legislative team worked throughout session with the County's lobbyists and members of the County's legislative delegation to advocate in support of FCRM's funding request which was ultimately not included in the state budget this year.

As part of its update to the Board, the FCRM is requesting an additional \$60,000 in County funds to support expenses associated with the continued implementation of its initiative in FY 2024. As outlined in its proposed funding request (Attachment #2), these expenses include increased staffing support, fundraising and marketing efforts, equipment rentals and software expenses, among others. The following provides a summary of the FCRM's proposed activities for the continued implementation of its initiative:

- **Continuation and Expansion of Virtual Programming:** Including the addition of new virtual galleries to be introduced every 10-12 weeks featuring various civil rights and educational pioneers; and continuation and expansion of the "Personal Perspectives" and "I AM" series.
- **Community Events:** Including a summit and workshop to engage local youth in learning about the historical contributions of various civil rights and educational pioneers, as well as the hosting of a "Civil Rights Wall of Distinction" and "Distinguished Lecture Series" event to engage the broader community.
- **Fundraising, Promotional, and Other Engagement Efforts:** Including a signature fundraising event and additional fundraising outreach; a volunteer recruitment campaign; and various family-oriented activities to be planned in coordination with the Leon County Library.

Should the Board wish to support the FCRM's funding request in the amount of \$60,000, the Board may wish to utilize current year contingency funds, utilize FY 2024 general fund balance, or direct staff to identify budget reductions to be considered as part of the budget workshop ratification at the July Board meeting. If funding is approved, a new contract will be executed with FCRM that

Title: Florida Civil Rights Museum, Inc.'s Funding Request
June 20, 2023
Page 4

provides the terms and conditions in which payments will be made consistent with the existing agreement.

Options:

1. Accept the staff report and take no further action at this time.
2. Approve the funding request in the amount of \$60,000 to be supported from general fund contingency, and direct the County Administrator to bring the associated Budget Amendment as part of the ratification agenda item to be brought back at the July Board meeting.
3. Approve the funding request in the amount of \$60,000 and direct the County Administrator to increase the use of general fund balance in the Preliminary FY 2024 Budget.
4. Direct the County Administrator to identify \$60,000 in reductions and/or project deferrals in the Preliminary FY 2024 Budget as part of the ratification agenda item to be brought back at the July Board meeting.
5. Board direction.

Recommendation:

Option #5 – Board direction

Attachments:

1. Florida Civil Rights Museum, Inc. Email to Board
2. Florida Civil Rights Museum, Inc. Funding Request
3. June 2022 Budget Discussion Item

**Leon County
Board of County Commissioners**

Notes for Agenda Item #4

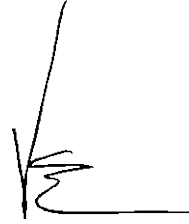
Leon County Board of County Commissioners

Agenda Item #4

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Commissioner Appointments to the Public Safety Coordinating Council and the Tallahassee-Leon County Commission on the Status of Women & Girls

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Mary Smach, Agenda Coordinator

Statement of Issue:

This item seeks Board approval to ratify the Commissioner appointment of citizens to the Public Safety Coordinating Council and the Tallahassee-Leon County Commission on the Status of Women & Girls.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Ratify Commissioner Cummings' appointment of Kelli Mercer to fill Seat Category j. (the director of a local substance abuse treatment program) on the Public Safety Coordinating Council for the remainder of the unexpired term ending December 31, 2025.
- Option #2: Ratify Commissioner Minor's appointment of Tiffany Martin to the Tallahassee-Leon County Commission on the Status of Women & Girls for the remainder of the unexpired term ending September 30, 2024 and a full two-year term ending September 30, 2026.

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:

Public Safety Coordinating Council (PSCC)

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

Composition: Per Florida Statutes and Resolution No. 21-55, the PSCC has eleven (11) member categories:

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

The current membership of the PSCC is 13 members, one from each of the categories a.-j., and 3 members who represent category k. Commissioner Proctor currently serves as the Board’s designee on the PSCC.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
13	1	Male - 6 Female - 6	White - 8 Black - 4

Vacancy: PSCC member Paul Knoll has recently resigned. Mr. Knoll filled the seat for category j. and his term was due expire on December 31, 2025. The Chair of the Board of County Commissioners has reviewed the eligible applications and selected the applicant as listed in Table #1.

Table #1: Public Safety Coordinating Council

Vacancy / Category <i>Term Status</i>	Term Expiration	Selected Eligible Applicant (Application Attachment #)	Gender-Race	Recommended Action
Paul Knoll <i>Resigned</i> Category j. Director of local substance abuse treatment program, or a member designated by the director	12/31/2025	1. Kelli Mercer <i>Category j.</i> Director of local substance abuse treatment program designee	Female - White	Ratify Chair Cummings’ appointment for the remainder of the unexpired term ending December 31, 2025.

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

Purpose: CSWG provides input and recommendations on approaches with which to address issues affecting the women and girls in Tallahassee and Leon County. The Committee's goal is promoting awareness on issues that affect women and girls in the community, including but not limited to discrimination, disparate experiences of diverse women and girls, employment, education, services, health, economic security, access to justice, freedom from violence and more.

Composition: The CSWG has twenty-one (21) members:

- Seven (7) members appointed by the Board of County Commissioners with each County Commissioner having one appointment;
- Seven (7) members appointed by the City Commission; and
- Seven (7) members appointed by the CSWG and ratified by the County Board of Commissioners and the City Commission.

Members serve two-year terms, expiring September 30. Members can serve no more than three consecutive full terms.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
21	1	Female - 20 Male - 0	Black - 10 White – 6 Hispanic - 1 Not Available - 3

Vacancies: CSWG staff has informed the County that Board appointed member Dana Brooks has resigned. The individual Commissioner has reviewed the eligible applications and has selected the applicant as listed in Table #2.

Table #2. Commission on the Status of Women & Girls

Vacancy <i>Term Status</i>	Term Expires:	Selected Eligible Applicant (Application attachment #)	Gender - Race	Recommended Action
Dana Brooks <i>Resigned</i>	9/30/2024	2. Tiffany Martin	Female - Black	Ratify Commissioner Minor’s appointment for the remainder of the unexpired term ending September 30, 2024, and a full two-year term ending September 30, 2026.

Options:

1. Ratify Commissioner Cummings’ appointment of Kelli Mercer to fill Seat Category j. (the director of a local substance abuse treatment program) on the Public Safety Coordinating Council for the remainder of the unexpired term ending December 31, 2025.
2. Ratify Commissioner Minor’s appointment of Tiffany Martin to the Tallahassee-Leon County Commission on the Status of Women & Girls for the remainder of the unexpired term ending September 30, 2024 and a full two-year term ending September 30, 2026.
3. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Mercer application and resume
2. Martin application and resume



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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at (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. Kelli Mercer		Date: 1/3/2024 11:59:37 AM	
Home Address:	3251 Shannon Lakes Drive N 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) 661-3692	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	kelli.mercer@hcahealthcare.com	How many years have you lived in Leon County?	18

(EMPLOYMENT INFORMATION)

Employer:	HCA	Work Address:	2626 Capital Medical Blvd. Tallahassee, FL 32309
Occupation:	Behavioral Healthcare Administrator	Work Email:	kelli.mercer@hcahealthcare.com
Work/Other Phone:	(850) 325-5083		

(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:	43
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Karen Cramer	Name:	Candace Burry
Address:	202 Baxter Court Tallahassee, FL 32312	Address:	
Phone:	(850) 321-9525	Phone:	(727) 253-6768

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**

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

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

If designated by the director, please provide the name of the director and your title.

Representative from county and state jobs programs.

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

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

Signature: *Mrs. Kelli Mercer*

The application was electronically sent: 1/3/2024 11:59:37 AM

Kelli M. Mercer

3251 Shannon Lakes Drive N.
Tallahassee, FL 32309
KelliMercer@gmail.com

(850) 661-3692

FOCUS: Ambitious professional seeks career advancement in the behavioral health field utilizing strong interpersonal and leadership skills.

SUMMARY: Team-oriented professional with proven ability to identify client/community needs and effectively create or improve services. Motivated self-starter with expert ability to establish rapport and build trust among staff and providers.

EXPERIENCE

HCA Florida Capital Hospital - Tallahassee, FL

Program Director Behavioral Health -5/2020 – Current

- Provides leadership to effectively grow the behavioral health service line by ensuring clinical excellence, operating efficiency and financial strength.
- Developed a strong Behavioral Health leadership team and partnership with Medical Director and medical staff to ensure the clinical excellence and operational performance of the behavioral health service line.
- Responsible for designing, developing and implementing a strategic plan to ensure the success of the service line's clinical, financial and overall operating performance and successful growth.
- Driving market and business development in conjunction with operational support of Division RVP and Behavioral Health Medical Director.
- Directs, administers and coordinates the overall operations of the services, including the goals and objectives established by the hospital administrative team.
- Responsible for selection, assessment, evaluation, development, and coaching, of 80+ employees to ensure quality patient care in accordance with HCA's mission, vision and values.
- Provides day-to-day leadership within the organization, including advice, guidance, direction and authorization to achieve the clinical and financial goals and objectives of the organization.
- Provides timely, accurate and complete reports on the operations of the Services, including, but not limited to, measures and effectiveness of achieving operational performance as defined in the strategic plan.
- Creates and maintains proper operational controls, administrative and reporting procedures and systems to meet and exceed the clinical and financial goals of the organization included in the strategic plan.
- Oversees the adequacy and soundness of the services' financial performance, including reviews of operating results, comparing them to established objectives and takes steps to ensure appropriate planning is taken to address variances.
- Motivates, leads, and mentors a high performance team; attract, recruit and retain required staff with strong emphasis on employee engagement.
- Cultivates positive relationships with and maintains an environment of collaboration and cooperation at all levels of the organization, including the Medical Staff and the hospital executive team.
- Positively and professionally represents the service line with internal and external customers, other shareholders, and the public to include effective measures that raise community awareness of services offered by the program.
- Ensures that all activities and operations are carried out in compliance with local, state, and federal regulation, Joint Commission standards, the Hospital Compliance Plan and applicable laws governing healthcare operations.
- Supports the Hospital's Continuous Quality Improvement Plan and measures effectiveness of that plan to demonstrate clinical excellence; coordinates Behavioral Health Service Division quality initiatives with facility.
- Ensures the implementation of hospital policies and patients' rights and responsibilities.
- Responsible for establishing and implementing a safe working environment that meets all applicable licensure, regulatory, and accreditation requirements.

Physician/Provider Relations (PPR) for Behavioral Health -7/2015 – 5/2020

- Evaluated, analyzed, and interpreted physician and key non-physician referral patterns and trends for the behavioral health service line, ensuring that relationships were optimized.
- Established relationship with local psychiatrist and assisted with initial recruitment of this physician to the position of medical director.
- Identified community need for specialized intensive outpatient programs (IOP): university IOP (opened July 2019), substance abuse and adolescent (both opened April 2020).
- Maximized collaboration efforts between HCA and the Jason Foundation to solidify relationship with local university – resulted in 2 large scale suicide prevention events attended by over 400, further success for our university IOP, and increased opportunities for direct admissions.
- Assisted with training 3 new PPR team members as a mentor.

- Served as co-committee chair for the HCA Jason Foundation Committee.
- Participated in initial conversation and decisions regarding the Central Receiving Facility; continued to analyze benefit versus cost of CRF relationship.
- Developed relationship with local news anchor – maximized relationship to gain additional media exposure for our program.
- NAMI Board Member 2018 – present. Served as Secretary in 2019 and President in 2020.
- Established a consistent community presence on behalf of the hospital through participation in local organizations: Healing Arts Alliance – 2017-2019 (Secretary), Big Bend Mental Health Coalition -2016-2020, Mental Health Council of the Big Bend - 2017-Present, Maternal Mental Health Advisory Board - 2016-2020, Dementia Care & Cure Initiative - 2018-20210, NAMI – 2015-Present.
- Collaborated with hospital intake and service line leadership to capture accurate referral and admission data.
- Identified community issues/requests and present them to the program director to grow and improve the quality of the behavioral health service line
- Graduated from HCA Leadership Academy Institute in December 2019. Attend monthly hospital director meetings and trainings; participated in the North Florida Division Leadership Development Institute.
- Known within the Tallahassee market as a “go to” resource for all mental health needs and services.

Brookdale Senior Living - Tallahassee, FL

Executive Director – 11/2013 – 7/2015

- Provided direct supervision of all community management and indirect supervision of all community staff associates for a memory care specific community of 38 residents.
- Provided training and education to resident care staff on an ongoing basis. This included classroom, in services and situation specific training.
- Responsible for annual employee reviews/compensation, disciplinary actions, and employee recruitment.
- Ensured the community followed all state and federal guidelines regarding resident and associate safety and care.
- Sold contracts of \$3,500-\$6,000 per month to potential residents via community visits and telephone discovery.
- Utilized sales systems and sales tool kits to boost sales, increase revenue, and drive occupancy.
- Increased community occupancy rate from 46.9% upon hire to 92% by December 2014.
- Exceeded company expectation of increasing the number of professional referral inquiries by 3.5%.
- Exceeded company goal of increasing the number of actual move-ins referred by professional contacts by 7.4%.
- Exceeded budgeted occupancy by 7.8% in October 2014, 6.2% in November 2014, and 20.3% in December 2014 which had a significant impact on our NOI.
- Maintained balanced monthly budget through efficient scheduling of staff resources as well as completion of finance reports as required by company policy or federal/state regulations.
- Maintained and facilitated open lines of communication between corporate, regional and community staff. Available to staff and family members 24 hours per day via telephone and/or in person.
- Oversaw the preadmission screening of prospective residents, including the resident admission process to assure required documentation is completed in a timely manner and in accordance with established policy and procedure.

Southwestern State Hospital – Thomasville, GA

Recovery Team Facilitator – 2/2013 – 12/2013

- Developed and implemented individual interdisciplinary treatment plans for persons with developmental and/or mental health disabilities. Caseload averaged 15 clients. Updated the treatment plans regularly regarding progress towards goals/objectives/interventions.
- Coordinated with the interdisciplinary treatment team members to ensure the timely completion of treatment plans consistent with all relevant quality assurance standards.
- Conducted staff training on essential elements of individualized recovery care planning and treatment standards.
- Certified investigator for the hospital.

QMRP/Team Leader – 6/2009 – 2/2013

- Developed and implemented individual interdisciplinary treatment plans for an average of 30 persons with developmental and behavioral health disabilities.
- Supervised 30+ employees including professional and direct care staff.
- Responsible for annual employee reviews, disciplinary actions, and interviewing prospective employees.
- Led the interdisciplinary treatment team, determined a client’s need for Medicaid Waiver services and their community placement based on their physical, cognitive, and behavioral needs. Provided ongoing training to staff regarding resident needs and state regulations.
- Coordinated the movement of 30+ clients from the ICF/MR intensive treatment setting to less restrictive settings.
- Played a key role in the annual Healthcare Facility Regulation (HFR) survey process. Exceeded expectations by having a deficiency free survey during my final year in this position.

- Served as a certified investigator for the hospital, completing approximately 6-7 investigations per year. These investigations included issues of alleged verbal or physical abuse, property destruction, assault, and elopement. The investigations included employee and client interviews, a review of policies and documentation, and a review of video surveillance footage.

Activity Therapy Supervisor – 10/2008 – 6/2009

- Supervised 14 Activity Therapy staff including professional and support level staff.
- Oversaw the planning, development, scheduling, and implementation of programs and activities for 110 developmentally disabled clients.
- Managed the Activity Therapy Budget and served as the contact person for the Garden Clubs of Georgia.
- Provided clients and/or small groups with age appropriate, functional training activities and therapeutic interventions.
- Played a key role in the Healthcare Facility Regulation (HFR) survey process by responding quickly to all HFR questions, ensuring all training areas were appropriate for individuals as defined in the ICF-MR regulations, and preparing my staff for surveyor questions.
- Certified investigator for the hospital, completing approximately 6 to 7 investigations per year.

Heritage Oaks Independent Living – Tallahassee, FL

Lifestyle Director – 6/2007 – 10/2008

- Implemented and oversaw leisure, therapeutic, and educational programs for approximately 120 residents. I increased the quality of activities provided daily for our residents by introducing new activities such as various music therapy groups, the Men's Club, additional recreational groups, and new entertainers. I increased the frequency of daily groups from 5-7 groups offered per day to 7-12 groups offered per day.
- Wrote and edited the monthly calendar and newsletter which were distributed to 700 individuals including residents, resident family members, and prospective residents.
- Supervised 2 support staff. One of my employees was nominated and received The Allegro Employee of the Year award.
- Oversaw the departmental budget of \$2,000-\$4,000 per month which included approval of day to day expenses, monthly reports, and annual funding request justifications.
- Developed a professional relationship with the Music Therapy Department at Florida State University and assisted Dr. Alice-Ann Darrow with the development of the first ever Intergenerational Rock Band program in Tallahassee. This relationship with the university led to further special programs that remain available to the residents to this day.
- Planned large scale events for the facility which were open to the community and were frequently attended by over 300 people.

Southwestern State Hospital – Thomasville, GA

Activity Therapist/Music Therapist – 7/2004 – 6/2007

- Provided individual and/or small group functional training activities for psychiatric and developmentally disabled patients.
- Served as a member of the interdisciplinary treatment team and determined a client's needs for therapeutic intervention.
- Coordinator/Supervisor of the Work Therapy Program which included evaluating the client's abilities and placing them in a work setting to best meet their needs, providing job coaching, and intervening/modifying the job as indicated to better accommodate the individual's needs.
- Assisted with preparation for the annual Healthcare Facility Regulation (HFR) survey process.
- Supervised two Chaplains including contract management, scheduling, and organization of spiritual events.

EDUCATION

Aug. 2002-June 2004 Florida State University
Tallahassee, FL
Master of Music in Music Therapy
School of Music Representative for the Congress of Graduate Students

Aug. 1998-May 2002 Western Kentucky University
Bowling Green, KY
Bachelor of Arts
Minor in Psychology
Graduated Magna Cum Laude

Certification:

March 2004 – October 2014 Board Certified Music Therapist
Certification Number: 07136



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF
WOMEN & GIRLS**

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. Tiffany Janelle Martin		Date: 2/3/2024 11:01:24 PM	
Home Address:	3550 Esplanade Way Apr 3204 Tallahassee, FL 32311	Do you live in Leon County?	Yes
Home Phone:	(850) 459-9088	Do you live within the City limits?	Yes
Primary Email:	tiffanymartin28@icloud.com	Do you own property in Leon County?	No
		Do you own property in the Tallahassee City Limits?	No
		How many years have you lived in Leon County?	18

(EMPLOYMENT INFORMATION)

Employer:	The Children's Home Society of Florida	Work Address:	325 John Knox Road Building 500, Tallahassee, FL 32311
Occupation:	Non Profit Executive	Work Email:	tiffany.martin@chsfl.org
Work/Other Phone:	(850) 459-9088		

(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:	39
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Brittany Payne Bruce	Name:	Brandi Hudson
Address:	2892 East Park Ave Tallahassee, FL 32301	Address:	2850 Pablo Ave Tallahassee, FL 32308
Phone:	(803) 800-4011	Phone:	(724) 513-5973

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 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: *Ms. Tiffany Janelle Martin*

The application was electronically sent: 2/3/2024 11:01:24 PM

TIFFANY MARTIN

EDUCATION

Masters of Science in Education | Anticipated Graduation Fall 2024

Masters of Social Work | August 2013 | Florida State University

Bachelors of Criminology | May 2007 | Florida State University

Professional Experience

The Children's Home Society of Florida

Executive Director

June 2022 - Current

- Collaborate in the design and strategic planning process for program and service expansion
- Build alliances and positive relationships with community organizations, local governments and other groups to support service expansion and program implementation
- Work collaboratively with Advocacy teams at the state and federal level to help advance the CHS platform and strategy.
- Engage in community meetings, serve on committees to increase awareness and establish collaborative partnerships
- Manage donor portfolio, collaborate with Philanthropy for sustainability planning and engage in special event planning and execution
- Lead, develop and partner with local board for philanthropy and advocacy efforts

The Florida Network of Youth and Family Services

Quality Improvement & Compliance Manager

February 2020 - May 2022

- Manage Statewide CINS/FINS (FL Statue 984) Quality Improvement process to include; coordination with third party monitoring contractor, annual reporting, and appeals process.
- Provide technical assistance for the use of statewide medication management technology.
- Coordinate and facilitate statewide training for global initiatives impacting service delivery.
- Monitor systems and procedures for the identification, collection, and analysis of the performance of quality measurement data.
- Assist with identifying and developing future goals and activities for the quality improvement process.
- Partner annually to complete and revise statewide Quality Improvement Standards.
- Attend and present at local, state, and national meetings and conferences to represent the organization and promote program visibility.
- Maintain positive relations with association stakeholders, Florida Network Board of Directors, and Network agencies.
- Contribute to the development of agency Annual Report and other widely distributed literature promoting organization.
- Lead Human Resources Committee to engage HR representatives for new initiatives concerning workforce development, employee retention, and staff prescreening procedures.

Project Manager Research and Operations

October 2015- February 2020

- Research and identify trends and practices related to organizational objectives and develop best practice strategies.
- Assess projects for effectiveness and provide recommendations for improvements.
- Support strategic initiatives through research and collaboration with stakeholders.
- Conduct summary analysis of data and prepare materials to interpret and communicate findings for training, evaluation, & stakeholder presentations.
- Participate in idea development and grant writing for funding opportunities.
- Manage contracts with vendors and suppliers by assigning tasks, reviewing invoices and managing completion of deliverables.
- Assist network agencies with implementation of statewide programs and initiatives.
- Monitor all implementation activities for projects and administer technical assistance until project completion.

Capital City Youth Services

Transitional Living Community Manager

August 2013-October 2015

- Assist in the development and revision of program manuals, policies and training materials.
- Collaborate to write program grants, prepare corresponding presentations and assist in facilitating funding initiatives for continued program support.
- Collect and analyze monthly, quarterly, and annual data to measure the effectiveness of program and delivery service standards.
- Maintain presence at local and statewide meetings and forums to recruit staff/interns, obtain resources and attend trainings to support effective program development.
- Lead preparation for national accreditation and federal funding compliance.

Someplace Else Residential Supervisor

August 2012- August 2013

- Provide direct supervision to direct care staff, interns and community volunteers.
- Assist in the organization of annual training agenda, development of training materials and facilitation of training.
- Collaborate to develop weekly engagement initiatives for clients within shelter.
- Assist in preparation for annual DCF licensure and quality improvement evaluations.
- Conduct annual and probationary staff/intern/volunteer evaluations and facilitate development of performance improvement plans.

Youth & Family Advocate Intern

May 2012- August 2012

- Provide case management and counseling services to youth and families within crisis shelter.
- Provide crisis intervention support and collaborate with families to develop strength based treatment goals and aftercare plans.
- Facilitate weekly life skill development groups with shelter residents.

DISC Village @ Griffin Middle School

Prevention Specialist

June 2010- August 2012

- Facilitate individual and group sessions on drug prevention, anger management and life skill topics. Monitor and assess student academic progress and behavior.
- Correspond and partner with teachers and administration to coordinate and assist with positive behavior activity events.
- Create annual and monthly reports to reflect services provided within fiscal year.
- Provide support services at 21st Century before and after school program.

A Life Recovery Center

Substance Abuse Counselor

March 2007- June 2010

- Perform case management functions including the maintenance of individualized treatment plans, weekly progress reports and client referrals.
- Facilitate group therapy, conduct individual counseling and formulate specialized therapeutic assignments.
- Administer drug screens, monitor client daily activities and participate in weekly case staffing's.
- Facilitate Felony and Misdemeanor Drug Court.
- Conduct assessments for Leon County Jail inmates for service eligibility.

Divine Glory Ministries, Inc

Administrator

February 2013- Current

- Oversee church facility maintenance and security operations.
- Engage in strategic planning to ensure fulfillment of 5 year plan.
- Oversee Treasurer and Bookkeeper for budget planning, bill payment, vendor and contract management, payroll processing, and record keeping.
- Oversee the creation and improvement of systems and strategies for the longevity of the organization.
- Ensure the business processes and practices are upheld according with the policies and procedures and Federal, state and local guidelines for nonprofit functioning.
- Partner the church and or auxiliaries with external entities to assist in meeting the business and congregational needs of the ministry and community.
- Teach and develop auxiliary members regarding facilitation of their role in a spirit of excellence.
- Participate in and/ organize Christian education/ training classes.
- Lead the staff and Board of Directors in acquiring training in ministry and technical skills.

Capital City Carolers

Caroler

2018- Current

City of Tallahassee Human Services

Citizen Review Board

2014

Department of Juvenile Justice (Probation)

File Clerk

2006

Polk Avenue Elementary School

Classroom Aid

2004

**Leon County
Board of County Commissioners**

Notes for Agenda Item #5

Leon County Board of County Commissioners

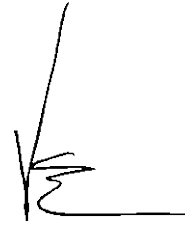
Agenda Item #5

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Request to Schedule the First and Only Public Hearing to Consider Abandoning a Platted, Unimproved Right-of-Way Located in the Capitola Plat for March 19, 2024



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Barry Wilcox, Director, Development Support and Environmental Management
Lead Staff/ Project Team:	Ryan Culpepper, Director, Development Services Kyle Kemper, Senior Assistant County Attorney Kim Vickery, Real Estate Manager Mitzi M. McGhin, Real Estate Specialist

Statement of Issue:

This item requests Board approval to schedule a public hearing for March 19, 2024 to consider abandoning a portion of a platted, unimproved right-of-way (ROW) totaling ½ acre and located within the Capitola Plat, as requested by the adjacent property owners to incorporate the ROW into their property. Florida Statutes require a public hearing and adoption of a resolution to formally abandon any portion of a ROW. This item also seeks Board adoption of the proposed Resolution declaring this public hearing as required by Florida Statutes.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Schedule the first and only public hearing to consider abandoning a platted, unimproved right-of-way located in the Capitola Plat for March 19, 2024 at 6:00 p.m., and adopt a resolution declaring that the public hearing is scheduled (Attachment #1).

Report and Discussion

Background:

This item requests that the Board schedule a public hearing for March 19, 2024 at 6:00 p.m., to consider abandoning a portion of a platted, unimproved right-of-way (ROW) totaling ½ acre and located within the Capitola Plat. The property owners adjacent to the ROW have requested the County consider abandoning the ROW, which has not been maintained by the County, so that they may incorporate this unimproved ROW into their adjacent properties. The referenced ROW is unimproved, has never been used in the 115 years since its creation, serves no current nor foreseeable public purpose for any infrastructure need, and will have no impact to County services.

Florida Statutes require a public hearing be held and a resolution be adopted to formally abandon any portion of a ROW. Florida Statutes also require the County to adopt a resolution declaring that a public hearing is scheduled to formally abandon, renounce, and disclaim any right of the County to platted ROW. Chapter 336, Florida Statutes (F.S.) sets forth the procedure for abandonment of ROW. Consistent with the process set forth by statute, this item also seeks Board adoption of a resolution declaring that a public hearing is scheduled for March 19, 2024, at 6:00 p.m. to consider the abandonment of an unimproved, platted 60-foot right-of-way contiguous to Block 4 and Block 5 of the Capitola Plat (Attachment #1). This plat is recorded in Deed Book “OO,” Page 599 of the Public Records of Leon County, Florida (Attachment #2).

Many older plats/subdivisions contain similar ROW for roads that were never built. In undeveloped subdivisions, it may be advantageous for the County to retain ownership of the ROW to ensure adequate roadways are in place to serve future development. In developed subdivisions, especially those that are older, the existence of unimproved ROW often indicates that these facilities were deemed unnecessary or undesirable. In these instances, adjoining property owners may request that the ROW be abandoned, and the underlying land revert to the fee owners.

The Capitola Plat was dedicated in 1909 and the referenced portion of the ROW, identified on the plat as a portion of Oakland Street ROW, has not been improved or maintained. A completed application was submitted by Gerald and Tobi Kuncicky (owners of Lots 1, 4, 4-1/2, 5 and 5-1/2 of Block 5) and Michael and Wendi Graham (owners of Lots 1 through 6 of Block 4), requesting the County disclaim and renounce any right of the portion of the ROW located between Blocks 4 and 5 (Attachment #3). Should the Board choose to approve the abandonment of the referenced portion of the ROW, the owners’ desire is to incorporate the abandoned ROW into their respective adjacent properties.

Analysis:

The portion of the unimproved ROW proposed for abandonment consists of approximately ½ acre land and is located on the western boundary of 11343 Eva Lane (Attachment #4). The adjacent lots in Block 5 have direct access to Eva Lane (a County maintained road) and the adjacent lots in Block 4 have access via Eva Lane and Cap Tram Road, a County maintained road to the west. Therefore, this land is not needed for any future road, nor any other foreseeable local infrastructure need (such as utilities or stormwater). Should the Board approve the request, the property owners

would be able to incorporate the area of the unimproved ROW, which is not and has never been maintained by the County, into their respective adjacent properties. The abandonment of this ½ acre of unimproved ROW will not have an impact to the County nor to County services as the ROW is unimproved and is not necessary to provide any infrastructure or services.

County staff solicited comments from potentially affected County and City departments (Attachment #5). No City or County departments had any concerns with the proposed abandonment of unimproved ROW, nor is there any current or foreseeable future public infrastructure need for this land.

Once scheduled, the public hearing will be publicly noticed in accordance with Section 336.10, Florida Statutes.

Options:

1. Schedule the first and only public hearing to consider abandoning a platted, unimproved right-of-way located in the Capitola Plat for March 19, 2024 at 6:00 p.m., and adopt a resolution declaring that the public hearing is scheduled (Attachment #1).
2. Do not schedule the first and only public hearing to consider abandoning a platted, unimproved right-of-way located in the Capitola Plat for March 19, 2024 at 6:00 p.m., and do not adopt a resolution declaring that the public hearing is scheduled (Attachment #1).
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Resolution declaring that the first and only public hearing to consider abandoning a platted, unimproved right-of-way located in the Capitola Plat is scheduled for March 19, 2024
2. Capitola Plat
3. Kuncicky and Graham Application
4. Map of the Portion of Right-of-Way Requested for Abandonment
5. Responses from City and County staff

LEON COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, DECLARING A PUBLIC HEARING TO CONSIDER THE ADVISABILITY OF RENOUNCING AND DISCLAIMING ANY RIGHT OF THE COUNTY AND THE PUBLIC IN AND TO LAND DELINEATED AS A PORTION OF OAKLAND STREET LYING BETWEEN BLOCKS 4 AND 5 ON THE CAPITOLA PLAT, RECORDED IN DEED BOOK “OO,” PAGE 599 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, Gerald and Tobi Kuncicky and Michael and Wendi Graham petitioned the County to renounce and disclaim any right of the County and the public in and to that portion of land identified as Oakland Street that lies between Blocks 4 and 5, as delineated on the Capitola Plat, recorded in Deed Book “OO,” Page 599 of the Public Records of Leon County, Florida; and

WHEREAS, the Capitola Plat was recorded in 1909 and the above-referenced portion of Oakland Street has not been improved or maintained; and

WHEREAS, upon such petition, the Board may adopt a resolution declaring that at a definite time and place a public hearing will be held to consider the advisability of exercising the authority granted in Section 336.09, Florida Statutes (2023).

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

Section 1. Public Hearing Declared.

In a regular session of the Board of County Commissioners of Leon County, Florida, a public hearing to consider the advisability of renouncing and disclaiming any right of the County and the public in and to that portion of Oakland Street which lies between Blocks 4 and 5 as depicted on the Capitola Plat, recorded in Deed Book “OO,” Page 599 of the Public Records of Leon County, Florida, will be held on the 19th day of March, 2024, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida.

Section 2. Effective Date.

This resolution shall become effective immediately upon its adoption.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.]

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 20th day of February, 2024.

LEON COUNTY, FLORIDA

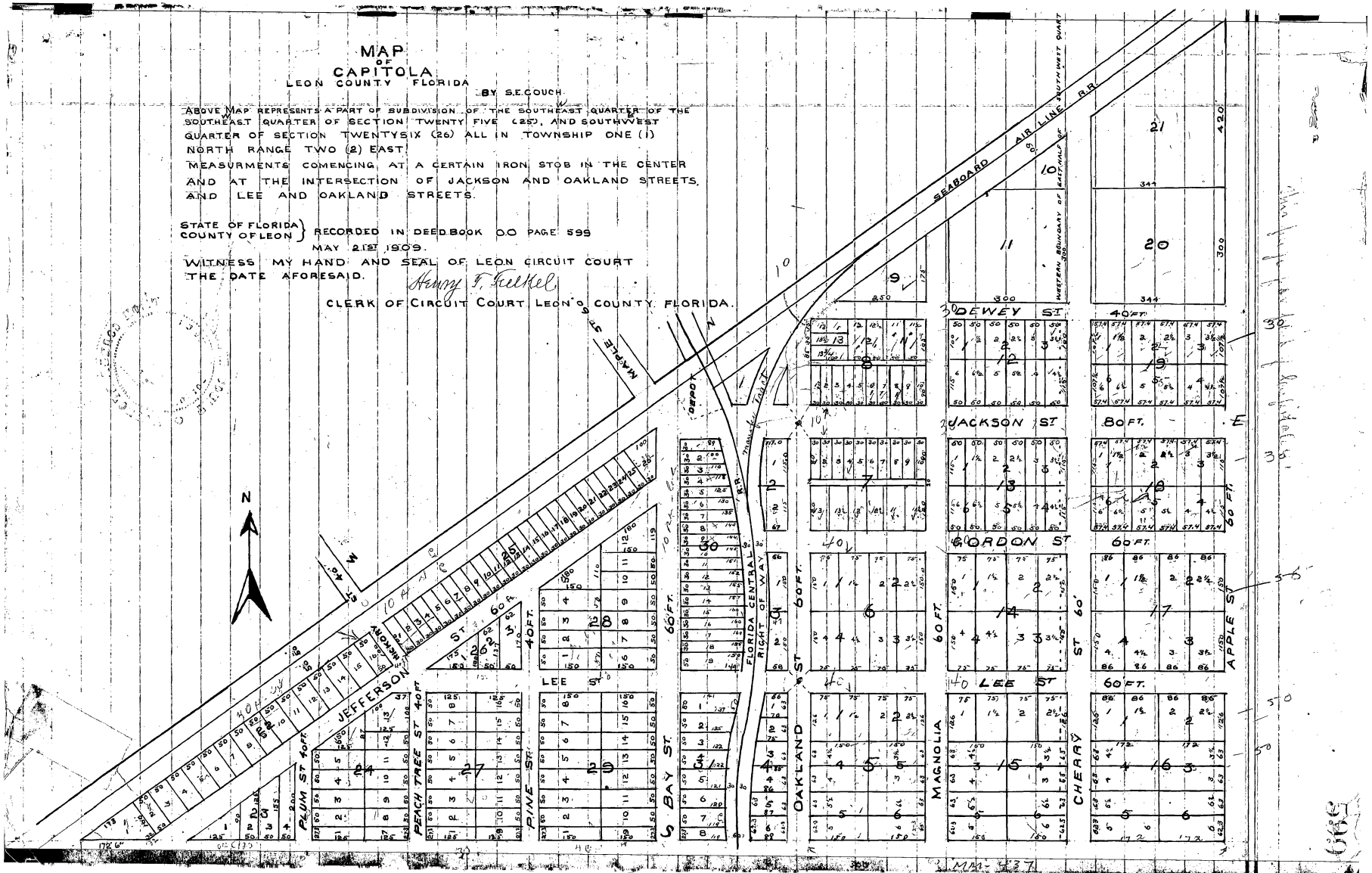
By: _____
Carolyn Cummings, Chair
Board of County Commissioners

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: _____



LDV2300046



LEON COUNTY ABANDONMENT APPLICATION

Make application to:
Leon County Development Support & Environmental Management
Phone: 850-606-1300

NOTE: A pre-submittal meeting with Department of Development Support & Environmental Management is highly encouraged in order to provide comments prior to formal submittal of an abandonment application

1. Type of Abandonment: Release of Easement
 Type of Easement: Utility Stormwater Access/Parking
 Abandonment of Right-of-Way Closure of a Public Street
- Street Name: _____

2. Property Owner Name: Gerald + Tobi Kuncicky (PID# 1225510050010)
 Mailing Address: 11343 Eva Ln.
Tallahassee, FL 32317
City State Zip
 Telephone No.: 850-508-6888
 Email Address: KUKY 712@yahoo.com

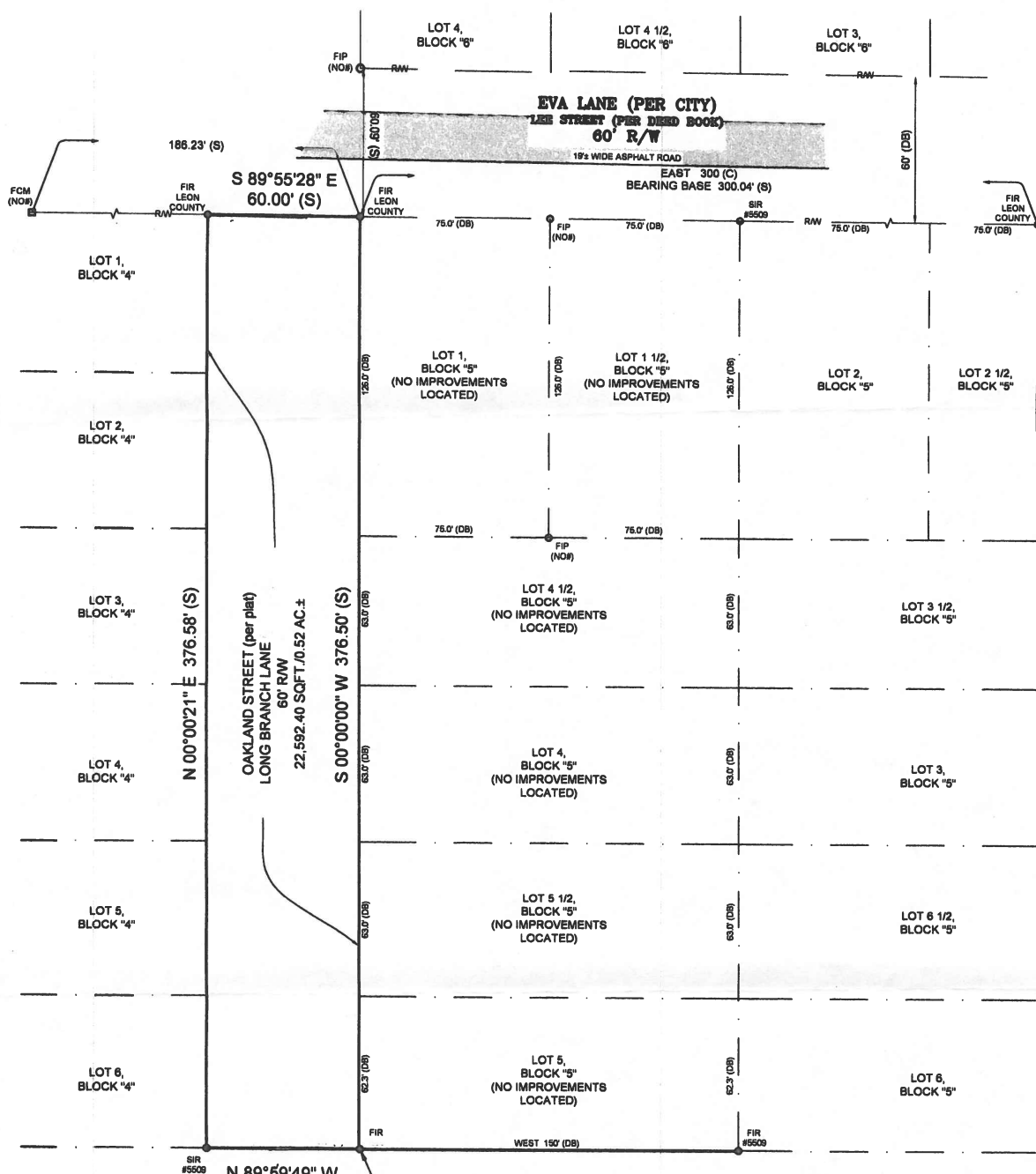
3. Applicant (Optionee) Name: Gerald + Tobi Kuncicky
 Mailing Address: 11343 Eva Ln.
Tallahassee FL 32317
City State Zip
 Telephone No.: 850-508-6888
 Email Address: KUKY 712@yahoo.com

4. Agent Name: Gerald + Tobi Kuncicky
 Mailing Address: 11343 Eva Ln.
Tallahassee FL 32317
City State Zip
 Telephone No.: 850-508-6888
 Email Address: KUKY 712@yahoo.com

5. Parcel Identification Number: 123622100000 O.R. BOOK 3145, Page 265
 6. Zoning District: R.C.
 7. Acreage of square footage of area applicable to abandonment: 22,592.40 SQ.FT./0.52 ac ±

PREPARED FOR:
GERALD KUNCICKY

SCALE 1" = 60'
NORTH
BASE



BEGIN AT THE SOUTHWEST CORNER
OF LOT 5, BLOCK "5", CAPITOLA, AS
PER MAP OR PLAT THEREOF
RECORDED IN DEED BOOK "00",
PAGE 599 OF THE PUBLIC RECORDS
OF LEON COUNTY, FLORIDA

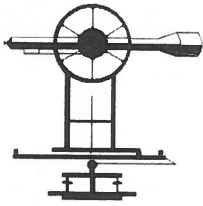
<p>\\server\data\Chil 3D_OIW\2020\20-421SK.dwg, 1, Admin, Nov 07, 2023 - 2:54:08pm</p>	
<p>LEGEND: (GENERAL)</p> <p>FCM - FOUND CONCRETE MONUMENT (4" X 4") FIR - FOUND IRON ROD FIP - FOUND IRON PIPE FNV/C - FOUND NAIL & CAP SN/C - SET NAIL & CAP #LB5509 SCM - SET CONCRETE MONUMENT #4016 SIR - SET 3/8" IRON ROD WITH CAP #LB5509 PRM - PERMANENT REFERENCE MONUMENT (P) - PLAT DISTANCE AND/OR BEARING (S) - SURVEY DISTANCE AND/OR BEARING (C) - CALCULATED DISTANCE AND/OR BEARING</p>	<p>LEGEND: (LABELS)</p> <p>N - NORTH E - EAST S - SOUTH W - WEST D - DEGREES ' - MINUTES " - SECONDS R - RADIUS OR RANGE Δ - DELTA (CENTRAL ANGLE) L - CURVE LENGTH CL - CHORD LENGTH (CURVE) CB - CHORD BEARING (CURVE) P.O.B. - POINT OF BEGINNING P.O.C. - POINT OF COMMENCEMENT RW - RIGHT OF WAY</p>

PARCEL ID: #12382210000
O.R. BOOK 3145, PAGE 285

LEGEND: (DISTANCES)
ALL DISTANCES ARE IN ACCORDANCE WITH THE UNITED STATES STANDARD FEET.

NOTE: UNLESS OTHERWISE DENIED
ALL DISTANCES SHOWN ARE FIELD MEASURED OR COMPUTED FROM FIELD DATA.





GARY GEE ALLEN
REGISTERED LAND SURVEYOR , INC.
LAND SURVEYING

GARY G. ALLEN, P.L.S., PRES.
B.J. ALLEN, V.P.
MARK T. HENDERSON, P.L.S., V.P.

4101 APALACHEE PARKWAY
LEGAL DESCRIPTION
7th, November 2023

TALLAHASSEE, FLORIDA, 32311

E-MAIL: GARY@GARYALLENLANDSURVEYING.COM
PHONE: (850) 877-0541
FAX NO. (850) 877-0041

PART OF ROADWAY TO BE ABANDONED

Part of that roadway designated as Long Branch Lane, shown as Oakland Street on the plat of Capitola a subdivision as per map or plat thereof recorded in Deed Book OO on Page 599 of the public records of Leon county, Florida.

Described as follows:

BEGIN at an iron pipe (found, 1", no cap) marking the Southwest corner of Block "5" of said Capitola subdivision and run thence North 89 degrees 59 minutes 49 seconds West 60.00 feet to an iron rod (set, 5/8", cap#LB5509) marking the Southeast corner of Block "4" of Capitola; thence North 00 degrees 00 minutes 21 seconds East along the Easterly boundaries of Lots 6, 5, 4, 3, 2 and 1, Block "4" of Capitola, 376.58 feet to an iron rod (found, 5/8", cap marked "Leon County"); thence South 89 degrees 55 minutes 28 seconds East 60.00 feet to an iron rod (found, 5/8", cap marked "Leon County") marking the Northwest corner of Block "5" of Capitola; thence South (bearing base for this description) along the Westerly boundaries of Lots 1, 4-1/2, 4, 5-1/2 and 5, Block "5" of Capitola, a distance of 376.50 feet to the POINT OF BEGINNING.

Containing 22,592.40 Square Feet or 0.52 Acres, more or less.

I hereby certify that the legal description shown hereon meets the minimum technical standards as established by chapter 5J-17.051 of the Florida Administrative Code.

A handwritten signature in black ink, appearing to read "Mark T. Henderson", with a long horizontal line extending to the right.

Mark T. Henderson
Reg. Surveyor & Mapper
Fl. Cert. No. 4354

07-1235CE

Page 2 of 2

8. For each abandonment application, remit **\$960** application review fee (includes \$360 for direct notice and legal advertisement) to the Department of Development Support and Environmental Management (DSEM). Make checks payable to Leon County, Florida.
9. The owner/applicant may be required to execute an agreement to hold Leon County harmless in the event that damage results to the owner's property as a consequence of the abandonment. The owner/applicant shall be required to contact the County Attorney's office and, if required by the County Attorney, complete such agreement before the abandonment request may be approved.
10. Applications should be made to the Department of Development Support and Environmental Management, 435 N. Macomb St, 2nd Floor, Renaissance Center, Tallahassee, Florida 32301.
11. Applications will be reviewed by several departments. DSEM will make a formal recommendation regarding the application and forward the application to the Board of County Commissioners for final decision at the next available public hearing (this takes six to eight weeks). Should you have any questions regarding this process, feel free to contact DSEM at 606-1300.

ABANDONMENT CHECKLIST

Include all items below with your application:

- A. Completed Leon County Abandonment Application (**original**) and \$960 fee.
- B. Completed Owner's Affidavit for property adjacent to right-of-way to be abandoned or property on which easement to be abandoned is located (**original**).
- C. Legal description of all property proposed for abandonment, closure, or release of easement.
- D. Survey identifying pre and post conditions for the area to be abandoned which includes any structures or other easements.
- E. Narrative description of the request and the basis for it. Narrative needs to include a description of what will become of the area to be abandoned (i.e., absorbed by adjacent parcels, converted to open space, etc.). *See attached.*
- F. Sketch or survey showing the approximate location of all known utilities, structures and driveways within 300 feet.
- G. Letter of support from each abutting property owner, or a statement setting forth the reason such letter of support is not available (not required for a release of easement).
See attached

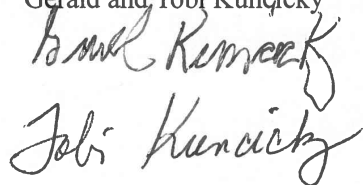
November 15, 2023

Leon County Development Support
and Environmental Management

This right-of-way has not been used for over 100 years and we are requesting that Leon County abandon the parcel so it can be absorbed by adjacent parcels.

Thank you,

Gerald and Tobi Kuncicky

Handwritten signatures of Gerald and Tobi Kuncicky. The signature for Gerald Kuncicky is written above the signature for Tobi Kuncicky.

November 16, 2023

To Whom It May Concern:


Please be advised that Michael and Wendi Graham have no issues with the abandonment of the 60' right of way currently between our property and Gerald Kumcicky.

Thank you,

A handwritten signature in black ink that reads "Wendi P. Graham". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Wendi P. Graham

APPLICATION PROJECT # LDV 2300046

<p>Approved as to form: Leon County Attorney's Office 301 South Monroe St., Suite 202 Tallahassee, FL 32301</p>	 Applicant's Affidavit of Ownership & Designation of Agent(s)	<div style="text-align: right;">E-1</div> <p>Leon County Board of County Commissioners Department of Development Support & Environmental Management 435 North Macomb St. Tallahassee, FL 32301 Phone#: (850) 606-1300 Fax#: (850) 606-1301</p>
Date: <u>12-18-23</u>		

PARCEL I.D.# (List all numbers for the site subject to this affidavit.): 1225 51 005 0010

I. OWNER INFORMATION

OWNER'S (S') NAME: Gerald & TOBi KUNCICKY
 OWNER'S (S') MAILING ADDRESS: 11343 Eva Ln.
 CITY: Tallahassee COUNTY: Leon STATE: FL ZIP CODE: 32317

II. DESIGNATION OF AGENT(S)

As the owner(s) of the above-designated property and the applicant(s) for which this affidavit is submitted, I wish to designate the below named party(ies) as my agent in all matters pertaining to the location address and concerning approval(s) and permit(s) required by Leon County. In authorizing the agent(s) named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

(1) Owner's Agent: (self) Gerald & TOBi KUNCICKY
 Address: 11343 Eva Ln. Tallahassee, FL 32317
 Contact Phone: 850-508-6888 Email Address: kuky712@yahoo.com

If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrency for the parcel; limited to obtaining a building permit application; etc.).

(2) Owner's Agent: _____
 Address: _____
 Contact Phone: _____ Email Address: _____

If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrency for the parcel; limited to obtaining a building permit application; etc.).

III. NOTICE TO OWNER(S)

Application is hereby made to obtain approval(s) and permit(s) for the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

Deed Restrictions and Covenants

Prior to pursuing a permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County. Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. _____ Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(d) Subparagraphs a.-r. exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children.

Do you or your spouse fall into one of these protected categories? Yes ___ No

If yes, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes ___ No ___

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. _____ Owner's (s') Initials

Access to Property

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

SK Owner's (s') Initials

Modifications

Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

SK Owner's (s) Initials TK

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), Gerald Kuncicky & Tobi Kuncicky, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1):

Gerald Kuncicky

OWNER SIGNATURE (2):

Tobi Kuncicky

NOTARY PUBLIC - CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF: FLORIDA

COUNTY OF: LEON

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this 18 day of DECEMBER, 2023 by GERALD KUNCICKY + TOBI KUNCICKY, who is personally known to me or who has produced

FLORIDIAN LICENSE as identification.
(type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this ___ day of ___, 20 ___, by _____, as _____ of _____, a _____ corporation, on behalf of the corporation.

He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this ___ day of ___, 20 ___, by _____, partner on behalf of _____

a partnership. He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

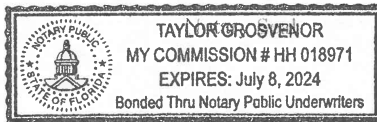
Signature of Notary

Taylor Grosvenor

Print Name of Notary

UPS ASSOCIATE

Title or Rank



Revised 5/16/22

E - 1

Approved as to form:
Leon County Attorney's Office
301 South Monroe St., Suite 202
Tallahassee, FL 32301



**Applicant's Affidavit of Ownership
& Designation of Agent(s)**

Leon County
Board of County Commissioners
Department of Development Support &
Environmental Management
435 North Macomb St.
Tallahassee, FL 32301
Phone#: (850) 606-1300
Fax#: (850) 606-1301

Date: _____

APPLICATION PROJECT #LDV2360046

PARCEL I.D.# (List all numbers for the site subject to this affidavit.): 1225510040010, 1225510040030, 1225510040050

I. OWNER INFORMATION

OWNER'S (S') NAME: Michael H and Wendi P Graham

OWNER'S (S') MAILING ADDRESS: 1020 Cap Tram Rd

CITY: Tallahassee

COUNTY: Leon

STATE: FL

ZIP CODE: 32317

II. DESIGNATION OF AGENT(S)

As the owner(s) of the above-designated property and the applicant(s) for which this affidavit is submitted, I wish to designate the below named party(ies) as my agent in all matters pertaining to the location address and concerning approval(s) and permit(s) required by Leon County. In authorizing the agent(s) named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

(1) Owner's Agent: Wendi Graham

Address: 1020 Cap Tram Rd Tall FL 32317

Contact Phone: 850 5108356 Email Address: doglawn@gmail.com

If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrency for the parcel; limited to obtaining a building permit application; etc.).

(2) Owner's Agent: _____

Address: _____

Contact Phone: _____ Email Address: _____

If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrency for the parcel; limited to obtaining a building permit application; etc.).

III. NOTICE TO OWNER(S)

Application is hereby made to obtain approval(s) and permit(s) for the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

Deed Restrictions and Covenants

Prior to pursuing a permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County. Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. MA Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(d) Subparagraphs a.-r. exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children.

Do you or your spouse fall into one of these protected categories? Yes ___ No

If yes, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes ___ No ___

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. _____ Owner's (s') Initials

Access to Property

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

WAG Owner's (s') Initials

Modifications

Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

WAG Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), Wendi Graham, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1):

[Signature]

OWNER SIGNATURE (2):

[Signature]

NOTARY PUBLIC - CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF:

COUNTY OF:

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this 5 day of Jan, 2024, by Wendy P Graham, who is personally known to me or who has produced 71 DL as identification. Michael Graham
(name of person acknowledging) *(type of identification produced)*

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this ___ day of ___, 20___, by ___, as ___ of ___ a ___ corporation, on behalf of the corporation.
(name of officer or agent, title of officer or agent) *(office held)* *(name of corporation)* *(state)*
He/she is personally known to me or has produced ___ as identification.
(type of identification produced)

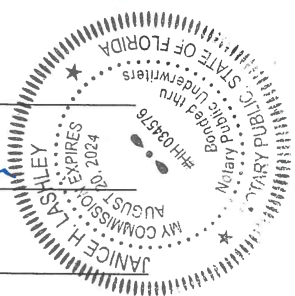
For Partnership

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this ___ day of ___, 20___, by ___, partner on behalf of ___ a partnership. He/she is personally known to me or has produced ___ as identification.
(name of acknowledging partner) *(name of partnership)* *(type of identification produced)*

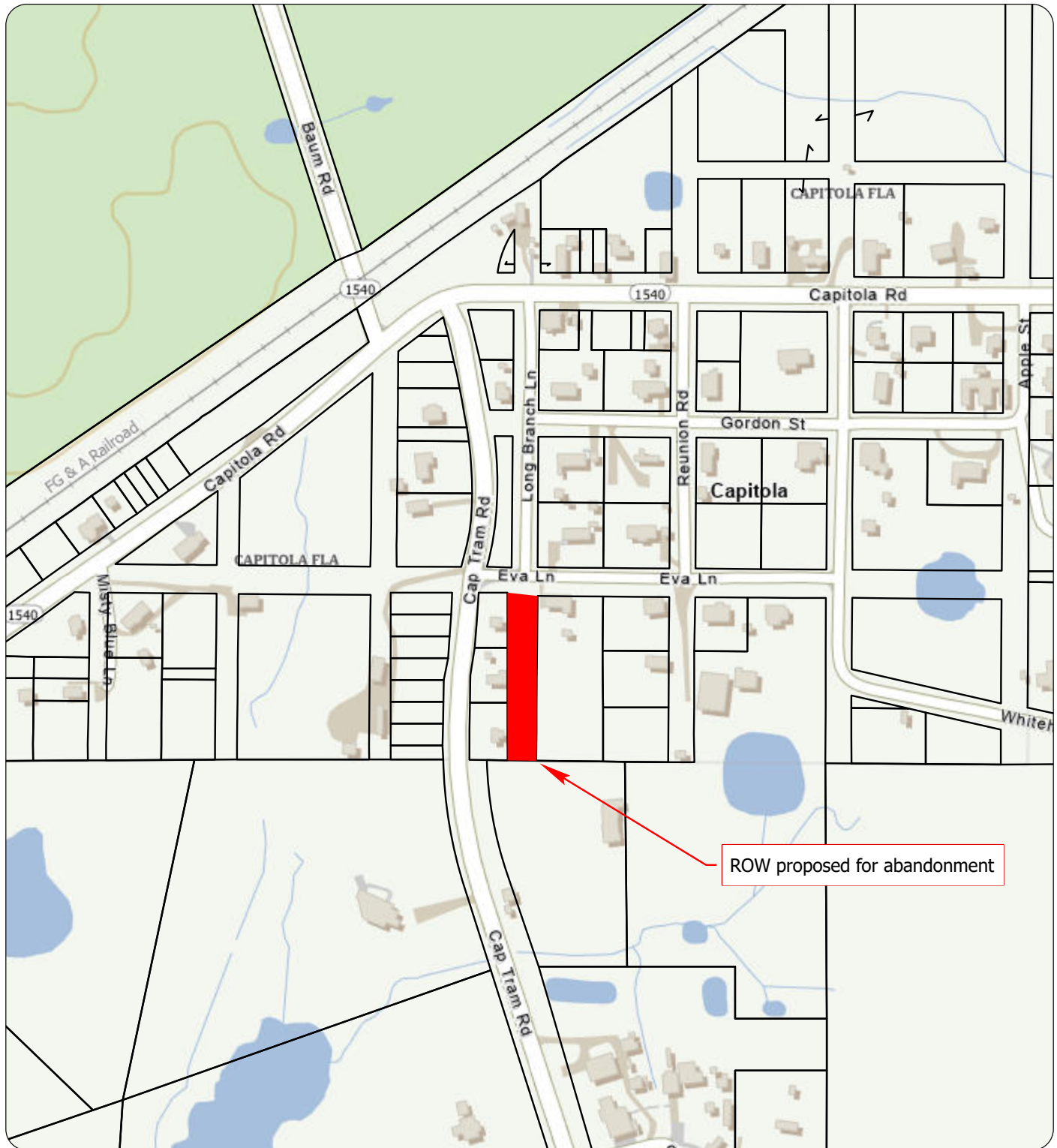
[Signature]
Signature of Notary

Jane Ashley
Print Name of Notary

Ret.
Title or Rank



Notary Seal



Parnal	Tie Bars
EASE TYPE	ROW Abandonment
ACCESS	

Capitola Proposed ROW Abandonment



Akin Akinyemi, PhD, RA, CFA, CMS
Leon County Property Appraiser
315 S. Calhoun ST, Third Floor
Tallahassee, FL, 32301
Phone: (850) 606-6200
Fax: (850) 606-6201
Email: admin@leonpa.org
Website: leonpa.org



Disclaimer: Note: This product has been compiled from the most accurate sources of data from Leon County, the City of Tallahassee and the Leon County Property Appraiser's office. However, this product is for reference purposes only and is not to be construed as a legal document or a survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee and the Leon County Property Appraiser's office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

Date Printed: 12/18/2023

Ryan Culpepper

From: Lisa Scott
Sent: Friday, December 29, 2023 4:24 PM
To: Ryan Culpepper
Cc: DSEM_Addressing
Subject: RE: Abandonment of a portion of ROW in the Capitola Plat

Ryan,

There are no address related concerns for this r-o-w abandonment.

Thank you,



Lisa Scott
Addressing Coordinator
Leon County Development Support and Environmental Management
435 N. Macomb Street, 2nd Floor Tallahassee, FL 32301
(850) 606-1300 /work (850) 606-1301 /fax
scottl@leoncountyfl.gov

People Focused. Performance Driven.

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From: Charles Wu <WuC@leoncountyfl.gov>
Sent: Thursday, December 21, 2023 9:02 AM
To: Ryan Culpepper <CulpepperR@leoncountyfl.gov>; Chasity OSteen <osteenc@leoncountyfl.gov>; Joseph Coleman <ColemanJ@leoncountyfl.gov>; Donaldson, Gary <Gary.Donaldson@talgov.com>; Brent Pell <PellB@leoncountyfl.gov>; Deji Ajose-Adeogun <AjoseAdeogunD@leoncountyfl.gov>; Snyder, Russell <Dwayne.Snyder@talgov.com>; Lee, Jimmy <James.LeeJr@talgov.com>; McCarty, Joya <Joya.McCarty@flhealth.gov>; Mohrman, Melinda <Melinda.Mohrman@talgov.com>; Kyle Kemper <KemperK@leoncountyfl.gov>; Lisa Scott <ScottL@leoncountyfl.gov>; Williams, Alvin C. <Alvin.Williams@talgov.com>; Williams, Demetri <Demetri.Williams@talgov.com>; Chang, Paul <Paul.Chang@talgov.com>; Drose, Tina <Tina.Drose@talgov.com>; Lisa Burnett <Lisa.Burnett@talquinelectric.com>
Subject: RE: Abandonment of a portion of ROW in the Capitola Plat

Ryan:

Good morning.

Public Works does not have objections to this abandonment request.

Thanks,

Charles



Charles Wu, P.E.

Director of Engineering Services
Department of Public Works
2280 Miccosukee Road | Tallahassee,
FL 32308
(850) 606-1546 /work | (850) 606-
1501 /fax
wuc@leoncountyfl.gov

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From: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Sent: Monday, December 18, 2023 2:03 PM
To: Chasity OSteen <osteenc@leoncountyfl.gov>; Charles Wu <WuC@leoncountyfl.gov>; Joseph Coleman <ColemanJ@leoncountyfl.gov>; Donaldson, Gary <Gary.Donaldson@talgov.com>; Brent Pell <PellB@leoncountyfl.gov>; Deji Ajose-Adeogun <AjoseAdeogunD@leoncountyfl.gov>; Snyder, Russell <Dwayne.Snyder@talgov.com>; Lee, Jimmy <James.LeeJr@talgov.com>; McCarty, Joya <Joya.McCarty@flhealth.gov>; Mohrman, Melinda <Melinda.Mohrman@talgov.com>; Kyle Kemper <KemperK@leoncountyfl.gov>; Lisa Scott <ScottL@leoncountyfl.gov>; Williams, Alvin C. <Alvin.Williams@talgov.com>; Williams, Demetri <Demetri.Williams@talgov.com>; Chang, Paul <Paul.Chang@talgov.com>; Drose, Tina <Tina.Drose@talgov.com>; Lisa Burnett <Lisa.Burnett@talquinelectric.com>
Subject: Abandonment of a portion of ROW in the Capitola Plat

Good afternoon,

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(Gerald and Tobi Kuncicky) own the property adjacent to the east (PID# 1225510050010) and have requested that the ROW adjacent to their property to be abandoned pursuant to F.S. 336.09-336.12 (see attached location map). This ROW has not been maintained by Leon County. According to the application, the applicant requests abandonment of the ROW in order for the adjacent property owners to potentially incorporate a portion of the proposed abandoned ROW area. The application includes documentation that the property owners (Wendy and Michael Graham) adjacent and to the west and south of this ROW are also interested in pursuing the abandonment for the same purpose.

Please review the attached application and provide your comments regarding the proposed abandonment to me no later than close of business on **January 3, 2024**. Note that any and all responses may be an exhibit to an agenda package submitted to the Board of County Commissioners and should be formatted accordingly. Should you have any questions, please contact me directly.



Ryan Culpepper, AICP
Director, Development Services
Development Support & Environmental Management
435 N. Macomb St | Tallahassee, FL 32301
(850) 606-1324 /work | (850) 606-1301 /fax
culpepperr@leoncountyfl.gov

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Ryan Culpepper

From: Ibarra, Christopher <Christopher.Ibarra@talgov.com>
Sent: Wednesday, December 20, 2023 9:30 AM
To: Ryan Culpepper
Cc: Snyder, Russell; Ryan Guffey
Subject: FW: Abandonment of a portion of ROW in the Capitola Plat

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Ryan,

I meant to send this to you, not Ryan Guffey. See below.

From: Ibarra, Christopher
Sent: Wednesday, December 20, 2023 9:24 AM
To: Ryan Guffey <GuffeyR@leoncountyfl.gov>
Cc: Snyder, Russell <Dwayne.Snyder@talgov.com>
Subject: RE: Abandonment of a portion of ROW in the Capitola Plat

Ryan,

The proposed abandonment will not have any consistency issues with the Comprehensive Plan. Planning has no issues with proposed abandonment

From: Snyder, Russell <Dwayne.Snyder@talgov.com>
Sent: Tuesday, December 19, 2023 9:16 AM
To: Ibarra, Christopher <Christopher.Ibarra@talgov.com>
Cc: Mohrman, Melinda <Melinda.Mohrman@talgov.com>; Perrine, Beth <Mary.Perrine@talgov.com>
Subject: Fw: Abandonment of a portion of ROW in the Capitola Plat

Chris, we have another DSEM ROW abandonment app. Please write a short memo to Ryan like the one you did in August for Elgin Rd. Thank you.

From: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Sent: Monday, December 18, 2023 2:02 PM
To: Chasity OSteen <osteenc@leoncountyfl.gov>; Charles Wu <WuC@leoncountyfl.gov>; Joseph Coleman <ColemanJ@leoncountyfl.gov>; Donaldson, Gary <Gary.Donaldson@talgov.com>; Brent Pell <PellB@leoncountyfl.gov>; Deji Ajose-Adeogun <AjoseAdeogunD@leoncountyfl.gov>; Snyder, Russell <Dwayne.Snyder@talgov.com>; Lee, Jimmy <James.LeeJr@talgov.com>; McCarty, Joya <Joya.McCarty@flhealth.gov>; Mohrman, Melinda <Melinda.Mohrman@talgov.com>; Kyle Kemper <KemperK@leoncountyfl.gov>; Lisa Scott <ScottL@leoncountyfl.gov>; Williams, Alvin C. <Alvin.Williams@talgov.com>; Williams, Demetri <Demetri.Williams@talgov.com>; Chang, Paul <Paul.Chang@talgov.com>; Drose, Tina <Tina.Drose@talgov.com>; Lisa Burnett <Lisa.Burnett@talquinelectric.com>
Subject: Abandonment of a portion of ROW in the Capitola Plat

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

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Development Support & Environmental Management
435 N. Macomb St | Tallahassee, FL 32301
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culpepperr@leoncountyfl.gov

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Ryan Culpepper

From: Williams, Demetri <Demetri.Williams@talgov.com>
Sent: Wednesday, January 3, 2024 12:25 PM
To: Ryan Culpepper; Chasity OSteen; Charles Wu; Joseph Coleman; Donaldson, Gary; Brent Pell; Deji Ajose-Adeogun; Snyder, Russell; Lee, Jimmy; McCarty, Joya; Mohrman, Melinda; Kyle Kemper; Lisa Scott; Williams, Alvin C.; Chang, Paul; Drose, Tina; Lisa Burnett
Cc: Logan, Joshua
Subject: RE: Abandonment of a portion of ROW in the Capitola Plat

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Ryan
City water/sewer doesn't have facilities in this area, and have no issues with proposed abandonment

Thanks
Demetri Williams
Engineering Technician IV
City of Tallahassee |
Underground Utilities and Public Infrastructure
408 N Adams Street | Tallahassee, FL 32301
Office: 850.891.6102 | Cell: 448.500.1825
Demetri.Williams@talgov.com



From: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Sent: Monday, December 18, 2023 2:03 PM
To: Chasity OSteen <osteenc@leoncountyfl.gov>; Charles Wu <WuC@leoncountyfl.gov>; Joseph Coleman <ColemanJ@leoncountyfl.gov>; Donaldson, Gary <Gary.Donaldson@talgov.com>; Brent Pell <PellB@leoncountyfl.gov>; Deji Ajose-Adeogun <AjoseAdeogunD@leoncountyfl.gov>; Snyder, Russell <Dwayne.Snyder@talgov.com>; Lee, Jimmy <James.LeeJr@talgov.com>; McCarty, Joya <Joya.McCarty@flhealth.gov>; Mohrman, Melinda <Melinda.Mohrman@talgov.com>; Kyle Kemper <KemperK@leoncountyfl.gov>; Lisa Scott <ScottL@leoncountyfl.gov>; Williams, Alvin C. <Alvin.Williams@talgov.com>; Williams, Demetri <Demetri.Williams@talgov.com>; Chang, Paul <Paul.Chang@talgov.com>; Drose, Tina <Tina.Drose@talgov.com>; Lisa Burnett <Lisa.Burnett@talquinelectric.com>
Subject: Abandonment of a portion of ROW in the Capitola Plat

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Post Office Box 1679
Quincy, Florida
32353-1679
Quincy: (850) 627-7651



1640 West Jefferson Street
Quincy, Florida
32351-5679
Tallahassee: (850) 878-4414

December 19, 2023

MEMORANDUM

RE: Abandonment of a portion of ROW in the Capitola Plat

To: Ryan Culpepper, AICP
Director, Development Services

From: Lisa Burnett, CPSM
Grant Administrator/Development Coordinator
(On Behalf of Talquin Engineering and Water Department)

TECI – Based on the Capitola ROW abandonment locations map provided, it would appear that Talquin does not have any existing electric facilities within the defined area shown for abandonment.

Talquin would have no objection to DESM processing this applicant's request based on the information provided.

TWWI – this is not in our service territory.

Serving Gadsden, Leon, Liberty and Wakulla Counties, Florida

**Leon County
Board of County Commissioners**

Notes for Agenda Item #6

Leon County Board of County Commissioners

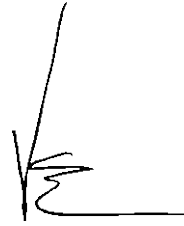
Agenda Item #6

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Florida Department of Health Resuscitation Training for Emergency Medical Services



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

Statement of Issue:

This item seeks Board approval to accept funding in the amount of \$218,400 from the Florida Department of Health to provide first responder high performance resuscitation workforce training to Emergency Medical Services staff from a FDOH approved vendor.

Fiscal Impact:

This item has a fiscal impact. A Resolution and Budget Amendment are needed to accept \$218,400 as reimbursement from the Florida Department of Health for the costs associated with providing high performance resuscitation workforce training to Emergency Medical Services staff in accordance with the terms outlined in the Florida Department of Health's formal Scope of Work.

Staff Recommendation:

Option # 1: Accept funding in the amount of \$218,400 from the Florida Department of Health as reimbursement for the costs associated with procuring a FDOH approved vendor to provide high performance resuscitation workforce training to Emergency Medical Services staff in accordance with the terms outlined by the Florida Department of Health in the formal Scope of Work.

Option #2: Approve the Resolution and associated Budget Amendment realizing \$218,400 as reimbursement for training costs from the Florida Department of Health (Attachment #1).

Report and Discussion

Background:

This item seeks Board approval to accept funding in the amount of \$218,400 as reimbursement from the Florida Department of Health Division of Emergency Preparedness and Community Support (FDOH) to provide first responder high performance resuscitation workforce training for Emergency Medical Services staff in accordance with the terms outlined in the FDOH formal Scope of Work. A Resolution and Budget Amendment are required to realize the reimbursement funds into the EMS FY 2024 Budget (Attachment #1).

The FDOH has created the first responder high performance resuscitation workforce training program and provides reimbursement funding to EMS services operated by county or city governments to coordinate and schedule the training. The training must be provided by an FDOH approved training vendor in accordance with the terms outlined in the FDOH formal Scope of Work (Attachment #2). The training program ensures that EMS organizations across Florida are utilizing the best available, clinically appropriate, resuscitation practices.

This first responder high performance resuscitation workforce training advances the following FY2022-FY2026 Strategic Initiative:

- *Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2022-22)*

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

- *(Q3) Provide essential public safety infrastructure and services while supporting early intervention and prevention strategies.*

EMS has a strategy in place to improve survival rates for victims of cardiac arrest or those patients whose heart has stopped and require cardio-pulmonary resuscitation (CPR). The strategy includes ensuring EMS is providing the most current care includes regularly updating medical protocols, equipment, and the training of EMTs and paramedics on current resuscitation best practices. The strategy also includes citizen involvement in assisting the person in the first few minutes of the incident until first responders arrive at the patient's side, and by ensuring EMS is providing the most currently available advanced care. Strategies related to citizen involvement include providing CPR training for citizens; advocating for automated external defibrillator (AED) availability and use in the community; operating an AED registry to allow dispatchers to provide 9-1-1 callers with instructions on AED locations and use; and collaboration with the Consolidated Dispatch Agency to ensure dispatcher assisted CPR instructions are provided when necessary. Overall, this strategy has resulted in EMS achieving cardiac arrest resuscitation rates that are better than state and national averages.

Analysis:

FDOH issued a formal Scope of Work outlining the terms of the high-performance resuscitation workforce training for emergency medical technicians (EMTs) and paramedics. The Scope of Work included a payment amount of \$218,400 as reimbursement to cover the costs of hiring an

FDOH approved vendor to provide the training (Attachment #2). The County plans to participate in the training and hire the vendor consistent with the terms outlined in the FDOH formal Scope of Work and in alignment with the County Purchasing Policy. A Resolution and Budget Amendment are needed to realize the funds into the FY 2024 EMS Budget to cover the costs associated with hiring the FDOH approved vendor to conduct the training. Upon completion of the training and the submission of required documentation, FDOH will reimburse the County \$218,400 for the costs associated with the training. Training must be completed, and all required documentation must be submitted to FDOH before June 30, 2024.

Options:

1. Accept funding in the amount of \$218,400 from the Florida Department of Health as reimbursement of the costs associated with procuring a FDOH approved vendor to provide high performance resuscitation workforce training to Emergency Medical Services staff in accordance with the terms outlined by the Florida Department of Health in the formal Scope of Work.
2. Approve the Resolution and Budget Amendment realizing the \$218,400 as reimbursement for training costs from the Florida Department of Health (Attachment #1).
3. Do not accept \$218,400 in funding from the Florida Department of Health as reimbursement of the costs associated with hiring a FDOH approved vendor to provide high performance resuscitation workforce training to Emergency Medical Services staff.
4. Do not approve the Resolution and associated Budget Amendment.
5. Board direction.

Recommendation:

Option #1

Attachments:

1. Resolution and Budget Amendment
2. Florida Department of Health Formal Scope of Work

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2023/2024; 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 20th day of February, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, 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 2023/2024 BUDGET AMENDMENT REQUEST

No: BAB24020
Date: 01/23/24

Agenda Item No: _____
Agenda Item Date: 02/20/24

County Administrator

Assistant County Administrator

Vincent S. Long

Ken Morris

Request Detail

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>				
135	000	334200	000	DOH Reimbursement	-	218,400	218,400
Subtotal:						218,400	

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>				
135	185	55401	526	Training	127,025	218,400	345,425
Subtotal:						218,400	

Purpose of Request

This budget amendment appropriates \$218,400 from the Florida Department of Health to Leon County Emergency Medical Services to train Emergency Medical Services members in high performance resuscitation workforce training.

Division/Department
1401/14

Roshaunda Bradley, Budget Director

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution

Motion

Administrator

Florida Department of Health
DIVISION OF EMERGENCY PREPAREDNESS AND COMMUNITY SUPPORT

Formal Scope of Work
High Performance Resuscitation Training
Leon County EMS
SOW23-347

FINAL
11/27/2023
DKB

Payment
BUDGET AMOUNT: \$218,400

1. PURPOSE:

This scope of work is for providing first responder high performance resuscitation (HP-RT) workforce training in Leon County, Florida. Contractor will provide these services to the Florida Department of Health (Department).

2. TERM:

This scope of work will begin on [Click or tap to enter a date.](#) or the date on which the purchase order is issued, whichever is later. It will end at midnight, Eastern Time on 6/30/2024. The State of Florida's performance and obligation to pay under this purchase order and any subsequent renewal is contingent upon annual appropriation by the Legislature and satisfactory performance of the Contractor.

3. LOCATION OF WORK:

The worksite for this scope of work is the following location(s):

<p>Leon County Division of EMS 911 Easterwood Dr. Tallahassee, FL 32311</p>	<p>TBD</p>
---	------------

4. CONTRACTOR QUALIFICATIONS AND EXPERIENCE:

Contractor staff assigned to this agreement must possess the following minimum qualifications and experience:

- 4.1. Must be a licensed EMS Agency in good standing pursuant to Chapter 401, Part III, Florida Statutes with jurisdictional authority to provide Emergency Medical Services within Leon County, Florida.
- 4.2. If outsourced to a vendor, provide the Department with proof that the peer reviewed medical literature provided aligns with the curriculum that the vendor plans to use during first responder high performance resuscitation instruction.

5. CONTRACTOR RESPONSIBILITIES:

5.1. **SERVICE TASKS:** Contractor will perform the following tasks in the time and manner specified:

- 5.1.1. Submit a first responder high performance resuscitation Training Plan to the Department Contract Manager for review and approval within 30 days of the issuance of the Purchase Order. The Training Plan shall include the following minimum components:
 - 5.1.1.1. Name of EMS Agency.
 - 5.1.1.2. Description of the HP-RT training to be conducted including any models or interactive items that may be used.

Florida Department of Health
DIVISION OF EMERGENCY PREPAREDNESS AND COMMUNITY SUPPORT

Formal Scope of Work
High Performance Resuscitation Training
Leon County EMS
SOW23-347

FINAL

11/27/2023

DKB

- 5.1.1.3. Confirmation from the EMS Medical Director that they have read and reviewed the training and will assist in implementing the training.
- 5.1.1.4. Name of third-party training vendor, if applicable.
- 5.1.1.5. Maximum number of staff to be trained at each location.
- 5.1.1.6. Timeline for the delivery of the training and anticipated training dates.
- 5.1.1.7. Description of how training completion will be documented. This can include attendance sheets, certificates, or attestations from the EMS training officer or agency designee.
- 5.1.2. Conduct HP-RT workforce training(s) in accordance with the approved Training Plan as follows:
 - 5.1.2.1. Ensure each training is conducted in-person for all training participants. This must include hands on and interactive elements for each training session.
 - 5.1.2.2. Document the date of each training, the location of each training, the length of each training, and the number of staff members that successfully complete the training. Submit the documentation with the corresponding invoice.
 - 5.1.2.3. All trainings must be completed by June 30, 2024.
- 5.1.3. Document HP-RT workforce training(s) in accordance with the approved Training Plan as follows:
 - 5.1.3.1. Create an attendance sheet for each day of the training and ensure each trainee signs the attendance sheet at the beginning and end of each day of the training.
 - 5.1.3.2. Ensure each completed attendance sheet is signed by an EMS training officer or agency designee attesting to its accuracy. Submit the completed attendance sheets and any other documentation certifying training completion as approved in the Training Plan, with the invoice.
 - 5.1.3.3. All training documentation must be submitted by June 30, 2024.
- 5.1.4. Attend any meetings, conference calls and respond to requests for information, as directed by the Department.
 - 5.1.4.1. The Department will schedule all meetings and conference calls at least one week prior to the meeting.
 - 5.1.4.2. Responses for information requests should be received within three days of the Department's request.

5.2. DELIVERABLES:

Contractor will complete and submit the following deliverables to the Department in the time and manner specified:

- 5.2.1. Upon Completion: Provision of HP-RT workforce training with submission of supporting documentation in the time and manner specified in Tasks 5.1.1. through 5.1.4.

6. METHOD OF PAYMENT:

- 6.1. A purchase order will be issued to the Contractor.
- 6.2. The method of payment for this purchase order is unit rate.
- 6.2. The Contractor will be paid a unit rate for each trainee that successfully completes the training program. Proof of completion, as specified in the approved Training Plan, is required as evidence of completion.

Florida Department of Health
DIVISION OF EMERGENCY PREPAREDNESS AND COMMUNITY SUPPORT

Formal Scope of Work
High Performance Resuscitation Training
Leon County EMS
SOW23-347

FINAL
11/27/2023
DKB

- 6.3. The Contractor will not receive payment in advance for goods or services described in this scope of work.
- 6.4. The Contractor must submit an invoice upon completion of all deliverables that provides a detailed accounting of the deliverables performed during the invoice period for which payment is being requested.
- 6.5. The Contractor is responsible for the performance of all tasks and deliverables contained in this scope of work.

7. PERFORMANCE MEASURES AND FINANCIAL CONSEQUENCES:

All deliverables and related tasks must be completed 100% as specified. Failure to satisfactorily complete or submit a deliverable in the time and manner specified will result in a financial consequence as indicated below:

- 7.1. Failure to complete and submit Deliverables in 5.2. in the time and manner specified will result in 5 percent reduction of invoiced amount.

8. CONTRACTOR TRAVEL REIMBURSEMENT:

The Contractor will not be reimbursed for any travel expenses under this agreement.

9. DEPARTMENT CONTRACT MANAGER:

The Department Contract Manager for this scope of work is:

<p>Teresa Mathew BEMO Grants (850) 245-4440 EMS@flhealth.gov</p>	<p>Florida Department of Health Department of Emergency Preparedness and Community Support Bureau of Emergency Medical Oversight 4052 Bald Cypress Way, BIN A-22 Tallahassee, FL 32399-1722</p>
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10. CONTROLLING TERMS AND CONDITIONS:

- 10.1. Department Request for Quote;
- 10.2. METHOD OF PROCUREMENT: Governmental Agency;
- 10.3. Department Purchase Order Terms and Conditions;
- 10.4. Contractor’s Response to the Department’s Request for Quote; and
- 10.5. Department Scope of Work SOW23-347.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #7

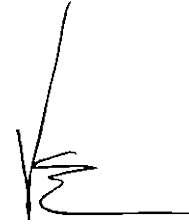
Leon County Board of County Commissioners

Agenda Item #7

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Request to Schedule a Workshop on the County's Purchasing Policy

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Melanie Hooley, Director, Purchasing

Statement of Issue:

As requested by the Board at its January 23, 2024 meeting, this item seeks Board approval to schedule a workshop on the County's Purchasing Policy (Policy No. 96-1), to include proposed revision to the policy, as well as an analysis of Minority, Women, and Small Business Enterprise (MWSBE) expenditures under \$250,000.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Schedule a workshop on the County Purchasing Policy, Policy No. 96-1, for Tuesday, May 28, 2024 at 1:00 p.m.

Report and Discussion

Background:

As requested by the Board at its January 23, 2024 meeting, this item seeks Board approval to schedule a workshop on the County's Purchasing Policy (Policy No. 96-1) to include proposed revisions to the policy, as well as an analysis of MWSBE expenditures under \$250,000.

Analysis:

The County Commission calendar reflects that Tuesday, May 28, 2024 at 1:00 p.m. is available to schedule the workshop. On January 23, 2024, the Board considered an agenda item recommending changes to the County's Purchasing Policy (Policy No. 96-1) and requested that a workshop be scheduled to allow for a more comprehensive review and discussion on the recommended policy changes. In addition, the Board also requested an analysis of MWSBE expenditures under \$250,000 to be included in the Workshop materials.

Options:

1. Schedule a workshop on the County Purchasing Policy, Policy No. 96-1, for Tuesday, May 28, 2024 at 1:00 p.m.
2. Do not schedule a workshop on the County Purchasing Policy, Policy No. 96-1.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #8

Leon County Board of County Commissioners

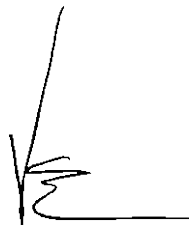
Agenda Item #8

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Memorandum of Understanding for Use of the Driver and Vehicle Information Database System



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Roshaunda Bradley, Budget Director
Lead Staff/ Project Team:	Shelley Cason, Risk Manager

Statement of Issue:

This item seeks Board approval of the proposed Memorandum of Understanding (MOU) between Leon County and the Florida Department of Highway Safety and Motor Vehicles to continue utilizing the Driver and Vehicle Information Database (DAVID) System. The current MOU for the DAVID System will expire on May 22, 2024. The County utilizes DAVID to verify license information for employees driving County-owned vehicles and assist in vehicle owner identification prior to removing or towing abandoned or non-authorized vehicles from County property.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option # 1: Approve the Memorandum of Understanding with the Florida Department of Highway Safety and Motor Vehicles to utilize the Driver and Vehicle Information Database System, and authorize the County Administrator to execute the MOU (Attachment #1), and any amendments and annual certification thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of the proposed MOU between Leon County and the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) to continue utilizing the DAVID System. The current MOU for the DAVID System will expire on May 22, 2024. The County utilizes the DAVID System to verify license information for employees driving County-owned vehicles, verify the status of an employee's commercial driver license (CDL), and assist in vehicle owner identification prior to removing or towing abandoned or non-authorized vehicles from County property.

The County carries an auto insurance policy for its vehicles and is required to annually ensure that employees utilizing County-owned vehicles are properly licensed. This includes employees assigned vehicles based on their job responsibilities, employees that may occasionally use County vehicles for travel and training purposes, and employees operating heavy equipment vehicles which may also require specialized licensing. The County also utilizes the DAVID System in the management of its facilities and properties. Staff encounters vehicles parked in unauthorized areas on County properties and has found abandoned vehicles at County facilities. The DAVID System allows staff to identify and contact vehicle owners parked in unauthorized areas or get in contact with lienholders of vehicles to make appropriate arrangements.

Analysis:

The DAVID System is a multifaceted database that allows immediate retrieval of driver and motor vehicle information. It is managed by the FLHSMV and permits access to other government entities through an MOU. The DAVID System provides driver information such as legal name, vehicle identification number, tag number, and vehicle make and model. The MOU requires the County to certify the use and conditions to access the DAVID System including an acknowledgement of the confidential requirements.

The proposed MOU shall be effective May 22, 2024, and remain in effect for six consecutive one-year terms, with annual certification. FLHSMV has requested the MOU be submitted 6-8 weeks prior to the expiration date, for review, routing, and execution.

Options:

1. Approve the Memorandum of Understanding (MOU) with the Florida Department of Highway Safety and Motor Vehicles to utilize the Driver and Vehicle Information Database System, and authorize the County Administrator to execute the MOU (Attachment #1), and any amendments and annual certification thereto, subject to legal review by the County Attorney.
2. Do not approve the Memorandum of Understanding with the Florida Department of Highway Safety and Motor Vehicles to utilize the Driver and Vehicle Information Database System.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Memorandum of Understanding with the Florida Department of Highway Safety and Motor Vehicles



MEMORANDUM OF UNDERSTANDING FOR GOVERNMENTAL ENTITY ACCESS TO DRIVER AND VEHICLE INFORMATION DATABASE SYSTEM (DAVID)

This Memorandum of Understanding (MOU) is made and entered into by and between Leon County, Florida,

hereinafter referred to as the Requesting Party, and the Florida Department of Highway Safety and Motor Vehicles, hereinafter referred to as the Providing Agency, collectively referred to as the Parties.

I. Purpose

The Providing Agency is a government entity whose primary duties include issuance of motor vehicle and driver licenses, registration and titling of motor vehicles, and enforcement of all laws governing traffic, travel, and public safety upon Florida's public highways.

In carrying out its statutorily mandated duties and responsibilities, the Providing Agency collects and maintains personal information that identifies individuals. This information is stored in the Department's Driver and Vehicle Information Database system, commonly referred to as "DAVID." Based upon the nature of this information, the Providing Agency is subject to the disclosure prohibitions contained in 18 U.S.C. §2721, the Driver's Privacy Protection Act (hereinafter "DPPA"), Section 119.0712(2), Florida Statutes, and other statutory provisions.

The Requesting Party is a government entity operating under the laws and authority of the state of Florida and/or operating under Federal laws. As a government entity, the Requesting Party may receive personal information from DAVID under the government agency exception provided in DPPA as indicated in Attachment I. The Requesting Party utilizes DAVID information for the purposes of carrying out its statutorily mandated duties and functions.

This MOU is entered into for the purpose of establishing the conditions and limitations under which the Providing Agency agrees to provide electronic access to DAVID information to the Requesting Party. Use of the data by the Requesting Party shall only be for lawful purpose.

II. Definitions

For the purposes of this Agreement, the below-listed terms shall have the following meanings:

- A. DAVID - The Providing Agency's Driver and Vehicle Information Database system that accesses and transmits driver and vehicle information.
- B. Driver License Information - Driver license and identification card data collected and maintained by the Providing Agency. This information includes personal information as defined below.
- C. Emergency Contact Information (ECI) - Information contained in a motor vehicle record listing individuals to be contacted in the event of an emergency. Emergency contact information may be released to law enforcement agencies through the DAVID system for purposes of contacting those listed in the event of an emergency, as noted in Section 119.0712 (2)(d), Florida Statutes.
- D. Driver Privacy Protection Act (DPPA) - The Federal Act (see, 18 United States Code § 2721, et seq.) that prohibits release and use of personal information except as otherwise specifically permitted within the Act.
- E. Government Entity - Any non-law enforcement agency of the state, city or county government and all Federal agencies, which may include Federal law enforcement agencies.
- F. Insurance Record - Insurance information, such as Insurance Company name, policy type, policy status, insurance creation and expiration date provided to the Requesting Party, pursuant to Section 324.242(2), Florida Statutes.

- G. Parties - The Providing Agency and the Requesting Party.
- H. Personal Information - As described in Chapter 119, Florida Statutes, information found in the motor vehicle record, which includes, but is not limited to, the subject's driver identification number, name, address, telephone number, social security number, medical or disability information, and emergency contact information.
- I. Point-of-Contact (POC) - A person(s) appointed by the Requesting Party as the administrator of the DAVID program in their agency.
- J. Providing Agency - The Florida Department of Highway Safety and Motor Vehicles. The Providing Agency is responsible for granting access to DAVID information to the Requesting Party.
- K. Quarterly Quality Control Review Report - Report completed each quarter by the Requesting Party's POC to monitor compliance with the MOU. The following must be included in the Quarterly Quality Control Review Report:
 - 1. A comparison of the DAVID users by agency report with the agency user list;
 - 2. A listing of any new or inactivated users since the last quarterly quality control review; and
 - 3. Documentation verifying that usage has been internally monitored to ensure proper, authorized use and dissemination.
- L. Requesting Party - Any Government Entity that is expressly authorized by Florida Statutes and DPPA to receive personal information contained in a motor vehicle record maintained by the Providing Agency.
- M. Vehicle Information - Title and registration data collected and maintained by the Providing Agency for vehicles.

III. Legal Authority

The Providing Agency maintains computer databases containing information pertaining to driver's licenses and vehicles pursuant to Chapters 317, 319, 320, 322, 328, and Section 324.242(2), Florida Statutes. The driver license and motor vehicle data contained in the Providing Agency's databases is defined as public record pursuant to Chapter 119, Florida Statutes, and as such, is subject to public disclosure unless otherwise exempted by law.

As the custodian of the state's driver and vehicle records, the Providing Agency is required to provide access to records permitted to be disclosed by law and may do so by remote electronic means, pursuant to Sections 119.0712(2), 320.05, 321.23, 322.20, and 324.242(2), Florida Statutes, and applicable rules.

Under this MOU, the Requesting Party will be provided, via remote electronic means, information pertaining to driver licenses and vehicles, including personal information authorized to be released pursuant to Section 119.0712(2), Florida Statutes and DPPA. By executing this MOU, the Requesting Party agrees to maintain the confidential and exempt status of any and all information provided by the Providing Agency pursuant to this agreement and to ensure that any person or entity accessing or utilizing said information shall do so in compliance with Section 119.0712(2), Florida Statutes and DPPA. In addition, the Requesting Party agrees that insurance policy information shall be utilized pursuant to Section 324.242(2), Florida Statutes. Furthermore, the deceased date of an individual shall only be provided to a Requesting Party that meets the qualifications of 15 CFR §1110.102. Disclosure of the deceased date of an individual, which is not in compliance with 15 CFR §1110.102, is punishable under 15 CFR §1110.200. Additionally, because the Social Security Administration does not guarantee the accuracy of the Death Master File (DMF), the Requesting Party is reminded that adverse action should not be taken against any individual without further investigation to verify the death information listed (A notice from the Social Security Administration addressing the foregoing is attached hereto and incorporated herein by reference).

This MOU is governed by the laws of the state of Florida and jurisdiction of any dispute arising from this MOU shall be in Leon County, Florida.

IV. Statement of Work

A. The Providing Agency agrees to:

1. Allow the Requesting Party to electronically access DAVID as authorized under this agreement.
2. Provide electronic access pursuant to established roles and times, which shall be uninterrupted except for periods of scheduled maintenance or due to a disruption beyond the Providing Agency's control, or in the event of breach of this MOU by the Requesting Party. Scheduled maintenance will normally occur Sunday mornings between the hours of 6:00 A.M. and 10:00 A.M., EST.
3. Provide an agency contact person for assistance with the implementation and administration of this MOU.

B. The Requesting Party agrees to:

1. Utilize information obtained pursuant to this MOU, including Emergency Contact Information (ECI), only as authorized by law and for the purposes prescribed by law and as further described in this MOU. In the case of ECI, such information shall only be used for the purposes of notifying a person's registered emergency contact in the event of a serious injury, death, or other incapacitation. ECI shall not be released or utilized for any other purpose, including developing leads or for criminal investigative purposes.
2. Retain information obtained from the Providing Agency only if necessary for law enforcement purposes. If retained, information shall be safeguarded in compliance with Section V. Safeguarding Information, subsection C.
3. Ensure that its employees and agents comply with Section V. Safeguarding Information.
4. Refrain from assigning, sub-contracting, or otherwise transferring its rights, duties, or obligations under this MOU, without the prior written consent of the Providing Agency.
5. Not share, provide, or release any DAVID information to any law enforcement, other governmental agency, person, or entity not a party or otherwise subject to the terms and conditions of this MOU.
6. Protect and maintain the confidentiality and security of the data received from the Providing Agency in accordance with this MOU and applicable state and federal law.
7. Defend, hold harmless and indemnify the Providing Agency and its employees or agents from any and all claims, actions, damages, or losses which may be brought or alleged against its employees or agents for the Requesting Party's negligent, improper, or unauthorized access, use, or dissemination of information provided by the Providing Agency, to the extent allowed by law.
8. Immediately inactivate user access/permissions following termination or the determination of negligent, improper, or unauthorized use or dissemination of information and to update user access/permissions upon reassignment of users within five (5) business work days.
9. Complete and maintain Quarterly Quality Control Review Reports as defined in Section II. Definitions, K, and utilizing the form attached as Attachment II.
10. Update any changes to the name of the Requesting Party, its Agency head, its POC, address, telephone number and/or e-mail address in the DAVID system within ten calendar days of occurrence. The Requesting Party is hereby put on notice that failure to timely update this information may adversely affect the time frames for receipt of information from the Providing Agency.

11. Immediately comply with any restriction, limitation, or condition enacted by the Florida Legislature following the date of signature of this MOU, affecting any of the provisions herein stated. The Requesting Party understands and agrees that it is obligated to comply with the applicable provisions of law regarding the subject matter of this Agreement at all times that it is receiving, accessing, or utilizing DAVID information.
12. Timely submit the Attestation and Certification statements as required in Section VI. Compliance and Control Measures, subsections B and C.
13. For Federal Agencies Only: The Requesting Party agrees to promptly consider and adjudicate any and all claims that may arise out of this MOU resulting from the actions of the Requesting Party, duly authorized representatives, or contractors of the Requesting Party, and to pay for any damage or injury as may be required by Federal law. Such adjudication will be pursued under the Federal Tort Claims Act, 28 U.S.C. § 2671, et seq., the Federal Employees Compensation Act, 5 U.S.C. § 8101, et seq., or such other Federal legal authority as may be pertinent.
14. Access and utilize the deceased date of an individual, or other information from the NTIS Limited Access Death Master File, as defined in 15 CFR §1110.2, in conformity with the following requirements:
 - a) Pursuant to 15 CFR §1110.102, the Requesting Party certifies that its access to DMF information is appropriate because the Requesting Party: (i) has a legitimate fraud prevention interest, or a legitimate business purpose pursuant to a law, governmental rule, regulation, or fiduciary duty; (ii) has systems, facilities, and procedures in place to safeguard such information, and experience in maintaining the confidentiality, security, and appropriate use of such information, pursuant to requirements reasonably similar to the requirements of section 6103(p)(4) of the Internal Revenue Code of 1986; and (iii) agrees to satisfy such similar requirements.
 - b) Pursuant to 15 CFR §1110.102, the Requesting Party certifies that it will not: (i) disclose DMF information to any person other than a person who meets the requirements of Section IV. Statement of Work, subsection B. paragraph 14 (a), above; (ii) disclose DMF information to any person who uses the information for any purpose other than a legitimate fraud prevention interest or a legitimate business purpose pursuant to a law, governmental rule, regulation, or fiduciary duty; (iii) disclose DMF information to any person who further discloses the information to any person other than a person who meets the requirements of subsection IV. B. 14 (a), above; or (iv) use DMF information for any purpose other than a legitimate fraud prevention interest or a legitimate business purpose pursuant to a law, governmental rule, regulation or fiduciary duty.

V. Safeguarding Information

The Parties shall access, disseminate, use and maintain all information received under this MOU in a manner that ensures its confidentiality and proper utilization in accordance with Chapter 119, Florida Statutes, and DPPA. Information obtained under this MOU shall only be disclosed to persons to whom disclosure is authorized under Florida law and federal law.

Any person who willfully and knowingly violates any of the provisions of this section is guilty of a misdemeanor of the first degree punishable as provided in Sections 119.10 and 775.083, Florida Statutes. In addition, any person who willfully and knowingly discloses any information in violation of DPPA may be subject to criminal sanctions and civil liability. Furthermore, failure to comply with 15 CFR §1110.102 pertaining to the deceased date of an individual may result in penalties of \$1,000 for each disclosure or use, up to a maximum of \$250,000 in penalties per calendar year, pursuant to 15 CFR §1110.200.

The Parties mutually agree to the following:

- A. Information exchanged will not be used for any purposes not specifically authorized by this MOU. Unauthorized use includes, but is not limited to, queries not related to a legitimate business purpose, personal use, or the dissemination, sharing, copying, or passing of this information to unauthorized persons.
- B. The Requesting Party shall not indemnify and shall not be liable to the Providing Agency for any driver license or motor vehicle information lost, damaged, or destroyed as a result of the electronic exchange of data pursuant to this MOU, except as otherwise provided in Section 768.28, Florida Statutes.
- C. Any and all DAVID-related information provided to the Requesting Party as a result of this MOU, particularly data from the DAVID system, will be stored in a place physically secure from access by unauthorized persons.
- D. The Requesting Party shall comply with Rule 60GG-2, Florida Administrative Code, and with Providing Agency's security policies, and employ adequate security measures to protect Providing Agency's information, applications, data, resources, and services. The applicable Providing Agency's security policies shall be made available to Requesting Party. Additionally, with respect to the deceased date of an individual, the Requesting Party shall have systems, facilities, and procedures in place to safeguard such information, and experience in maintaining the confidentiality, security, and appropriate use of such information, pursuant to requirements reasonably similar to the requirements of section 6103(p)(4) of the Internal Revenue Code of 1986 and agrees to satisfy such similar requirements.
- E. When printed information from DAVID is no longer needed, it shall be destroyed by cross-cut shredding or incineration in accordance with Florida law.
- F. The Requesting Party shall maintain a list of all persons authorized within the agency to access DAVID information, which must be provided to the Providing Agency upon request.
- G. Access to DAVID-related information, particularly data from the DAVID System, will be protected in such a way that unauthorized persons cannot view, retrieve, or print the information.
- H. Under this MOU agreement, access to DAVID shall be provided to users who are direct employees of the Requesting Party and shall not be provided to any non-employee or contractors of the Requesting Party.
- I. By signing this MOU, the Parties, through their signatories, affirm and agree to maintain the confidentiality of the information exchanged through this agreement.

VI. Compliance and Control Measures

- A. **Quarterly Quality Control Review Report** - Must be completed by the Requesting Party, utilizing Attachment II, Quarterly Quality Control Review Report, within 10 days after the end of each quarter and maintained for two years. The following must be included in the Quarterly Quality Control Review Report:
 - 1. A comparison of the DAVID users by agency report with the agency user list;
 - 2. A listing of any new or inactivated users since the last quarterly quality control review; and
 - 3. Documentation verifying that usage has been internally monitored to ensure proper, authorized use and dissemination utilizing the auditing features available in DAVID.
- B. **Internal Control Attestation** - This MOU is contingent upon the Requesting Party having appropriate internal controls in place at all times that data is being provided/received pursuant to this MOU to ensure that the data is protected from unauthorized access, distribution, use, modification, or disclosure. The Requesting Party must submit an Attestation Statement from their Agency's Internal Auditor, Inspector General, Risk Management IT Security Professional, or a currently licensed Certified Public

Accountant, on or before the third and sixth anniversary of the agreement or within 180 days from receipt of a request for an Attestation from the Providing Agency. The Attestation Statement shall indicate that the internal controls over personal data have been evaluated and are adequate to protect the personal data from unauthorized access, distribution, use, modification, or disclosure. The Attestation Statement shall also certify that any and all deficiencies/issues found during the review have been corrected and measures enacted to prevent recurrence. The Providing Agency may extend the time for submission of the Attestation Statement upon written request by the Requesting Party for good cause shown by the Requesting Party.

The Attestation Statement must have an original signature of the Agency Head or person designated by Letter of Delegation to execute contracts/agreements on their behalf, and may be sent via U.S. Mail, facsimile transmission, or e-mailed to the Providing Agency's Bureau of Records at the following address:

Department of Highway Safety and Motor Vehicles
Chief, Bureau of Records
2900 Apalachee Parkway, MS89
Tallahassee, Florida 32399-0500
Fax: (850) 617-5168
E-mail: DataListingUnit@flhsmv.gov

- C. **Annual Certification Statement** - The Requesting Party shall submit to the Providing Agency an annual statement indicating that the Requesting Party has evaluated and certifies that it has adequate controls in place to protect the personal data from unauthorized access, distribution, use, modification, or disclosure, and is in full compliance with the requirements of this MOU. The Requesting Party shall submit this statement annually, within 45 days after the anniversary date of this MOU. (NOTE: During any year in which an Attestation Statement is provided, submission of the Internal Control Attestation will satisfy the requirement to submit an Annual Certification Statement.)

In addition, prior to expiration of this MOU, if the Requesting Party intends to enter into a new MOU, a certification statement attesting that appropriate controls remained in place during the final year of the MOU and are currently in place shall be required to be submitted to the Providing Agency prior to issuance of a new MOU.

- D. **Misuse of Personal Information** - The Requesting Party must notify the Providing Agency in writing of any incident where determination is made that personal information has been compromised as a result of unauthorized access, distribution, use, modification, or disclosure, by any means, within 30 days of such determination. The statement must be provided on the Requesting Agency's letterhead and include each of the following: a brief summary of the incident; the outcome of the review; the date of the occurrence(s); the number of records compromised; the name or names of personnel responsible; whether disciplinary action or termination was rendered; and whether or not the owners of the compromised records were notified. The statement shall also indicate the steps taken, or to be taken, by the Requesting Agency to ensure that misuse of DAVID data does not continue. This statement shall be mailed to the Bureau Chief of Records at the address indicated in Section VI. Compliance and Control Measures, subsection B., above. (NOTE: If an incident involving breach of personal information did occur and Requesting Party did not notify the owner(s) of the compromised records, the Requesting Party must indicate why notice was not provided, for example "Notice not statutorily required".)

In addition, the Requesting Party shall comply with the applicable provisions of Section 501.171, Florida Statutes, regarding data security and security breaches, and shall strictly comply with the provisions regarding notice provided therein.

VII. Agreement Term

This MOU shall take effect upon the date of last signature by the Parties and shall remain in effect for six (6) years from this date unless sooner terminated or cancelled in accordance with Section IX. Termination. Once executed, this MOU supersedes all previous agreements between the parties regarding the same subject

matter.

VIII. Amendments

This MOU incorporates all negotiations, interpretations, and understandings between the Parties regarding the same subject matter and serves as the full and final expression of their agreement. This MOU may be amended by written agreement executed by and between both Parties. Any change, alteration, deletion, or addition to the terms set forth in this MOU, including to any of its attachments, must be by written agreement executed by the Parties in the same manner as this MOU was initially executed. If there are any conflicts in the amendments to this MOU, the last-executed amendment shall prevail. All provisions not in conflict with the amendment(s) shall remain in effect and are to be performed as specified in this MOU.

IX. Termination

- A. This MOU may be unilaterally terminated for cause by either party upon finding that the terms and conditions contained herein have been breached by the other party. Written notice of termination shall be provided to the breaching party; however, prior-written notice is not required, and notice may be provided upon cessation of work under the agreement by the non-breaching party.
- B. In addition, this MOU is subject to unilateral termination by the Providing Agency without notice to the Requesting Party for failure of the Requesting Party to comply with any of the requirements of this MOU, or with any applicable state or federal laws, rules, or regulations, including Section 119.0712(2), Florida Statutes.
- C. This MOU may also be cancelled by either party, without penalty, upon 30 days' advanced written notice to the other party. All obligations of either party under the MOU will remain in full force and effect during the thirty (30) day notice period.

X. Notices

Any notices required to be provided under this MOU may be sent via U.S. Mail, facsimile transmission, or e-mail to the following individuals:

For the Providing Agency:

Chief, Bureau of Records
2900 Apalachee Parkway
Tallahassee, Florida 32399
Fax: (850) 617-5168
E-mail: DataListingUnit@flhsmv.gov

For the Requesting Party:

Agency Point-of-Contact listed on the signature page.

XI. Additional Database Access/Subsequent MOU's

The Parties understand and acknowledge that this MOU entitles the Requesting Party to specific information included within the scope of this agreement. Should the Requesting Party wish to obtain access to other personal information not provided hereunder, the Requesting Party will be required to execute a subsequent MOU with the Providing Agency specific to the additional information requested. All MOU's granting access to personal information will contain the same clauses as are contained herein regarding **Compliance and Control Measures**.

The Providing Agency is mindful of the costs that would be incurred if the Requesting Party was required to undergo multiple audits and to submit separate certifications, attestations, and reports for each executed MOU. Accordingly, should the Requesting Party execute any subsequent MOU with the Providing Agency for access

to personal information while the instant MOU remains in effect, the Requesting Party may submit a written request, subject to Providing Agency approval, to submit one of each of the following covering all executed MOU's: Quarterly Quality Control Review Report; Certification; and Attestation; and/or to have conducted one comprehensive audit addressing internal controls for all executed MOU's. The Providing Agency shall have the sole discretion to approve or deny such request in whole or in part or to subsequently rescind an approved request based upon the Requesting Party's compliance with this MOU and/or negative audit findings.

XII. Application of Public Records Law

The Requesting Party agrees to comply with the following requirements of Florida's public records laws:

1. Keep and maintain public records required by the Department to perform the service.
2. Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
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 contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the Department all public records in possession of the Requesting Party or keep and maintain public records required by the public agency to perform the service. If the Requesting Party transfers all public records to the Department upon completion of the contract, the Requesting Party shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Requesting Party keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLA. STAT., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATED TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 617-3101, OGCFILING@FLHSMV.GOV, OFFICE OF GENERAL COUNSEL, 2900 APALACHEE PARKWAY, STE. A432, TALLAHASSEE, FL 32399-0504.

XIII. Certification Information

Pursuant to Section IV. Statement of Work, subsection B. paragraph 14(a) above, the Requesting Party certifies that access to DMF information is appropriate based on the following specific purpose (please describe the legitimate purpose):

Please indicate whether the Requesting Party desires to re-disclose the deceased date of any individual to any other person or entity: Yes No

If the Requesting Party desires to re-disclose the deceased date of any individual to any other person or entity, the Requesting Party agrees that it will not re-disclose the data received from the Providing Agency, but rather, will contact NTIS at <https://classic.ntis.gov/products/ssa-dmf/#> to become a Certified Person, as defined by 15 CFR §1110.2. A Requesting Party who is a Certified Person may only disclose the deceased date of an individual pursuant to the Requesting Party's obligations under 15 CFR §1110.102.

IN WITNESS HEREOF, the Parties hereto, have executed this Agreement by their duly authorized officials on the date(s) indicated below.

REQUESTING PARTY

Leon County, Florida

Agency Name
301 S. Monroe St.

Street Address
Room 201

Suite
Tallahassee FL 32301

City State Zip Code

PROVIDING AGENCY:

Florida Department of Highway Safety and Motor
Vehicles
2900 Apalachee Parkway
Tallahassee, Florida 32399

BY:

Signature of Authorized Official
Vincent S. Long

Printed/Typed Name
County Administrator

Title

Date
longv@leoncountyfl.gov

Official Agency Email Address
850-606-5300

Phone Number

BY:

Signature of Authorized Official

Printed/Typed Name

Title

Date

Agency Point of Contact:
Shelley Cason

Printed/Typed Name
CasonS@leoncountyfl.gov

Official Agency Email Address

850-606-5120 / Phone Number

_____/ Fax Number



U.S. Department of Commerce
National Technical Information Service
Alexandria, VA 22312

IMPORTANT NOTICE

On November 1, 2011, the Social Security Administration (SSA) implemented an important change in the Death Master File (DMF) data. NTIS, a cost-recovery government agency, disseminates the Limited Access DMF on behalf of SSA. The Limited Access Death Master File contains data on decedants who died less than 3 years ago.

Please see the Q and A below, provided by SSA (and edited by NTIS to change the tense once the change had been implemented) for an explanation of the change.

Should you have any questions, please email jhounsell@ntis.gov who will forward any questions not answered below to the Social Security Administration for reply.

IMPORTANT NOTICE: Change in Public Death Master File Records

NTIS receives Death Master File (DMF) data from the Social Security Administration (SSA). SSA receives death reports from various sources, including family members, funeral homes, hospitals, and financial institutions.

Q: What change has SSA made to the Public DMF?

A: Effective November 1, 2011, the DMF data that NTIS receives from SSA no longer contains protected state death records. Section 205(r) of the [Social Security] Act prohibits SSA from disclosing the state death records SSA receives through its contracts with the states, except in limited circumstances. (Section 205r link - http://www.ssa.gov/OP_Home/ssact/title02/0205.htm)

Q: How did this change affect the size of the Public DMF?

A: The historical Public DMF contained 89 million records. SSA removed approximately 4.2 million records from this file and adds about 1 million fewer records annually.

**REMINDER:
DMF users should always investigate and verify the death listed before taking any adverse action against any individual."**

ATTACHMENT I

**FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
Request For Access to Driver And Vehicle Information Database System (DAVID)**

The Driver's Privacy Protection Act, 18 United States Code sections 2721 ("DPPA") makes personal information contained in motor vehicle or driver license records confidential and exempt from disclosure. Personal information in a motor vehicle or driver license record includes, but is not limited to, an individual's social security number, driver license or identification number, name, address, and medical or disability information. Personal information does not include information related to driving violations and driver status. Personal information from these records may only be released to individuals or organizations that qualify under one of the exemptions provided in DPPA, which are listed on the back of this form.

I am an authorized representative of an organization requesting personal information for one or more records as described below. I declare that my organization is qualified to obtain personal information under exemption number(s)

_____, as listed on page 2 of this form.

I understand that I shall not use or redisclose this personal information except as provided in DPPA and that any use or redisclosure in violation of these laws or statutes may subject me to criminal sanctions and civil liability.

Complete the following for each DPPA exemption being claimed (attach additional page, if necessary):

DPPA Exemption Claimed:	Description of how Requesting Party qualifies for exemption:	Description of how data will be used:
1	For use by any government agency, including any court or law enforcement agency, in carrying out its functions.	*Confirmation of driver license status related to use and operation of County vehicles. *As security concerns arise, only authorized staff will access the DAVID system to determine vehicle owner and owner contact information; notify owner if they need to move, if vehicles is towed (or will be towed), and/or notify law enforcement as required. Records will be maintained as required by DHSMV to ensure compliance.

Obtaining personal information under false pretenses is a state and federal crime. Under penalties of perjury, I declare that I have read the foregoing Request For Access to Driver And Vehicle Information Database System and that I am entitled to receive Exempt Personal Information in A Motor Vehicle/Driver License Record and that the facts stated in it are true and correct.

Signature of Authorized Official

Vincent S. Long

Printed Name

Date

County Administrator

Title

Leon County, Florida

Name of Agency/Entity

ATTACHMENT I

Pursuant to section 119.0712(2), F. S., personal information in motor vehicle and driver license records can be released for the following purposes, as outlined in 18 United States Code, section 2721:

Personal information referred to in subsection (a) shall be disclosed for use in connection with matters of motor vehicle or driver safety and theft, motor vehicle emissions, motor vehicle product alterations, recalls, or advisories, performance monitoring of motor vehicles and dealers by motor vehicle manufacturers, and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of Titles I and IV of the Anti Car Theft Act of 1992, the Automobile Information Disclosure Act (15 U.S.C. 1231 et seq.), the Clean Air Act (42 U.S.C. 7401 et seq.), and chapters 301, 305, and 321-331 of Title 49, CFR, and, subject to subsection (a)(2), may be disclosed as follows:

1. For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or local agency in carrying out its functions.
2. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only:
 - a) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
 - b) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
4. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.
5. For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
6. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
7. For use in providing notice to the owners of towed or impounded vehicles.
8. For use by any licensed private investigative agency or licensed security service for any purpose permitted in accordance with 18 USC 2721 (b).
9. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under chapter 313 of Title 49, CFR.
10. For use in connection with the operation of private toll transportation facilities.
11. For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.
12. For bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
13. For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.
14. For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety.

ATTACHMENT II



QUARTERLY QUALITY CONTROL REVIEW REPORT

Point of Contacts (POC) must do the following to satisfy the MOU Quarterly Quality Control Review:

- Compare the DAVID Users by Agency report with the agency user list.
 - Reconcile any differences to ensure state and agency records are consistent.
- Keep a record of any new or inactivated users since the last Quarterly Quality Control Review.
 - Update any users/user information as needed, document the reason for the change in access, and the date the change is made.
- Monitor usage to ensure proper, authorized use and dissemination.
 - Randomly select a sample of users and run an audit report for a period during the quarter. Look for any misuse, including, but not limited to reason codes, running siblings, spouses, ex-spouses, celebrities, and political figures. Look at the times of day the data was accessed, repeated runs of same record, and unexplained access to the Emergency Contact Information.
 - **Please note:** DHSMV highly recommends the agency audit users as frequently as possible to ensure misuse is not occurring.
- Complete the below report and ensure all actions are documented.

Quarter:	Year:
Total active users in DAVID:	
Total active users in agency records:	
Users inactivated during quarter:	
Users audited during quarter:	
Total cases of misuse found:	
Total cases of misuse reported to DHSMV:	

POC Signature

Date

POC Name Printed

**Leon County
Board of County Commissioners**

Notes for Agenda Item #9

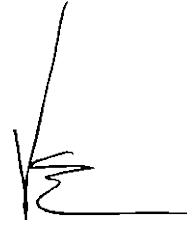
Leon County Board of County Commissioners

Agenda Item #9

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Proposed Revision to Section XII of the Leon County Personnel Policies and Procedures

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Candice Wilson, Director, Human Resources
Lead Staff/ Project Team:	Paula DeBoles-Johnson, Human Resources Manager

Statement of Issue:

This item seeks Board approval of the proposed revision to Section XII-Separation, of the Leon County Personnel Policies and Procedures, to add Subsection 12.03.2 titled “Name-clearing Hearing” to conform with case law and to ensure consistency with constitutional due process for involuntarily separated employees seeking a “Name-clearing Hearing.”

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the proposed revision to Section XII-Separation of the Leon County Personnel Policies and Procedures to add Subsection 12.03.2 – Name-clearing Hearing (Attachment #1).

Report and Discussion

Background:

This item seeks Board approval of the proposed revision to Section XII-Separation of the Leon County Personnel Policies and Procedures to add Subsection 12.03.2 titled “Name-Clearing Hearing”. This revision to the policy is being recommended to ensure consistency and compliance with case law relating to constitutional due process provisions and will allow a former employee the opportunity to clear their name when certain criteria has been met.

Analysis:

The opportunity for a name-clearing hearing should be made available to involuntarily separated employees who believe that there may be false and stigmatizing information available to the public which may impact future employment opportunities. This process does not allow for the separated employee to attempt to return to their job. The sole purpose of the name-clearing hearing is to provide an opportunity for a former employee to clear his/her name.

Adoption of the revised policy will allow former employees the opportunity to clear their name, with regard to any actual matters contained in a public record or otherwise published by the County, that the employee disputes and believes could adversely impact their professional reputation or their opportunities for future employment. Employees who believe that there may be stigmatizing information regarding their separation and seek a timely hearing will have the opportunity to clear their name through this process.

Former employees would have fourteen (14) calendar days from the effective date of the involuntary termination of employment to submit a written request for a name-clearing hearing. The request must identify the following:

1. The specific statements that the former employee contends are false; and
2. The manner in which the alleged statements were made public; and
3. The basis upon which the former employee asserts that the statements were false or stigmatizing. For purposes of this procedure, a false statement is legally stigmatizing if it (1) impinges the subject's character by stating or implying that she or he is dishonest or immoral, or (2) if it so sullies the subject's reputation such that she or he is rendered unemployable.

A former employee who meets the requirements for a name-clearing hearing will meet with the County Administrator or designee. Within 21 calendar days of the name-clearing hearing, a copy of the audio recording of the hearing, along with a written statement referencing the existence of the audio recording and its availability to any requester, will be placed in the former employee’s personnel file. Adding this name-clearing hearing subsection to the policy will provide the necessary framework to conform with case law and to ensure consistency with constitutional due process for involuntarily separated employees seeking a name-clearing hearing.

Options:

1. Approve the proposed revision to Section XII-Separation of the Leon County Personnel Policies and Procedures to add Subsection 12.03.2 – Name-clearing Hearing (Attachment #1).
2. Do not approve the proposed revision to Section XII-Separation of the Leon County Personnel Policies and Procedures to add Subsection 12.03.2 – Name-clearing Hearing.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Proposed addition of Subsection 12.03.2 to Section XII-Separation of the Leon County Personnel Policies and Procedures

SECTION XII SEPARATION

11.01

12.03.2 Name-clearing Hearing

If an employee of Leon County, Florida is involuntarily discharged from employment, and the former employee contends that, in relation to the termination, false statements that are stigmatizing to the former employee's reputation were included in their personnel file, or were otherwise made public by Leon County, the former employee may request a name-clearing hearing. The purpose of the name-clearing hearing process is to afford the former employee an opportunity to clear his or her name by responding to the alleged false and stigmatizing statements. If the employee requesting a name clearing hearing is a non-probationary status Career Service or EMS employee, the termination procedures found above regarding the Conference and Appeals processes shall operate as the name-clearing hearing concurrent with those Conference and Appeals Procedures and could occur prior to termination. If any other full-time or part-time Leon County employee requests a hearing to address an allegation that false and stigmatizing statements were published in relation to their termination, the following procedure will apply.

This procedure will not serve as a grievance or appeal of any disciplinary action, nor may it be used to gain reinstatement. Issues involving job performance, or employee attitude, without allegations of stigmatizing statements, are not proper subjects of this procedure and will not be heard.

REQUEST FOR A HEARING

Former employees must submit a written request for a name-clearing hearing within fourteen (14) calendar days from the effective date of the involuntary termination of employment. The request must be provided to the County Administrator or designee and must identify the following:

1. The specific statements that the former employee contends are false; and
2. The manner in which the alleged statements were made public; and
3. The basis upon which the former employee asserts that the statements were false or stigmatizing. For purposes of this procedure, a false statement is legally stigmatizing if it (1) impinges the subject's character by stating or implying that she or he is dishonest or immoral, or (2) if it so sullies the subject's reputation such that she or he is rendered unemployable.

The failure of the former employee to timely request a name-clearing hearing that complies with the requirements in this procedure shall be considered a waiver of the former employee's right to any name-clearing hearing.

HEARING PROCEDURE

A former employee who meets the requirements for a name-clearing hearing will meet with the County Administrator or designee. The sole purpose of the name-clearing hearing is to provide an opportunity for a former employee to clear his/her name. If the former employee becomes disruptive, disorderly, or fails to confine remarks and information to the alleged false and

SECTION XII SEPARATION

11.01

stigmatizing statements, which provided the basis for the hearing, the County Administrator or designee may terminate the hearing. Should this occur, the former employee's rights to a name-clearing hearing are forfeited.

The following procedure will be used:

1. A hearing will be set at an agreed upon date and time.
2. The hearing will be informal.
3. An audio recording of the hearing will be made and maintained as part of the personnel record.
4. The former employee may not call or present witnesses at the hearing.
5. The former employee may present their own testimony and/or evidence, statements, affidavits, or documents upon which their claims of false and stigmatizing statements are based.
6. There is no obligation that the County Administrator or designee will present information during this hearing.

Within twenty-one (21) calendar days of the name-clearing hearing a copy of the audio of the hearing, along with a written statement referencing the existence of the audio and its availability to any requester, will be placed in the former employee's personnel file.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #10

Leon County Board of County Commissioners

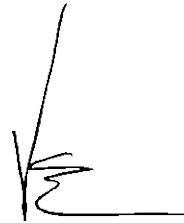
Agenda Item #10

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Florida Department of Environmental Protection Waste Tire Amnesty Event Grant



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Brent Pell, Director, Public Works Andrew Riley, Director of Operations
Lead Staff/ Project Team:	Aaron Ford, Mosquito Control Superintendent Tim Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board acceptance of Florida Department of Environmental Protection (FDEP) Waste Tire Amnesty Event grant funding in the amount of \$25,000. The grant will support the transportation and processing costs for disposal of waste tires collected during the amnesty event. If approved, the Waste Tire Amnesty Event will begin on February 26, 2024, and will continue until May 17, 2024.

Fiscal Impact:

This item has a fiscal impact. The associated grant in the amount of \$25,000 is a reimbursable grant. FDEP would reimburse Leon County up to \$25,000 for costs related to the transportation and processing/disposal costs for tires collected during the Waste Tire Amnesty Event. There is no County match requirement for this grant; however, the County is responsible for staffing and promoting the event. Funds are available in the Mosquito Control budget to cover these costs. A Resolution and Budget Amendment is provided to realize the grant funds into the FY 2024 budget.

Staff Recommendations:

- Option #1: Accept the Florida Department of Environmental Protection Waste Tire Amnesty Event grant in the amount of \$25,000.
- Option #2: Approve the Resolution and associated Budget Amendment realizing the \$25,000 into the FY 2024 budget (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of the FDEP Waste Tire Amnesty Event grant and approval of a Resolution and associated Budget Amendment realizing the \$25,000 into the FY 2024 budget (Attachment #1). The grant funds will be used for costs related to the transportation and processing/disposal costs for tires collected during the Waste Tire Amnesty Event.

Since 2019, the County has hosted an annual Waste Tire Amnesty Event for citizens to dispose of waste tires. In FY 2023, Leon County was awarded the Waste Tire Amnesty Event grant and received a reimbursement of \$19,738 for successfully processing and disposing of over 10,000 or 108 tons of tires during the FY 2023 amnesty event. In continued partnership with the FDEP, a grant was again awarded to the County for a 2024 amnesty program to remove waste tires from Leon County (Attachment #2).

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

In addition, the County's partnership with Patton Boggs also garners access to recently announced federal funding opportunities and OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. With receipt of ARPA (American Rescue Plan Act) funding, the total County grant leverage ratio is \$5.62 to \$1; excluding the significant septic-to-sewer related grants which require significant County match, the leveraging ratio would be \$24.73 to \$1.

As directed within County Resolution No. 23-24, relevant agenda items which pose a significant reduction or increase in greenhouse gases (GHGs) are to include an impact statement. The Tire Amnesty Program results in an increase of tires collected at the Solid Waste Management Facilities. A third-party vendor transports tires to a processing facility for recycling. As tires are a petroleum-based product, the reuse or recycling of tires directly contributes to the reduction of GHGs. At the facility, tires are sorted for those which can be reused through repair and/or retreading. All other tires are shredded for use to make products like rubber mulch, rubberized flooring/turf, rubberized asphalt, and shock absorbing athletic surfaces/playgrounds.

Analysis:

If approved, the Waste Tire Amnesty Event will begin on February 26, 2024, and will continue until May 17, 2024. During the 2024 Waste Tire Amnesty event, the County will accept waste tires at all of the Solid Waste Rural Waste Service Centers in Woodville, Ft. Braden, Miccosukee,

and the Solid Waste Management Facility (landfill). The Woodville, Ft. Braden and Miccosukee Rural Waste Service Centers hours of operation will be Friday 9:00 a.m. - 6:00 p.m., and Saturday and Sunday from 9:00 a.m. to 5:00 p.m. The Solid Waste Management Facility Rural Waste Service Center will operate Monday through Saturday, from 8:00 a.m. to 5:00 p.m.

The County will work directly with its contractor, Liberty Tire Recycling LLC, to handle the transportation and processing/disposal of the tires collected during the event. Leon County will pay the contractor for delivery and pickup of the container used to store the tires, plus a charge of \$130 per ton for waste tires collected. The County will then submit an invoice to the State requesting reimbursement for the costs paid to the contractor. FDEP will reimburse Leon County for processing and disposal costs for tires collected during the amnesty event, anticipated to total approximately \$25,000.

There is no grant agreement to be executed by the County and there is no County match requirement for this grant. The County will be responsible for staffing and promoting the event. As required by FDEP, a scope of work on County letterhead has been prepared (Attachment #2) and will be returned to FDEP upon Board approval of this item.

During the event, the County will accept a maximum of 25 tires per resident. Tires from commercial businesses are not eligible for this grant and will not be accepted. Upon acceptance of the grant, staff will begin the amnesty event on February 26, 2024, and continue the event until May 17, 2024. The Community and Media Relations Department will facilitate the media campaign for public awareness of the event to maximize participation and use of the available grant dollars.

Options:

1. Accept the Florida Department of Environmental Protection Waste Tire Amnesty Event grant in the amount of \$25,000.
2. Approve the Resolution and associated Budget Amendment realizing the \$25,000 into the FY 2024 budget (Attachment #1).
3. Do not accept the Florida Department of Environmental Protection Waste Tire Amnesty Event grant in the amount of \$25,000.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Resolution and associated Budget Amendment
2. Grant Award Notification and Scope of Work

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2023/2024; 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 20th day of February, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, 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 2023/2024 BUDGET AMENDMENT REQUEST

No: BAB24022
Date: 01/25/24

Agenda Item No: _____
Agenda Item Date: 02/20/24

County Administrator

Assistant County Administrator

Vincent S. Long

Ken Morris

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	922049	334324	000	Waste Tire Grant FY24 - DEP	-	25,000	25,000
Subtotal:						25,000	

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	922049	53400	534	Other Contractual Services	-	25,000	25,000
Subtotal:						25,000	

Purpose of Request

This budget amendment appropriates \$25,000 as a reimbursable grant with no match requirement from the Florida Department of Environmental Protection. Funds will be used for costs related to the transportation and processing/disposal costs up to \$25,000 for waste tires collected during the County's Waste Tire Amnesty events.

Division/Department
2604/26

Roshaunda Bradley, Budget Director

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution

Motion

Administrator

FW: Waste Tire Amnesties

Thigpen, Hope <Hope.Thigpen@dep.state.fl.us>

Thu 2/1/2024 9:49 AM

To:Aaron Ford <FordA@leoncountyfl.gov>

Good Morning Aaron

The Florida Department of Environmental Protection (FDEP) is offering assistance to reimburse Leon County to remove waste tires from county residents through amnesty events. Florida DEP will assist with tire transportation and processing costs and will reimburse Leon County \$25,000 for waste tires collected during the amnesty events. I have attached a blank scope of work for your review. Last year we made a huge impact in removing unwanted and slightly waste tires that were improperly disposed of and looking forward to another great year.

Please let me know if you are interested in working with Florida DEP on a joint Waste Tire Amnesty Event. I have attached a blank scope of work that will need to be filled out on county letterhead and returned. If you have any questions regarding the waste tire amnesty events, please let me know.

Thanks
Hope



Hope Thigpen

Permitting & Compliance Assistance Program
Florida Department of Environmental Protection
2600 Blair Stone Road MS 4550
Tallahassee, Florida 32399
(850) 245-8798
Fax 844-270-4629





Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5300 www.leoncountyfl.gov

Commissioners

CAROLYN D. CUMMINGS
At-Large
Chair

BRIAN WELCH
District 4
Vice Chairman

BILL PROCTOR
District 1

CHRISTIAN CABAN
District 2

RICK MINOR
District 3

DAVID T. O'KEEFE
District 5

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

CHASITY H. O'STEEN
County Attorney

Waste Tire Amnesty Event:

Date: February 26, 2024 through May 17th, 2024, Hours of operation for each location are listed below.

Collection Locations:

- Woodville Rural Waste Service Center at 549 Henry Jones Rd, Tallahassee, FL 32305, Ft. Braden Rural Waste Service Center at 2485 E Joe Thomas Rd, Tallahassee, FL 32310, and Miccosukee Rural Waste Service Center at 13051 Miccosukee Rd, Tallahassee FL, 32309, will operate Friday 9:00 a.m. - 6:00 p.m., and Saturday and Sunday from 9:00 a.m. to 5:00 p.m.
- Solid Waste Management Facility Rural Waste Service Center at 7550 Apalachee Pkwy, Tallahassee FL 32309 will operate Monday through Saturday, from 8:00 a.m. to 5:00 p.m.

All collected tires will be brought to the Solid Waste Management Facility at 7550 Apalachee Pkwy, Tallahassee FL 32309 for transfer to the contractor.

Proposed Plan: Leon County will accept a maximum of 25 tires per resident with proof of residency. Tires from commercial businesses will not be accepted. Photo ID must be presented. Leon County will provide mosquito control as necessary.

Operational Procedures: Leon County will provide labor and oversee collection of tires at the above collection locations. The County has contracted with Liberty Tire Recycling LLC to drop off and pick up roll-off containers at the collection location above. Liberty Tire Recycling LLC will transport full roll-off containers to their processing facility located in Butts County, Georgia at 465 Mallet Street, Jackson, Georgia 30233, for deposition. All tires collected during the amnesty event will be transported by a Florida registered waste tire collector. All waste tires collected will be processed/disposed of at a permitted waste tire processing/disposal facility.

Leon County assumes responsibility for providing staff for the event and advertising the event. Florida DEP will reimburse the County for transportation and processing/disposal costs up to **\$25,000** for waste tires collected during the Leon County Waste Tire Amnesty Event to be held on February 26, 2024 through May 17th, 2024, Monday through Saturday, times of the event are listed in the above collection locations section.

Florida DEP will reimburse Leon County upon receipt of an itemized invoice. Florida DEP requires proof of disposal method to include weigh tickets from the Leon County Waste Tire Amnesty Event to be held on February 26, 2024 through May 17th, 2024, Monday through Saturday, times and collection locations for the event are listed in the above collection locations section.

Leon County assumes responsibility for any additional costs incurred.

Florida DEP Contacts:

Hope Thigpen, Contract Manager – Division of Waste Management
Phone: 850 245-8798, Email: Hope.Thigpen@dep.state.fl.us

Leon County Contact:

Aaron Ford
Mosquito Control Superintendent
Leon County Division of Operations
Address: 2280 Miccosukee Rd., Tallahassee, FL 32308
Phone: (850) 606-1400, Email: forda@leoncountyfl.gov

**Leon County
Board of County Commissioners**

Notes for Agenda Item #11

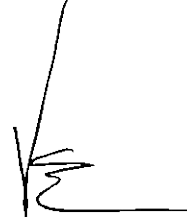
Leon County Board of County Commissioners

Agenda Item #11

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Resolution in Support of the Welcome Sign Installations on Roads Maintained by Florida Department of Transportation

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Brent Pell, Director, Public Works Matt Cavell, Director, Community Relations and Resilience
Lead Staff/ Project Team:	Charles Wu, Director, Engineering Services Chris Muehlemann, Chief of Engineering Design Felton Ard, Customer Support Engineer

Statement of Issue:

This item seeks Board adoption of a Resolution in support of the design, construction, and maintenance of the replacement of eleven “Welcome to Leon County” sign installations on roads maintained by the Florida Department of Transportation, and authorization for the County Administrator to execute the Community Aesthetic Feature (CAF) Agreement.

Fiscal Impact:

This item has a fiscal impact. The estimated construction cost for 11 welcome signs is \$126,000, and will be funded from available Tourism fund balance. A Resolution and Budget Amendment is provided to appropriate the Tourism fund balance into the FY 2024 budget.

Staff Recommendation:

Option #1: Adopt the Resolution in support of the Welcome Sign Installations on Roads Maintained by the Florida Department of Transportation (Attachment #1) and authorize the County Administrator to execute the Community Aesthetic Feature Agreement (Attachment #2), and any current or future amendments thereto, subject to legal review by the County Attorney.

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

Report and Discussion

Background:

This item seeks Board adoption of a Resolution in support of the design, construction, and maintenance of the replacement of eleven “Welcome to Leon County” sign installations on roads maintained by the Florida Department of Transportation (FDOT) (Attachment #1), and authorization for the County Administrator to execute the CAF Agreement with FDOT (Attachment #2). The CAF Agreement is required by FDOT for an enhancement installed within the FDOT’s right-of-way.

A CAF placed within FDOT’s right-of-way or attached to an FDOT structure or facility must be approved by the Department. These features are designed, maintained, and paid for by the requesting party, in this case a local governmental agency. The estimated construction cost for all 11 sign replacements is \$126,000. If approved, funding will be allocated from the Tourism fund balance.

In 2011, all 11 of the “Welcome to Leon County” signs on the major State Highways entering Leon County were replaced in order to enhance the visibility and attractiveness of the (Attachment #4). Consistent with regular maintenance and as part of the Leon County’s 200-year 2024 Bicentennial Celebration, the County will replace all 11 welcome signs at the County borders to feature a larger and updated design including the bicentennial logo (Attachment #5).

Analysis:

The proposed welcome sign design and locations have been reviewed and preliminarily approved by FDOT. In order to complete the final permit application package, the Resolution in support of the design, construction, and maintenance of 11 Leon County welcome signs on state roads as well as the executed CAF Agreement are required. The CAF Agreement must be executed by the County and FDOT prior to any construction within the FDOT’s right-of-way. This Agreement provides for the removal and/or relocation of the welcome signs at Leon County’s expense should it not be maintained by the County, or if FDOT needs the right-of-way for transportation purposes. There is a requirement in the CAF Agreement to have either a letter of credit, cash deposit, or performance bond to cover the expenses for site restoration and sign removal should the County fail to properly maintain or remove the signage. If approved, the letter of credit option is being used to meet this requirement because there is no fee for issuance of the letter of credit and the CAF agreement term is 30 years.

Upon issuance of the permit by FDOT, a construction contract will be procured for the replacements/installations of the welcome signs. It is anticipated to start the construction work in three months.

Options:

1. Adopt the Resolution in support of the Welcome Sign Installations on Roads Maintained by the Florida Department of Transportation (Attachment #1) and authorize the County Administrator to execute the Community Aesthetic Feature Agreement (Attachment #2), and any current or future amendments thereto, subject to legal review by the County Attorney.
2. Approve the Resolution and associated Budget Amendment (Attachment #3).
3. Do not adopt the Resolution in support of Welcome Sign and Community Sign Installations on Roads Maintained by the Florida Department of Transportation.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Proposed Resolution in Support of the Welcome Sign and Community Sign Installations on Roads Maintained by Florida Department of Transportation
2. Community Aesthetic Feature Agreement
3. Resolution and Budget Amendment
4. Existing Welcome Sign Location Map
5. Welcome Sign Design

LEON COUNTY RESOLUTION NO.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, APPROVING COMMUNITY AESTHETIC FEATURE AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Board of County Commissioners of Leon County, Florida (the “Board”) supports the Community Aesthetic Feature concept to efficiently provide notice to motorists of their entry into the boundaries of Leon County, Florida; and

WHEREAS, there are eleven welcome signs located on the State Highway System within the boundaries of Leon County, Florida, which Leon County, Florida (the “County”) desires to remove, and replace by designing, installing, and maintaining new signs; and

WHEREAS, in order to remove and replace the aforementioned signage, the Florida Department of Transportation (“FDOT”) requires the Board to adopt a resolution agreeing to be responsible for designing, installing and maintaining the signage; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, that:

1. The Board hereby approves the Community Aesthetic Feature Agreement and authorizes the County Administrator to execute same and any future amendments or supplements thereto, all in a form approved by the County Attorney.
2. The Board hereby covenants and agrees to be responsible for designing, installing, and maintaining the subject signage in accordance with the requirements of the Florida Department of Transportation Design Manual.
3. This resolution shall become effective immediately upon its adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 20th day of February, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, 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: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
COMMUNITY AESTHETIC FEATURE AGREEMENT

625-010-10
ROADWAY DESIGN
OGC - 08/17
Page 1 of 12

State Road/Local Road See Attachments Section No. _____ CAFA No. _____

This Community Aesthetic Feature Agreement ("Agreement") is entered into this _____ day of _____, between the State of Florida, Department of Transportation ("Department") and LEON COUNTY ("Agency"). The Department and the Agency are sometimes referred to in this Agreement as a "Party" and collectively as the "Parties."

RECITALS

- A. The Agency has requested permission from the Department to install a [CHOOSE ONE: Public Art, Local Identification Marker] community aesthetic feature on that certain right-of-way owned by the Department which is located on State Road/Local Road See Attachments at MP _____ in LEON County, Florida ("Project").
- B. The Department agrees that transportation facilities enhanced by community aesthetic features can benefit the public, result in positive economic development, and increase tourism both locally and throughout Florida.
- C. The Parties agree to the installation and maintenance of the Project, subject to the terms and conditions in this Agreement.

AGREEMENT

1. **TERM.** The term of this Agreement shall commence upon full execution of this Agreement ("Effective Date") and continue through 30 Years, which is determined as the lifespan of the Project, unless terminated at an earlier date as provided in this Agreement. If the Agency does not complete the installation of the Project within 8 Months (_____) days of the Effective Date of this Agreement, the Department may immediately terminate this Agreement. This Agreement may only be renewed for a term no longer than the original term of this Agreement upon a writing executed by both Parties to this Agreement.

2. **PROJECT DESCRIPTION.** The Project is a [CHOOSE ONE: Public Art, Local Identification Marker], as more fully described in the plans in Exhibit "A", attached and incorporated in this Agreement.

3. **FUNDING OF THE PROJECT.** The Agency has agreed by resolution to approve the Project and to fund all costs for the design, installation, and maintenance of the Project, and such resolution is attached and incorporated in this Agreement as Exhibit "D". The Department shall not be responsible for any costs associated with the Project. All improvements funded, constructed, and installed by the Agency shall remain the Agency's property. However, this permissive use of the Department's right-of-way where the Project is located does not vest any property right, title, or interest in or to the Agency for the Department's right-of-way.

4. **DESIGN AND CONSTRUCTION STANDARDS AND REQUIRED APPROVALS.**

- a. The Agency is responsible for the design, construction, and maintenance of the Project in accordance with all applicable federal, state and local statutes, rules and regulations, including the Department standards and specifications. A professional engineer, registered in Florida, shall provide the certification that all design and construction for the Project meets the minimum construction standards established by the Department and applicable Florida Building Code construction standards. The Agency shall submit all plans or related construction documents, cost estimates, project schedule, and applicable third party agreements to the Department for review and approval prior to installation of the Project. The Agency is responsible for the preparation of all design plans for the Project, suitable for reproduction on 11 inch by 17 inch sheets, together with a complete set of specifications covering all construction requirements for the Project. A copy of the design plans shall be provided to the Department's District Design Engineer, located at _____
The Department will review the plans for conformance to the Department's requirements and feasibility. The Department review shall not be considered an adoption of the plans nor a substitution for the engineer's responsibility for the plans. By review of the plans, the Department signifies only that such plans and improvements satisfies the Department's requirements, and the Department expressly

disclaims all other representations and warranties in connection with the plans, including, but not limited to the integrity, suitability, or fitness for the intended purpose or whether the improvements are constructed in accordance with the plans. The Department's review of the plans does not relieve the Agency, its consultants or contractors of any professional or other liability for the plans. All changes required by the Department shall be made by the Agency and final corrected plans shall be provided to the Department within thirty (30) days.

- b. The Agency shall be responsible for locating all existing utilities, both aerial and underground, and for ensuring that all utility locations be accurately documented on the construction plans. All utility conflicts shall be fully resolved directly with the applicable utility. Section 337.403, Florida Statutes, shall determine whether the utility bears the costs of utility work. The Agency shall bear the costs of utility work not required to be borne by the utility by Section 337.403, Florida Statutes.
- c. The Agency shall be responsible for monitoring construction operations and the maintenance of traffic ("MOT") throughout the course of the Project in accordance with the latest edition of FDOT Standard Specifications, Section 102. The Agency is responsible for the development of a MOT plan and making any changes to that plan as necessary. The MOT plan shall be in accordance with the latest version of FDOT Design Standards, Index 600 series. Any MOT plan developed by the Agency that deviates from FDOT Design Standards must be signed and sealed by a professional engineer. MOT plans will require approval by the Department prior to implementation.
- d. The Agency is responsible for obtaining all permits that may be required by any federal, state, or local agency.
- e. Prior to commencing the Project, the Agency shall request a Notice to Proceed from the Department's Construction Project Manager, _____, at (_____) _____-_____ or from an appointed designee.
- f. The Agency is authorized, subject to the conditions in this Agreement, to enter Department's right-of-way to install the Project (see attached Exhibit "B" Special Provisions). The Parties agree that this Agreement creates a permissive use only. Neither the granting of permission to use Department's right-of-way nor the placing of facilities upon Department's right-of-way shall operate to create or vest any property right in or to the Agency. The Agency shall not acquire any right, title, interest, or estate in the Department's right-of-way, of any nature or kind whatsoever, by virtue of the execution, operation, effect, or performance of this Agreement including, but not limited to, the Agency's use, occupancy or possession of the Department's right-of-way.
- g. The Department shall have the right, but not the obligation, to perform independent assurance testing during the course of construction and throughout the maintenance term of the Project. If the Department determines that a condition exists which threatens the public's safety, the Department may, at its discretion, cause the Project to cease and/or immediately have any potential hazards removed from its right-of-way at the sole cost, expense, and effort of the Agency. Should the Agency fail to remove the safety hazard within thirty (30) days, the Department may remove the safety hazard at the Agency's sole cost, expense, and effort.
- h. The Agency shall be responsible to ensure that construction of the Project is performed in accordance with the approved construction documents, and that it will meet all applicable federal, state, and local standards and that the work is performed in accord with the Terms and Conditions contained in Exhibit "C".
- i. The Agency shall notify the Department a minimum of forty eight (48) hours before beginning the Project within the Department's right-of-way. The Agency shall notify the Department should installation be suspended for more than five (5) working days.
- j. Upon completion of the Project, the Agency shall notify the Department in writing of the completion of the installation of the Project. For all design work that originally required certification by a Professional Engineer, the notification shall contain a Responsible Professional's Certification of Compliance, signed and sealed by the responsible professional for the project, the form of which is attached to this

Agreement as Exhibit "E". The certification shall state that work has been completed in compliance with the Project construction plans and specifications. If any deviations are found from the approved plans, the certification shall include a list of all deviations along with an explanation that justifies the reason to accept each deviation. The Agency and its contractors shall remove their presence, including, but not limited to, all of the Agency or its contractor's/ subcontractor's/ consultant's/ subconsultant's property, machinery, and equipment from the Department's right-of-way and shall restore those portions of the Department's right-of-way disturbed or otherwise altered by the Project to substantially the same condition that existed immediately prior to the commencement of the Project, at Agency's sole cost and expense.

- k. If the Department determines that the Project is not completed in accordance with the provisions of this Agreement, the Department shall deliver written notification to the Agency. The Agency shall have thirty (30) days from the date of receipt of the Department's written notice to complete the Project and provide the Department with written notice of the same ("Notice of Completion"). If the Agency fails to timely deliver the Notice of Completion, or if it is determined that the Project is not properly completed after receipt of the Notice of Completion, the Department may: 1) provide the Agency with written authorization granting additional time as the Department deems appropriate to correct the deficiency(ies); or 2) correct the deficiency(ies) at the Agency's sole cost and expense, without Department liability to the Agency for any resulting loss or damage to property, including but not limited to machinery and equipment. If the Department elects to correct the deficiency(ies), the Department shall provide the Agency with an invoice for the costs incurred by the Department and the Agency shall pay the invoice within thirty (30) days of the date of the invoice.
- l. Upon completion of the Project, the Agency shall be responsible for the perpetual maintenance of the Project, including all costs. The maintenance schedule shall include initial defect, instantaneous damage and deterioration components. The initial defect maintenance inspection should be conducted, and any required repairs performed during the construction phase. The instantaneous damage maintenance inspection should be conducted sixty (60) to ninety (90) days after placement and is intended to identify short term damage that does not develop over longer time periods. The deterioration maintenance inspection shall be conducted on regular, longer term intervals and is intended to identify defects and damages that occur by naturally occurring chemical, physical or biological actions, repeated actions such as those causing fatigues, normal or severe environmental influences, abuse or damage due to other causes. Deterioration maintenance shall include, but is not limited to, the following services:
- _____
- _____
- _____
- m. The Agency shall, within thirty (30) days after expiration or termination of this Agreement, remove the Project and restore the right-of-way to its original condition prior to the Project. The Agency shall secure its obligation to remove the Project and restore the right-of-way by providing a removal and restoration deposit, letter of credit, or performance bond in the amount of \$ _____. The removal and restoration deposit, letter of credit, or bond shall be maintained by the Agency at all times during the term of this Agreement and evidence of the deposit, letter of credit, or bond shall be submitted to the Department on an annual basis. A waiver of the deposit, letter of credit, or bond requirement is permitted with approval from the District Maintenance Engineer for those installations with estimated restoration/removal costs less than or equal to \$2000.00.
- District Maintenance Engineer, _____ Date: _____.
- n. The Department reserves its right to cause the Agency to relocate or remove the Project, in the Department's sole discretion, and at the Agency's sole cost.

5. INDEMNITY AND INSURANCE.

- a. The Agency agrees to include the following indemnification in all contracts with contractors, subcontractors, consultants, and subconsultants, who perform work in connection with this Agreement:

"The contractor/ subcontractor/ consultant/ subconsultant shall indemnify, defend, save and hold harmless the State of Florida, Department of Transportation and all of its officers, agents or employees from all suits, actions, claims, demands, liability of any nature whatsoever arising out of, because of, or due to any negligent act or occurrence of omission or commission of the contractor/ subcontractor/ consultant/ subconsultant, its officers, agents or employees."

- b. The Agency shall carry or cause its contractor/ subcontractor/ consultant/ subconsultant to carry and keep in force during the period of this Agreement a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with combined bodily injury limits of at least \$1,000,000 per person and \$5,000,000 each occurrence, and property damage insurance of at least \$100,000 each occurrence, for the services to be rendered in accordance with this Agreement. Additionally, the Agency or its contractor/ subcontractor/ consultant/subconsultant shall cause the Department to be an additional insured party on the policy or policies, and shall provide the Department with certificates documenting that the required insurance coverage is in place and effective. In addition to any other forms of insurance or bonds required under the terms of the Agreement, when it includes construction within the limits of a railroad right-of-way, the Agency must provide or cause its contractor to obtain the appropriate rail permits and provide insurance coverage in accordance with Section 7-13 of the Department's current Standard Specifications for Road and Bridge Construction, as amended.
- c. The Agency shall also carry or cause its contractor/ subcontractor/ consultant/ subconsultant to carry and keep in force Worker's Compensation insurance as required by the State of Florida under the Worker's Compensation Law.

6. NOTICES. All notices pertaining to this Agreement are in effect upon receipt by either Party, shall be in writing, and shall be transmitted either by personal hand delivery; United States Post Office, return receipt requested; or, overnight express mail delivery. E-mail and facsimile may be used if the notice is also transmitted by one of the preceding forms of delivery. The addresses set forth below for the respective parties shall be the places where notices shall be sent, unless prior written notice of change of address is given.

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
DISTRICT _____ PROGRAM MANAGER

Phone: _____
Fax: _____

LEON _____ COUNTY [OR CITY], FLORIDA
Mr. Charles Wu, P.E., Director Of Engineering Services
Leon County Public Works, 2280 Miccosukee Road
Tallahassee, Florida, 32308
Phone: 850-606-1500
Fax: 850-606-1500

7. **TERMINATION OF AGREEMENT.** The Department may terminate this Agreement upon no less than thirty (30) days notice in writing delivered by certified mail, return receipt requested, or in person with proof of delivery. The Agency waives any equitable claims or defenses in connection with termination of the Agreement by the Department pursuant to this Paragraph 7.

8. **LEGAL REQUIREMENTS.**

- a. This Agreement is executed and entered into in the State of Florida and will be construed, performed, and enforced in all respects in strict conformity with local, state, and federal laws, rules, and regulations. Any and all litigation arising under this Agreement shall be brought in a state court of appropriate jurisdiction in Leon County, Florida, applying Florida law.
- b. If any term or provision of the Agreement is found to be illegal or unenforceable, the remainder of the Agreement will remain in full force and effect and such term or provision will be deemed stricken.
- c. The Agency shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Agency in conjunction with this Agreement. Failure by the Agency to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.
- d. The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.
- e. The Agency shall not cause any liens or encumbrances to attach to any portion of the Department's right-of-way.

9. **PUBLIC ENTITY CRIME.** The Agency affirms that it is aware of the provisions of Section 287.133(2)(a), Florida Statutes. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty six (36) months from the date of being placed on the convicted vendor list. The Agency agrees that it shall not violate Section 287.133(2)(a), Florida Statutes, and further acknowledges and agrees that any conviction during the term of this Agreement may result in the termination of this Agreement.

10. **UNAUTHORIZED ALIENS.** The Department will consider the employment of unauthorized aliens, by any contractor or subcontractor, as described by Section 274A(e) of the Immigration and Nationalization Act, cause for termination of this Agreement.

11. **NON-DISCRIMINATION.** The Agency will not discriminate against any employee employed in the performance of this Agreement, or against any applicant for employment because of age, ethnicity, race, religious belief, disability, national origin, or sex. The Agency shall provide a harassment-free workplace, with any allegation of harassment given priority attention and action by management. The Agency shall insert similar provisions in all contracts and subcontracts for services by this Agreement.

12. **DISCRIMINATORY VENDOR LIST.** The Agency affirms that it is aware of the provisions of Section 287.134(2)(a), Florida Statutes. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity. The Agency further agrees

that it shall not violate Section 287.134(2)(a), Florida Statutes, and acknowledges and agrees that placement on the list during the term of this Agreement may result in the termination of this Agreement.

13. **ATTORNEY FEES.** Each Party shall bear its own attorney's fees and costs.

14. **TRAVEL.** There shall be no reimbursement for travel expenses under this Agreement.

15. **PRESERVATION OF REMEDIES.** No delay or omission to exercise any right, power, or remedy accruing to either Party upon breach or default by either Party under this Agreement, will impair any such right, power or remedy of either party; nor will such delay or omission be construed as a waiver of any breach or default or any similar breach or default.

16. **MODIFICATION.** This Agreement may not be modified unless done so in a writing executed by both Parties to this Agreement.

17. **NON-ASSIGNMENT.** The Agency may not assign, sublicense, or otherwise transfer its rights, duties, or obligations under this Agreement without the prior written consent of the Department. Any assignment, sublicense, or transfer occurring without the required prior written approval of the Department will be null and void. The Department will at all times be entitled to assign or transfer its rights, duties, or obligations under this Agreement to another governmental agency in the State of Florida, upon giving prior written notice to the Agency. In the event that the Department approves transfer of the Agency's obligations, the Agency remains responsible for all work performed and all expenses incurred in connection with this Agreement.

18. **BINDING AGREEMENT.** This Agreement is binding upon and inures to the benefit of the Parties and their respective successors and assigns. Nothing in this Agreement is intended to confer any rights, privileges, benefits, obligations, or remedies upon any other person or entity except as expressly provided for in this Agreement.

19. **INTERPRETATION.** No term or provision of this Agreement shall be interpreted for or against any party because that party or that party's legal representative drafted the provision.

20. **ENTIRE AGREEMENT.** This Agreement, together with the attached exhibits and documents made a part by reference, embodies the entire agreement of the Parties. There are no provisions, terms, conditions, or obligations other than those contained in this Agreement. This Agreement supersedes all previous communication, representation, or agreement, either verbal or written, between the Parties. No amendment will be effective unless reduced to writing and signed by an authorized officer of the Agency and the authorized officer of the Department or his/her delegate.

21. **DUPLICATE ORIGINALS.** This Agreement may be executed in duplicate originals.

The remainder of this page is intentionally left blank.

Section No. _____ CAFA No. _____

AGENCY

Leon County Board of County Commissioners

By: _____

Print Name: Vincent S. Long

Title: County Administrator

As approved by the Council, Board, or

Commission on: February 20, 2024

Attest: _____

Legal Review:

City or County Attorney

DEPARTMENT

State of Florida, Department of Transportation

By: _____

Print Name: _____

Title: _____

Date: _____

Legal Review:

Section No. _____ CAFA No. _____

EXHIBIT "A"

PROJECT DESCRIPTION

I. SCOPE OF SERVICES

In order to enhance the visibility and attractiveness of the "Welcome to Leon County" (Welcome) signs, eleven existing welcome signs on the major State Highways entering Leon County are to be replaced as part of the 2024 Bicentennial Celebration. The County will replace all 11 existing Leon County Signs at the County borders to feature a larger and updated design including the bicentennial logo.

II. PROJECT PLANS

The Agency is authorized to install the Project in accordance with the attached plans prepared by Ebbstone, P.E./R.L.A./Architect and dated 8-04-2023. Any revisions to these plans must be approved by the Department in writing.

Section No. _____ CAFA No. _____

EXHIBIT "B"

SPECIAL PROVISIONS

Section No. _____ CAFA No. _____

EXHIBIT "C"

TERMS AND CONDITIONS FOR INSTALLATION OF THE PROJECT

Section No. _____ CAFA No. _____

EXHIBIT "D"

AGENCY RESOLUTION

Section No. _____ CAFA No. _____

EXHIBIT "E"

NOTICE OF COMPLETION AND RESPONSIBLE PROFESSIONAL'S
CERTIFICATE OF COMPLIANCE

NOTICE OF COMPLETION

COMMUNITY AESTHETIC FEATURE AGREEMENT

Between

THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

and _____

PROJECT DESCRIPTION: _____

In accordance with the Terms and Conditions of the Community Aesthetic Feature Agreement, the undersigned provides notification that the work authorized by this Agreement is complete as of _____, 20_____.

By: _____

Name: _____

Title: _____

RESPONSIBLE PROFESSIONAL'S CERTIFICATION OF COMPLIANCE

In accordance with the Terms and Conditions of the Community Aesthetic Feature Agreement, the undersigned certifies that all work which originally required certification by a Professional Engineer has been completed in compliance with the Project construction plans and specifications. If any deviations have been made from the approved plans, a list of all deviations, along with an explanation that justifies the reason to accept each deviation, will be attached to this Certification. Also, with submittal of this certification, the Agency shall furnish the Department a set of "as-built" plans certified by the Engineer of Record.

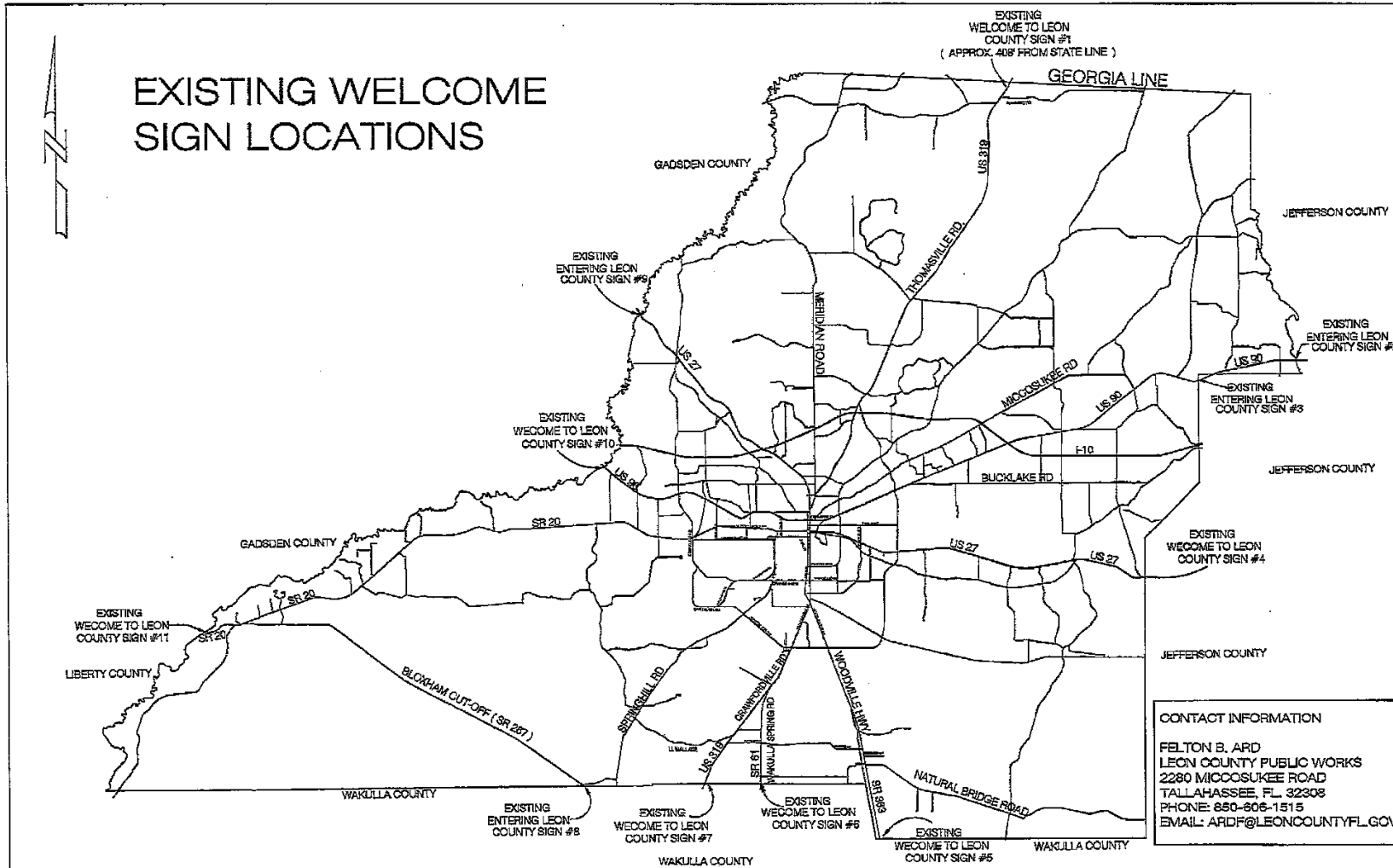
By: _____

SEAL:

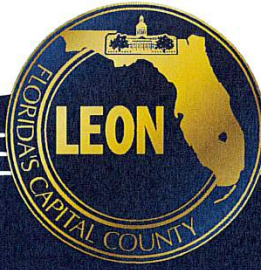
Name: _____

Date: _____

EXISTING WELCOME SIGN
LOCATIONS/PROPOSED DESIGN
OF REPLACEMENT
SIGN



ATTACHMENT #3



WELCOME TO LEON COUNTY

Florida's Capital County



WELCOME SIGN PLANS/STRUCTURE REPORT

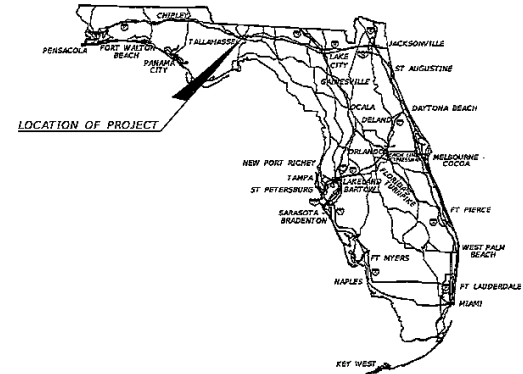
INDEX OF DRAWINGS

SHEET NO.	SHEET DESCRIPTION
1	KEY SHEET
2	GENERAL NOTES AND SIGN DATA
3 - 4	SIGN DETAILS

**LEON COUNTY
DEPARTMENT OF PUBLIC WORKS**

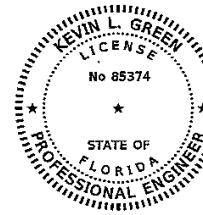
CONTRACT PLANS

**LEON COUNTY WELCOME SIGN
SUPPORT DESIGN**



COUNTY COMMISSIONERS

BILL PROCTOR	DISTRICT 1
CHRISTIAN CABAN	DISTRICT 2
RICK MINOR	DISTRICT 3
BRIAN WELCH	DISTRICT 4
DAVID O'KEEFE	DISTRICT 5
CAROLYN CUMMINGS	AT-LARGE
NICK MADDOX	AT-LARGE
VINCENT S. LONG	COUNTY ADMINISTRATOR
BRENT PELL, P.E.	DIRECTOR OF PUBLIC WORKS



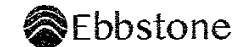
THIS ITEM HAS BEEN DIGITALLY
SIGNED AND SEALED BY

Kevin L Green
2023.08.04 09:26:16 -04'00'

ON THE DATE ADJACENT TO THE SEAL

PRINTED COPIES OF THIS DOCUMENT ARE
NOT CONSIDERED SIGNED AND SEALED
AND THE SIGNATURE MUST BE VERIFIED
ON ANY ELECTRONIC COPIES.

PLANS PREPARED BY:



CIVIL, STRUCTURAL & WATER RESOURCE ENGINEERING
3370 CAPITAL CIRCLE NE, SUITE J
TALLAHASSEE, FL 32308
PHONE: 850-894-4521 - FAX: 850-224-0505

ENGINEER OF RECORD: KEVIN L. GREEN, P.E.
P.E. NO.: 85374

GOVERNING STANDARD PLANS:

Florida Department of Transportation, FY 2023-24 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs).

Standard Plans for Road and Bridge Construction and associated IRs are available at the following website: <http://www.fdot.gov/design/standardplans>

GOVERNING STANDARD SPECIFICATIONS:

Florida Department of Transportation, FY 2023-24 Standard Specifications for Road and Bridge Construction at the following website: <http://www.fdot.gov/programmanagement/implemented/SpecBooks>

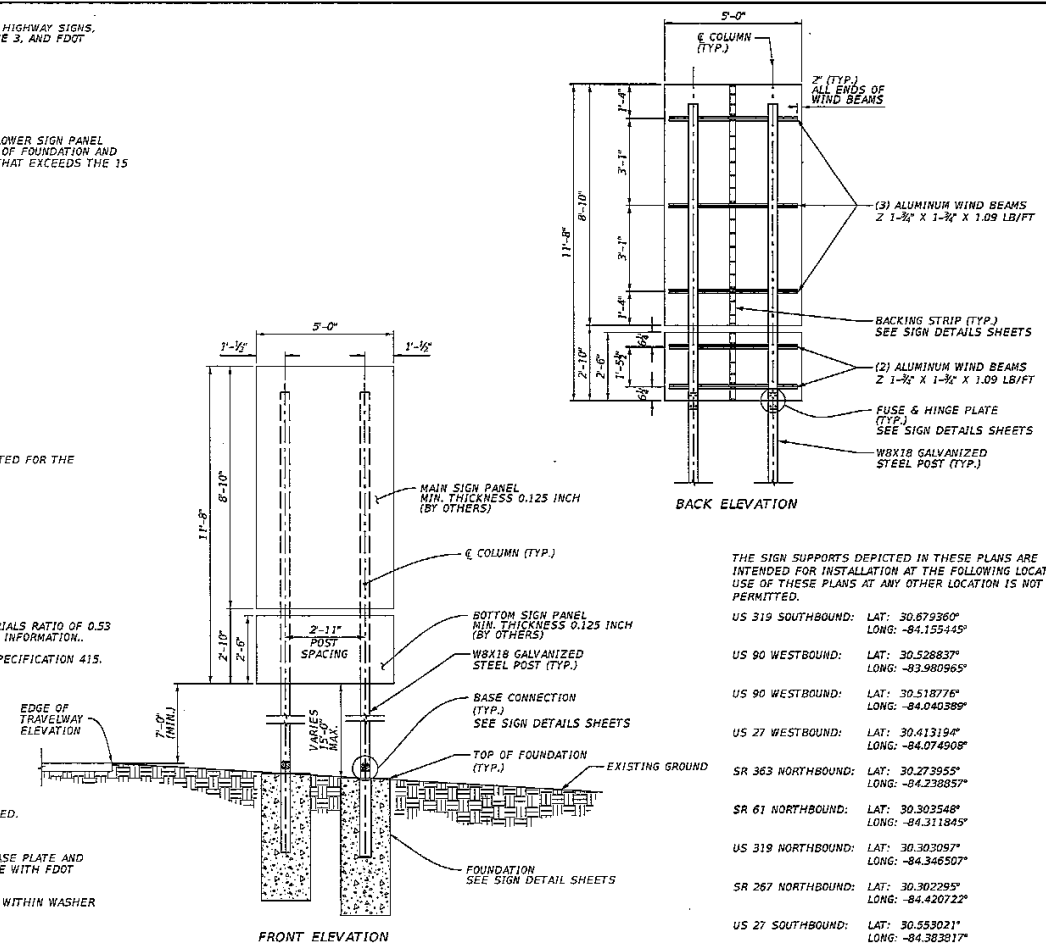
LEON COUNTY PROJECT MANAGER: FELTON ARD, P.E.

FISCAL YEAR	SHEET NO.
24	1

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-239.004, F.A.C.

GENERAL NOTES:

1. SIGN SUPPORT DESIGN BASED ON AASHTO LRFD SPECIFICATIONS FOR STRUCTURAL SUPPORTS FOR HIGHWAY SIGNS, LUMINAIRES AND TRAFFIC SIGNALS, 1ST EDITION (LRFD ITS-1), FOOT STRUCTURES MANUAL VOLUME 3, AND FOOT STANDARD PLANS FOR ROAD AND BRIDGE CONSTRUCTION, INDEX 700-020.
2. MEET THE REQUIREMENTS OF FOOT STANDARD SPECIFICATION 700.
3. DESIGN WIND SPEED: 110 MPH.
4. VERIFY COLUMN LENGTHS IN THE FIELD PRIOR TO FABRICATION.
5. COLUMN LENGTHS WILL VARY DUE TO EXISTING GROUND SLOPE. 7 FT. MIN. HEIGHT TO BOTTOM OF LOWER SIGN PANEL FROM EDGE OF TRAVELWAY IS REQUIRED WITH A MAXIMUM OF 15 FT. ALLOWED BETWEEN THE TOP OF FOUNDATION AND THE BOTTOM OF THE LOWER SIGN PANEL. IF LATERAL SIGN PLACEMENT RESULTS IN A CONDITION THAT EXCEEDS THE 15 FT. LIMIT, RE-DESIGN OF THE SUPPORTS AND FOUNDATIONS WILL BE REQUIRED.
6. MATERIALS:
 - A. SIGN PANEL MOUNTING MATERIALS:
 1. ALUMINUM BARS, AND EXTRUDED SHAPES: ASTM B221, ALLOY 6061-T6 OR ALLOY 6351-T5
 2. ALUMINUM STRUCTURAL SHAPES: ASTM B221, ALLOY 6061-T6
 - B. SIGN SUPPORT STRUCTURE MATERIALS:
 1. STEEL PLATES AND STRUCTURAL SHAPES: ASTM A36 OR ASTM A709, GRADE 36
 2. STEEL WELD METAL: E70XX
 3. SHIMS: BRASS ASTM B36 OR GALVANIZED STEEL
 - C. ALUMINUM BOLTS, NUTS AND WASHERS:
 1. FLAT HEAD AND BUTTON HEAD BOLTS: ASTM F 468, ALLOY 2024-T4
 2. HEX NUTS: ASTM F467, 2024-T4
 3. WASHERS: ASTM B221, ALLOY 2024-T4
 - D. STAINLESS STEEL BOLTS, NUTS AND WASHERS ALLOY GROUP 2, CONDITION A, MAY BE SUBSTITUTED FOR THE ALUMINUM BOLTS AS FOLLOWS:
 1. BOLTS: ASTM F593, CW1 OR SH1
 2. NUTS: ASTM F594
 - E. HIGH STRENGTH (H.S.) STEEL BOLTS, NUTS AND WASHERS:
 1. GALVANIZED HEX HEAD BOLTS: ASTM F3125, GRADE A325, TYPE 1
 2. GALVANIZED NUTS: ASTM A563 HEX, GRADE DH
 3. GALVANIZED WASHERS: ASTM F436
 - F. CONCRETE: CLASS II, 3.4 KSI (MIN.) @ 28 DAYS WITH A MAXIMUM WATER TO CEMENTIOUS MATERIALS RATIO OF 0.53 AND A TARGET SLUMP VALUE OF 3 INCHES. SEE FOOT STANDARD SPECIFICATION 346 FOR MORE INFORMATION..
 - G. REINFORCING BARS: ASTM A615 GRADE 60, MEETING THE REQUIREMENTS OF FOOT STANDARD SPECIFICATION 415.
7. COATINGS:
 1. ALUMINUM FASTENERS: ANODIC COATING (0.0002 INCHES MIN.) AND CHROMATE SEALED
 2. GALVANIZE HIGH STRENGTH STEEL BOLTS NUTS AND WASHERS: ASTM F2329
 3. GALVANIZE ALL OTHER STEEL ITEMS (EXCLUDING STAINLESS STEEL): HOT-DIP ASTM A133
 4. TREAT DAMAGED GALVANIZING IN ACCORDANCE WITH FOOT STANDARD SPECIFICATION 562
8. FABRICATION:
 1. ALL BASE CONNECTIONS AND STUB COLUMN MATERIALS ARE STEEL UNLESS OTHERWISE SPECIFIED.
 2. DRILL OR SUB-PUNCH AND REAM HOLES IN FUSE PLATES AND HINGE PLATES
 3. WELD BASE PLATE TO POST & STUB OR IF USING THE ALTERNATE CONNECTION DETAIL WELD BASE PLATE AND STIFFENERS TO POST AND STUB (SIGN DETAILS SHEET, SHEET 3). WELD JOINTS IN ACCORDANCE WITH FOOT STANDARD SPECIFICATION 460.
 4. HOT DIP GALVANIZE AFTER FABRICATION; REMOVE ALL DRIPS, RUNS OR BEADS ON BASE PLATE WITHIN WASHER CONTACT AREAS (INCLUDING SAW CUTS)
9. CONSTRUCTION:
 1. INSTALL THE SIGN STRUCTURE FOUNDATION IN ACCORDANCE WITH FOOT STANDARD SPECIFICATION 455. ORIENT STUB POST ACCORDING TO DIRECTION OF TRAFFIC (SEE SIGN DETAILS SHEET, SHEET 3)
 2. TIGHTEN ALL HIGH STRENGTH BOLTS EXCEPT BASE BOLTS IN ACCORDANCE WITH FOOT STANDARD SPECIFICATION 460.
 3. ASSEMBLE POST TO STUB WITH BASE BOLTS AND THREE FLAT WASHERS PER BOLT (SEE BASE CONNECTION DETAILS, SIGN DETAILS SHEET, SHEET 3). TIGHTEN BASE BOLTS IN ACCORDANCE WITH INSTRUCTIONS NOTES ON SIGN DETAILS SHEET, SHEET 3.

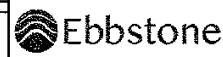


THE SIGN SUPPORTS DEPICTED IN THESE PLANS ARE INTENDED FOR INSTALLATION AT THE FOLLOWING LOCATIONS. USE OF THESE PLANS AT ANY OTHER LOCATION IS NOT PERMITTED.

- US 319 SOUTHBOUND: LAT: 30.879360° LONG: -84.155445°
- US 90 WESTBOUND: LAT: 30.528837° LONG: -83.980965°
- US 90 WESTBOUND: LAT: 30.518776° LONG: -84.040389°
- US 27 WESTBOUND: LAT: 30.413194° LONG: -84.074908°
- SR 363 NORTHBOUND: LAT: 30.273955° LONG: -84.238857°
- SR 61 NORTHBOUND: LAT: 30.303548° LONG: -84.311945°
- US 319 NORTHBOUND: LAT: 30.303097° LONG: -84.346507°
- SR 267 NORTHBOUND: LAT: 30.302295° LONG: -84.420722°
- US 27 SOUTHBOUND: LAT: 30.553021° LONG: -84.383817°
- US 90 EASTBOUND: LAT: 30.472871° LONG: -84.406893°
- SR 20 EASTBOUND: LAT: 30.384654° LONG: -84.651637°

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DATE	REVISIONS DESCRIPTION

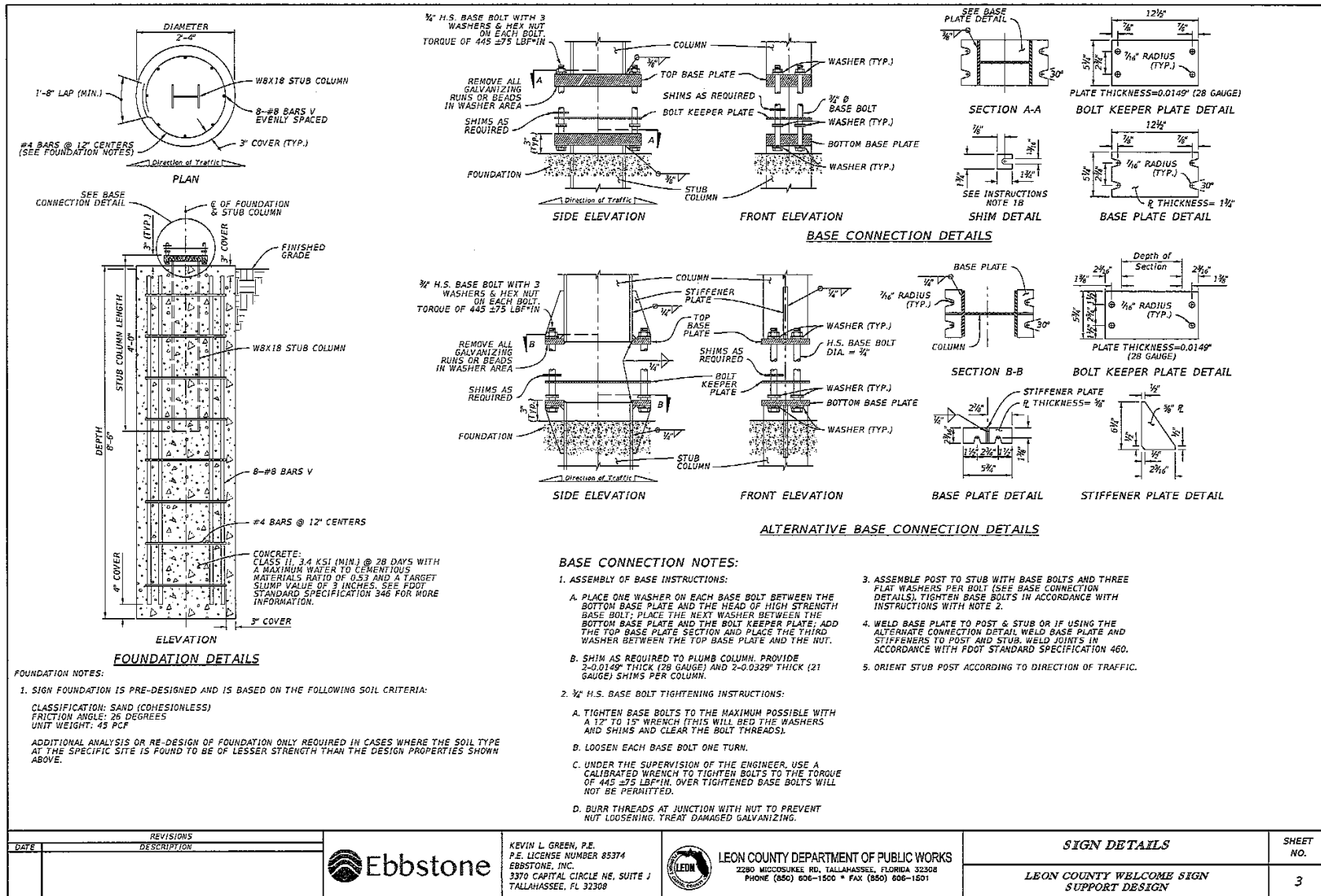


KEVIN L. GREEN, P.E.
P.E. LICENSE NUMBER 85374
EBBSTONE, INC.
3370 CAPITAL CIRCLE NE, SUITE J
TALLAHASSEE, FL 32308



LEON COUNTY DEPARTMENT OF PUBLIC WORKS
2280 WOODSBUCKE RD, TALLAHASSEE, FLORIDA 32308
PHONE (850) 606-1500 • FAX (850) 606-1501

GENERAL NOTES AND SIGN DATA	SHEET NO.
LEON COUNTY WELCOME SIGN SUPPORT DESIGN	2



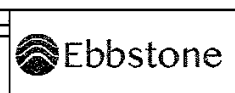
FOUNDATION NOTES:

1. SIGN FOUNDATION IS PRE-DESIGNED AND IS BASED ON THE FOLLOWING SOIL CRITERIA:

CLASSIFICATION: SAND (COHESIONLESS)
FRICTION ANGLE: 25 DEGREES
UNIT WEIGHT: 45 PCF

ADDITIONAL ANALYSIS OR RE-DESIGN OF FOUNDATION ONLY REQUIRED IN CASES WHERE THE SOIL TYPE AT THE SPECIFIC SITE IS FOUND TO BE OF LESSER STRENGTH THAN THE DESIGN PROPERTIES SHOWN ABOVE.

REVISIONS	
DATE	DESCRIPTION



KEVIN L. GREEN, P.E.
P.E. LICENSE NUMBER 85374
EBBSTONE, INC.
3370 CAPITAL CIRCLE NE, SUITE J
TALLAHASSEE, FL 32308

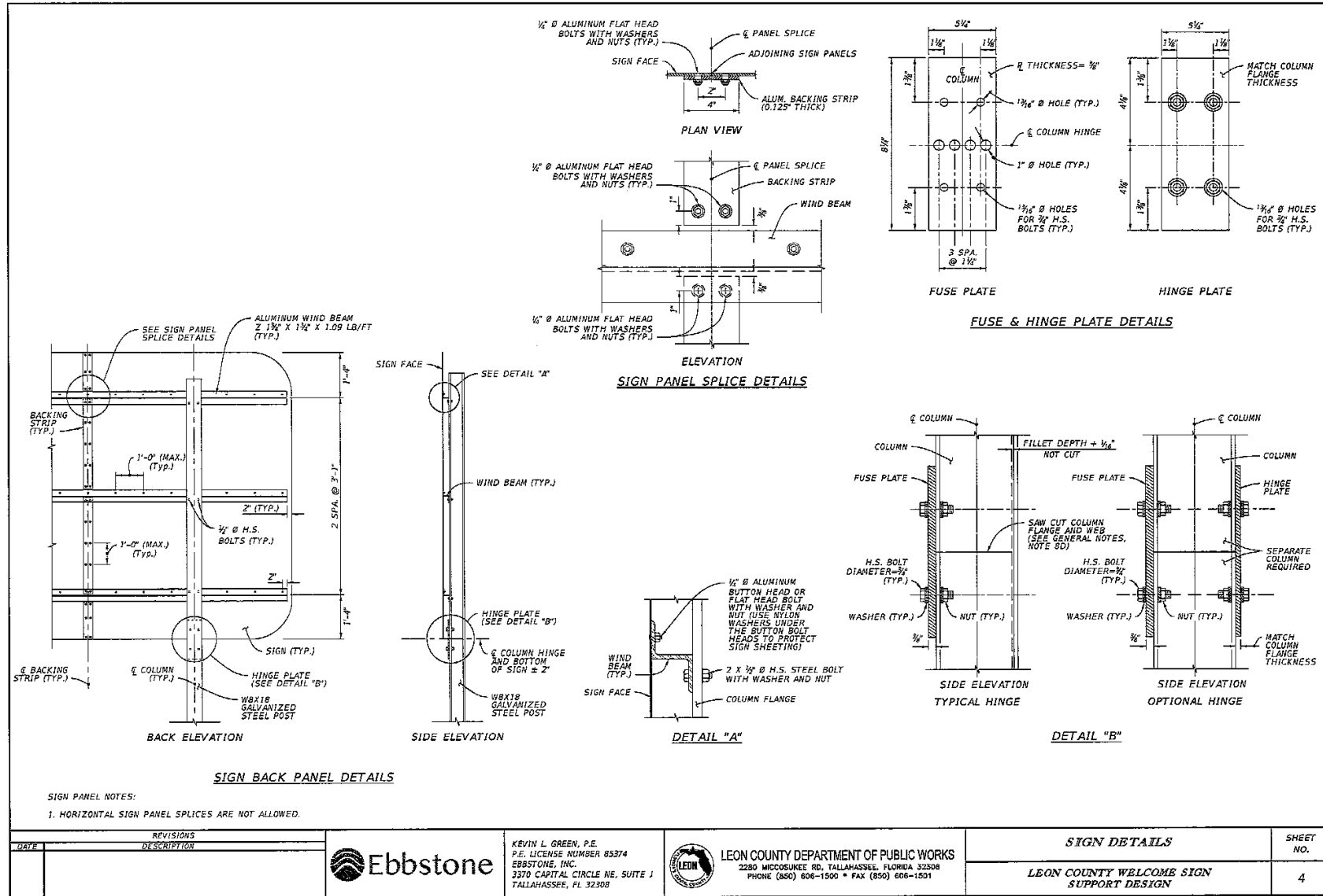


LEON COUNTY DEPARTMENT OF PUBLIC WORKS
2280 MICCOSUKEE RD., TALLAHASSEE, FLORIDA 32308
PHONE (850) 606-1500 • FAX (850) 606-1601

SIGN DETAILS	
LEON COUNTY WELCOME SIGN SUPPORT DESIGN	

SHEET NO.
3

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THIS OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61015-22.004, F.A.C.

REVISIONS			KEVIN L. GREEN, P.E. P.E. LICENSE NUMBER 85374 EBBSTONE, INC. 3370 CAPITAL CIRCLE NE, SUITE J TALLAHASSEE, FL 32308		LEON COUNTY DEPARTMENT OF PUBLIC WORKS 2280 MICCOSUNEE RD, TALLAHASSEE, FLORIDA 32308 PHONE (904) 606-1500 • FAX (904) 606-1501	SIGN DETAILS		SHEET NO.
DATE	DESCRIPTION					LEON COUNTY WELCOME SIGN SUPPORT DESIGN		
								4

ANCILLARY STRUCTURES REPORT

MULTI-POST SIGN SUPPORTS
FOR LEON COUNTY WELCOME SIGNS

Prepared For:



Leon County Department of Public Works
2280 Miccosukee Road
Tallahassee, Florida 32308

Prepared By:



3370 Capital Circle NE, Suite J
Tallahassee, Florida 32308
Phone (850) 894-4521

August 2023



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 1.3 Soil Parameters 2

 1.4 Sign Mounting Height 2

 1.5 Sign Locations 2

APPENDICES

Multi-Post Sign Calculations Appendix A

Sign Locations Appendix B



ENGINEER'S CERTIFICATION

Governing Standards and Specifications

- AASHTO LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals, 1st Edition
- FDOT Structures Manual, Volume 3 - FDOT Modifications to LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals (LRFDLTS-1) (January 2023)
- FDOT Standard Plans for Road and Bridge Construction (FY 2023-24)
- FDOT Standard Specifications for Road and Bridge Construction (FY 2023-24)
- FDOT Design Manual (2023)

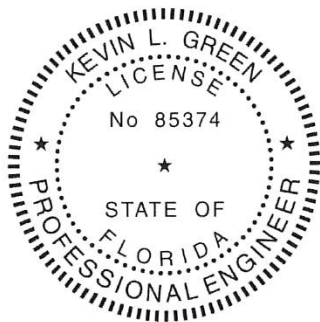
Computer Programs used for Calculations and Analysis

- MathCAD 14.0
FDOT Multi-Post Sign-LRFDv1.2
- Microsoft Excel for Office 365

The official record of this report is the electronic file digitally signed and sealed under rule 61G15-23.004, F.A.C.

This document and the information contained within have been prepared solely for the use of Leon County Department of Public Works.

I, Kevin L. Green, P.E., hereby state that this report, as listed in the Table of Contents, is, to the best of my knowledge and belief, true and correct and represents the described work in accordance with current established engineering practices. I hereby certify that I am a Licensed Professional Engineer in the State of Florida practicing with Ebbstone, Inc., and that I have supervised the preparation of and approve the evaluations, findings, opinions, and conclusions hereby reported.



This document has been digitally signed and sealed by

Kevin L Green

2023.08.04 10:28:37 -04'00'

On the date adjacent to the seal

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Ebbstone, Inc.
3370 Capital Circle NE, Suite J
Tallahassee, FL 32308
(850) 894-4521
Kevin L. Green, P.E., Florida P.E. #85374



1.0 SIGN SUPPORT DESIGN

1.1 Design Inputs

The proposed signs from Leon County are 5 feet wide with an upper panel measuring 8'-10" in depth, and a lower panel measuring 2'-6" in depth, as shown below. The Multi-Post sign calculations can be viewed in **Appendix A**.



Figure 1: Sign Panel Dimensions

1.2 Design Wind Speed

The design wind speed is 110 mph per FDOT Structures Manual, Volume 3, "FDOT Modifications to LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals" (LRFDLTS-1) Section 3.8.2.



1.3 Soil Parameters

All foundations were designed using the following soil parameters, which were determined by analyzing USDA Soil Maps at the proposed sign locations for soil types and utilizing conservative strength properties for the weakest soils encountered, which were then used for design.

Soil Type:	Sand
Friction Angle:	26 degrees
Soil Unit Weight:	45 pcf (assumed submerged)

1.4 Sign Mounting Height

For multi-post signs, the bottom panel edge and hinge must be mounted at least 7 feet above the edge of the travelway per FDOT Standard Plans Index 700-020. To allow for variable ground slope at sign locations, an additional 8 feet was assumed in design resulting in a maximum of 15 feet allowed from the top of foundation to the bottom of the lowest sign panel.

1.5 Sign Locations

Signs will be placed on 11 locations along roadways as they enter Leon County. A map with specified locations may be viewed in **Appendix B**.

**APPENDIX A:
Multi-Post Sign Calculations**

Multi- Column Ground Sign Post Design

SUBJECT Leon Cty. Welcome Sign Support Design
 PROJECT # 2304
 DESIGNED BY KG DATE 08/01/2023
 CHECKED BY JS DATE 08/01/2023

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GENERAL INFORMATION:

References:

1. AASHTO LRFD Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals, 1st Edition. [LRFD LTS-1]
2. FDOT Structures Manual Volume 3
3. FDOT Standard Plans for Road and Bridge Construction, Index 700-020.

 Reference:Z:\2023_Current_Projects\2304_Community Sign Design_Leon County\Structures\LeonWelcomeMultiPostSignV1.2\LRFD Equation Module.xmcd(R)

DESIGN REQUIREMENTS:

Main Panel Dimensions

$L_{\text{panel}} := 5 \cdot \text{ft}$ $D_{\text{panel}} := 8.83333 \cdot \text{ft}$

Top Panel Dimensions and Location

$L_{\text{top.panel}} := 0 \cdot \text{ft}$ $D_{\text{top.panel}} := 0 \cdot \text{ft}$

TopJustification :=

Left
Center
Right

Bottom Panel Dimensions and Location

$L_{\text{bot.panel}} := 5 \cdot \text{ft}$ $D_{\text{bot.panel}} := 2.8333333 \cdot \text{ft}$

BottomJustification :=

Left
Center
Right

Ground Slope and Sign Height

$\text{Run}_{\text{Rise}} := 4 \cdot \frac{\text{ft}}{\text{ft}}$ ground slope

$H_{\text{clear.min.sign}} := 15 \cdot \text{ft}$ Clearance from the ground to the bottom of the sign

Roadside Design Guide 4.3.2:

- The hinge should be at least 7 ft, above the ground so that no portion of the sign or upper section of the support is likely to penetrate the windshield of an impacting vehicle.
- No supplementary signs should be attached below the hinges if such placement is likely to interfere with the breakaway action of the support post or if the supplemental sign is likely to strike the windshield of an impacting vehicle.

MUTCD 2A.18:

- Directional signs on freeways and expressways shall be installed

LRFD Extreme Event I Wind Speed

$V_{\text{wind}} := 110 \text{ mph}$

*FDOT Structures Manual, Vol. 3
For Ground Signs, Use 110 mph
for the entire state*

$z_{\text{panel}} := 0 \text{ ft}$

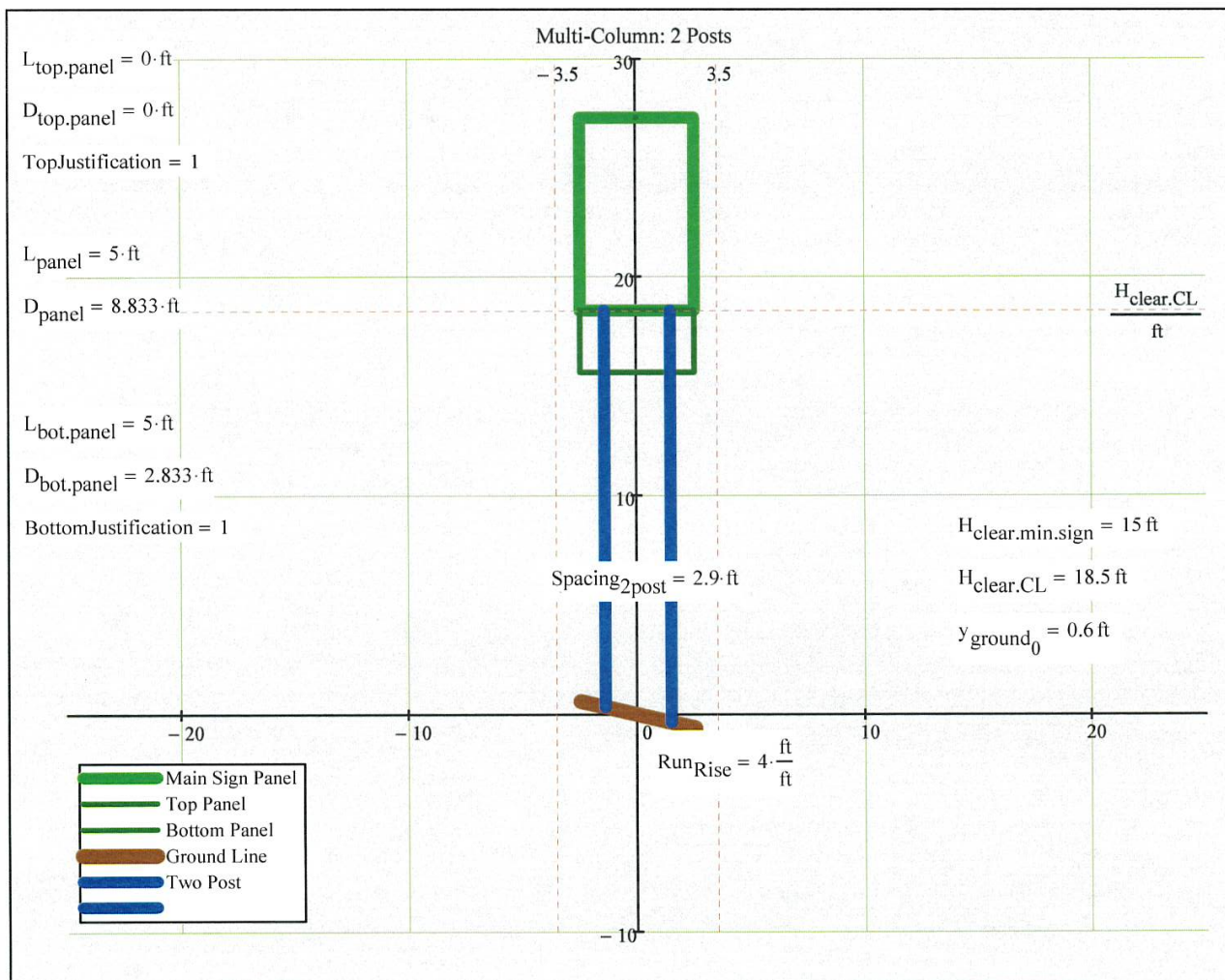
*Height of Main Sign Panel for Wind
Load Calculation; Input 0 to use height
from the ground line.*

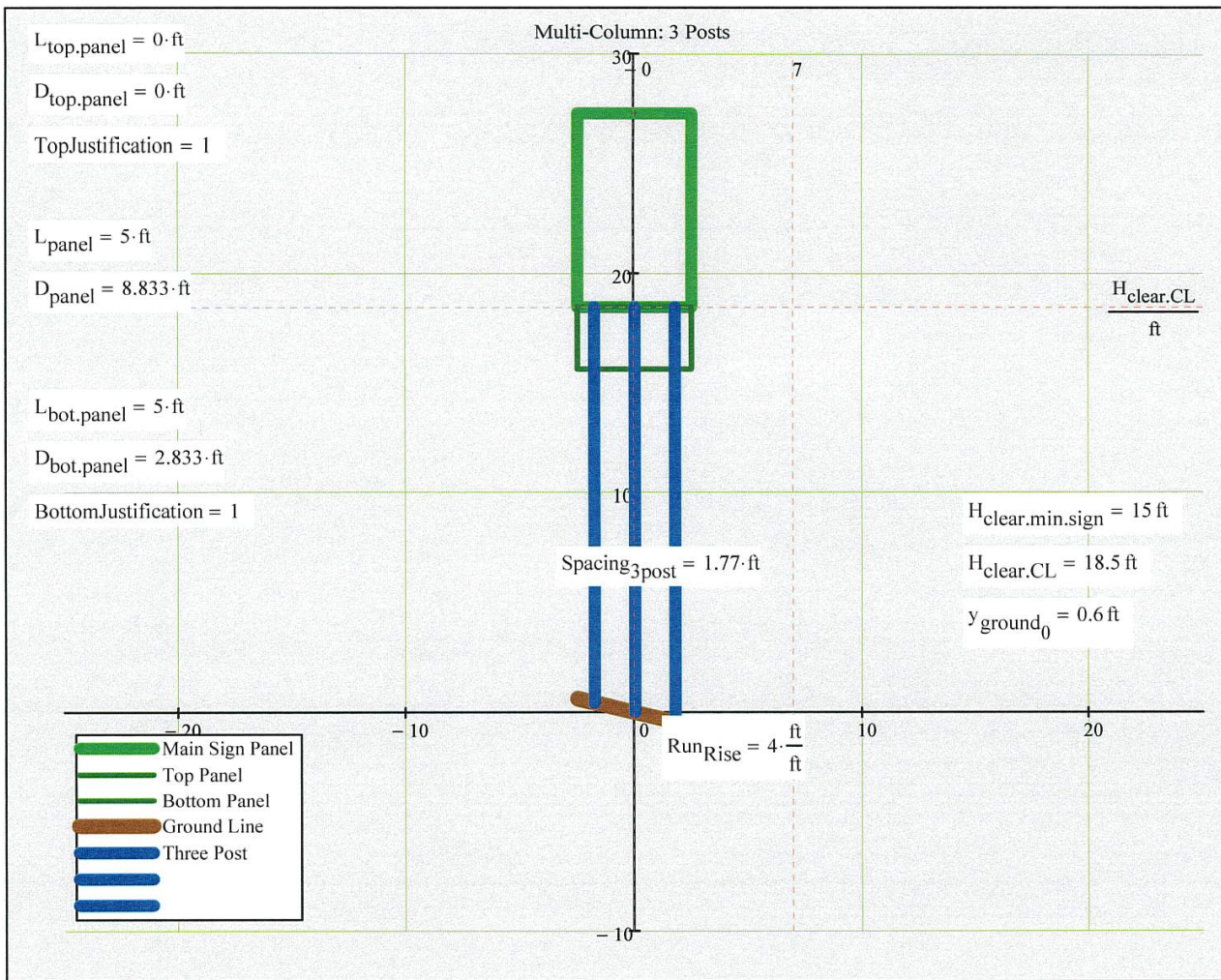
with a minimum height of 7 feet, measured vertically from the bottom of the sign to the elevation of the near edge of the pavement.

- *Where large signs having an area exceeding 50 square feet are installed on multiple breakaway posts, the clearance from the ground to the bottom of the sign shall be at least 7 feet.*

Post and Panel Geometry

► Post and Panel Geometry





CheckPanelDims = "OK"

CheckTopPanelDims = "OK"

CheckBotPanelDims = "OK"

8/4/2023

MultiColumnLRFDv1.2.xmcd

4/16

CheckMaxPanelWidth2Post = "OK"

CheckMaxClearHeight = "OK "

CheckMinClearHeight = "OK "

Post and Panel Loads

Post Design: Steel W-Beam

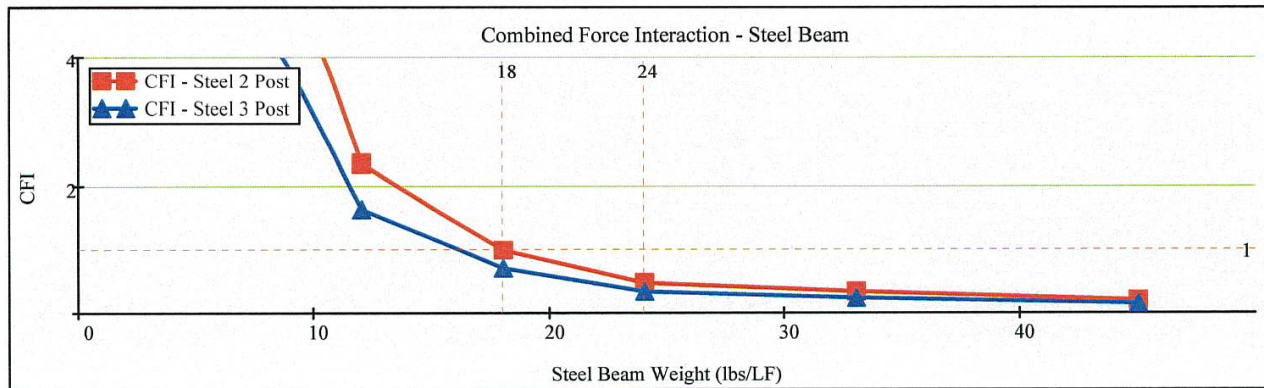
Post Material and Section Properties $F_{y, \text{stbeam}} := 36 \cdot \text{ksi}$ $E_{\text{steel}} := 29000 \cdot \text{ksi}$

Steel I Beam Designations *S3x5.7* *W8x18* *W10x33*
W6x12 *W8x24* *W12x45*

Prop _{stbeam} :=	5.7	12.0	18.0	24.0	33.0	45.0	Wt per Length (lb/ft)
	2.33	4.0	5.25	6.5	7.96	8.0	Flange Width (in)
	0.26	0.28	0.33	0.40	0.435	0.575	Flange Thickness (in)
	3.0	6.03	8.14	7.93	9.73	12.1	d (in)
	0.17	0.23	0.23	0.245	0.29	0.335	Web Thickness (in)
	1.66	3.55	5.26	7.08	9.71	13.1	A (in ³)
	1.67	7.31	15.2	20.9	35.0	57.7	S (in ³)
	1.94	8.30	17.0	23.1	38.8	64.2	Z (in ³)
	2.5	22.1	61.9	82.7	171.0	348	I (in ⁴)
	0.447	2.99	7.97	18.3	36.6	50.0	I _y (in ⁴)
	0.0433	0.0903	0.172	0.346	0.583	1.26	J (in ⁴)
	0.838	24.7	122	259	791	1650	C _w (in ⁶)

The order of Steel Beams need to be in ascending order of the Section Strength

Steel Beam Post Design



$$WtPerFt_{stbeam} = \begin{pmatrix} 5.7 \\ 12 \\ 18 \\ 24 \\ 33 \\ 45 \end{pmatrix} \cdot \frac{\text{lb}}{\text{ft}} \quad CFI_{2Post.stbeam} = \begin{pmatrix} 8.86 \\ 2.34 \\ 0.99 \\ 0.48 \\ 0.34 \\ 0.20 \end{pmatrix}$$

Smallest 2 Post Steel Beam that Satisfies Strength Requirements SteelBeam2Post = "W 8 x 18"

CheckMaxPanelWidth2Post = "OK"
CheckCFI2PostStBeam = "OK"
CheckBreakaway2PostStBeam = "OK"

$$WtPerFt_{stbeam} = \begin{pmatrix} 5.7 \\ 12 \\ 18 \\ 24 \\ 33 \\ 45 \end{pmatrix} \cdot \frac{\text{lb}}{\text{ft}} \quad CFI_{3Post.stbeam} = \begin{pmatrix} 6.09 \\ 1.64 \\ 0.70 \\ 0.34 \\ 0.24 \\ 0.16 \end{pmatrix}$$

Smallest 3 Post Steel Beam that Satisfies Strength Requirements SteelBeam3Post = "W 8 x 18"

CheckCFI3PostStBeam = "OK"
CheckBreakaway3PostStBeam = "NG, Spacing < 3.5 ft"

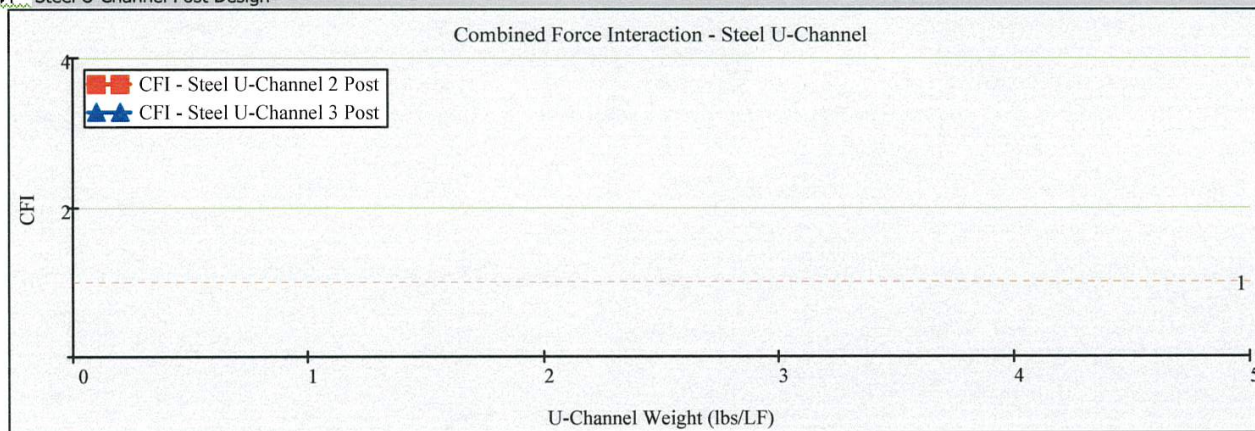
Post Design: Steel U-Channel

$F_{y.steel.uchan} := 60\text{-ksi}$

Prop _{uchan} :=	2	2.5	3	4	Wt per Length (lbf/ft)
	3.125	3.125	3.5	3.5	Overall Width (in)
	1.25	1.25	1.625	1.671	Flange Width (in)
	0.11	0.13	0.14	0.19	Flange Thickness (in)
	0.59	0.74	0.92	1.24	A (in ³)
	0.23	0.31	0.43	0.56	S (in ³)
	0.26	0.35	0.48	0.62	Z (in ³)
	0.18	0.24	0.40	0.50	Iy (in ⁴)

The order of Steel U-Channels need to be in ascending order of the Section Strength

Steel U-Channel Post Design



$WtPerFt_{uchan} = \begin{pmatrix} 2 \\ 2.5 \\ 3 \\ 4 \end{pmatrix} \cdot \frac{lbf}{ft}$	$CFI_{2Post.uchan} = \begin{pmatrix} 19.33 \\ 13.74 \\ 10.60 \\ 7.67 \end{pmatrix}$	<p><i>Smallest 2 Post U-Channel that Satisfies Strength Requirements</i></p> <p>SteelUChannel2Post = "N/A"</p> <p>CheckMaxPanelWidth2Post = "OK"</p> <p>CheckCFI2PostUchan = "NG"</p> <p>CheckBreakaway2PostUchan = "OK"</p>
$WtPerFt_{uchan} = \begin{pmatrix} 2 \\ 2.5 \\ 3 \\ 4 \end{pmatrix} \cdot \frac{lbf}{ft}$	$CFI_{3Post.uchan} = \begin{pmatrix} 13.47 \\ 9.6 \\ 7.43 \\ 5.4 \end{pmatrix}$	<p><i>Smallest 3 Post U-Channel that Satisfies Strength Requirements</i></p> <p>SteelUChannel3Post = "N/A"</p> <p>CheckCFI3PostUchan = "N/A"</p> <p>CheckBreakaway3PostUchan = "U-Channel too large for 3 posts in a 7 ft path"</p>

Post Design: Aluminum Beam (6061-T6 Alloy)

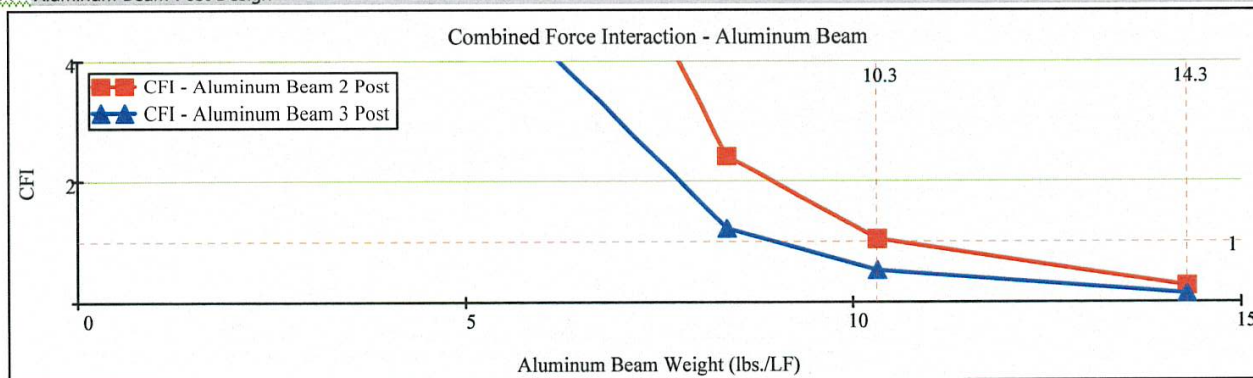
Post Material and Section Properties

$F_{cy} := 35 \cdot \text{ksi}$ $F_{ty} := 35 \cdot \text{ksi}$ $C_t := 141$ $F_{tu} := 38 \cdot \text{ksi}$ $k_t := 1.0$ $E_{\text{aluminum}} := 10100 \cdot \text{ksi}$

Aluminum I-Beam Designation	4x2.79	4x4	8x6.18	8x8	10x10.3	12x14.3	
Propalbeam :=	2.03	2.79	4.03	6.18	8.36	10.3	14.3
	2.5	3	4	5	5.5	6	7
	0.26	0.29	0.29	0.35	0.44	0.5	0.62
	3	4	6	8	9	10	12
	0.15	0.17	0.19	0.23	0.27	0.29	0.31
	1.73	2.38	3.43	5.26	7.11	8.75	12.1
	1.81	3.36	7.33	14.9	22.7	31.2	52.9
	1.25	1.68	2.53	3.37	3.79	4.22	5.11
	2.71	6.71	22.0	59.7	102	156	317
	0.679	1.31	3.10	7.30	12.2	18.0	35.5
	0.0374	0.0608	0.0888	0.188	0.386	0.620	1.26
	1.27	4.5	25.3	107	224	407	1149

The order of Aluminum Beams need to be in ascending order of the Section Modulus

Aluminum Beam Post Design

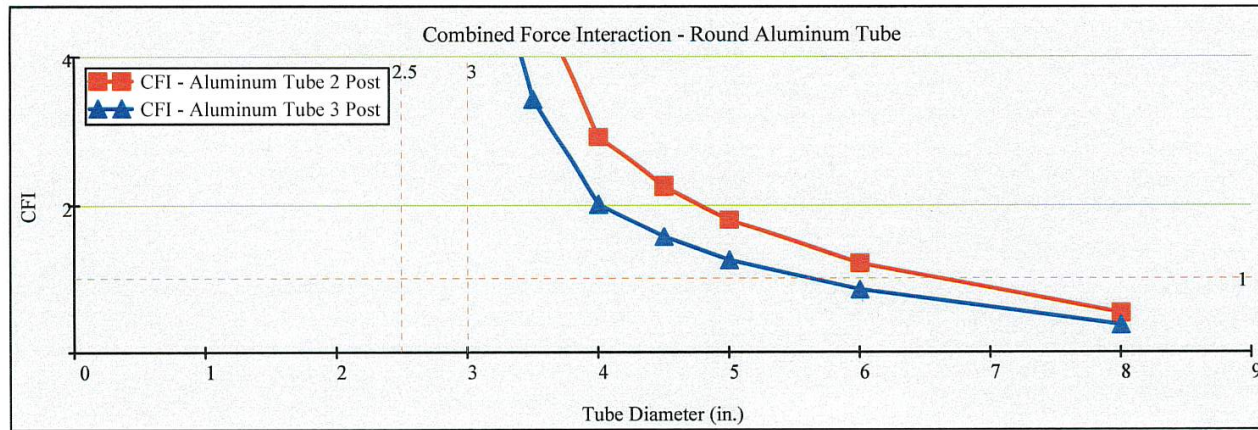


$\text{WtPerFt}_{\text{albeam}} = \begin{pmatrix} 2.03 \\ 2.79 \\ 4.03 \\ 6.18 \\ 8.36 \\ 10.3 \\ 14.3 \end{pmatrix} \cdot \frac{\text{lbf}}{\text{ft}}$	$\text{CFI}_{2\text{Post.albeam}} = \begin{pmatrix} 338.58 \\ 115.50 \\ 37.74 \\ 8.03 \\ 2.41 \\ 1.04 \\ 0.27 \end{pmatrix}$	<p><i>Smallest 2 Post Aluminum Beam that Satisfies Strength Requirements</i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">AlBeam2Post = "I 12 x 14.3"</div> <p style="background-color: yellow; padding: 2px;">CheckMaxPanelWidth2Post = "OK"</p> <p style="background-color: yellow; padding: 2px;">CheckCFI2PostAlBeam = "OK"</p> <p style="background-color: yellow; padding: 2px;">CheckBreakaway2PostAlBeam = "OK"</p>
$\text{WtPerFt}_{\text{albeam}} = \begin{pmatrix} 2.03 \\ 2.79 \\ 4.03 \\ 6.18 \\ 8.36 \\ 10.3 \\ 14.3 \end{pmatrix} \cdot \frac{\text{lbf}}{\text{ft}}$	$\text{CFI}_{3\text{Post.albeam}} = \begin{pmatrix} 159.65 \\ 55.13 \\ 18.45 \\ 4.02 \\ 1.22 \\ 0.54 \\ 0.14 \end{pmatrix}$	<p><i>Smallest 3 Post Aluminum Beam that Satisfies Strength Requirements</i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">AlBeam3Post = "I 10 x 10.3"</div> <p style="background-color: yellow; padding: 2px;">CheckCFI3PostAlBeam = "OK"</p> <p style="background-color: yellow; padding: 2px;">CheckBreakaway3PostAlBeam = "NG"</p>

Post Design: Aluminum Round Tube (6061-T6 Alloy)

$\text{AlTube} := \begin{pmatrix} 2 & 2.5 & 3 & 3.5 & 4 & 4.5 & 5 & 6 & 8 \\ 0.125 & 0.125 & 0.125 & 0.188 & 0.25 & 0.25 & 0.25 & 0.25 & 0.313 \end{pmatrix}$	$\begin{pmatrix} \text{Outside Diameter (in)} \\ \text{Wall Thickness (in)} \end{pmatrix}$	<p><i>The order of Aluminum Round Tubes needs to be in ascending order of the Section Strength</i></p>
---	--	--

Aluminum Round Tube Post Design



$OD_{\text{tube}} = \begin{pmatrix} 2 \\ 2.5 \\ 3 \\ 3.5 \\ 4 \\ 4.5 \\ 5 \\ 6 \\ 8 \end{pmatrix} \cdot \text{in}$	$CFI_{2\text{Post.tube}} =$	24.52	<p><i>Smallest 2 Post Aluminum Tube that Satisfies Strength Requirements</i></p> <p>AlTube2Post = "OD = 8 in, t = 5/16 in"</p> <p>CheckMaxPanelWidth2Post = "OK"</p> <p>CheckCFI2PostTube = "OK"</p> <p>CheckBreakaway2PostTube = "NG, posts too strong"</p> <p><i>Note: for aluminum tube the only acceptable breakaway sizes are 3 inch OD and smaller with no more than 2 posts in a 7 foot path.</i></p>
		14.82	
		9.92	
		4.96	
		2.91	
		2.25	
		1.8	
		1.21	
		(0.53)	

$OD_{\text{tube}} = \begin{pmatrix} 2 \\ 2.5 \\ 3 \\ 3.5 \\ 4 \\ 4.5 \\ 5 \\ 6 \\ 8 \end{pmatrix} \cdot \text{in}$	$CFI_{3\text{Post.tube}} =$	16.67	<p><i>Smallest 3 Post Aluminum Tube that Satisfies Strength Requirements</i></p> <p>AlTube3Post = "OD = 6 in, t = 1/4 in"</p> <p>CheckCFI3PostTube = "OK"</p> <p>CheckBreakaway3PostTube = "NG, posts too strong"</p> <p><i>Note: for aluminum tube the only acceptable breakaway sizes are 3 inch OD and smaller with no more than 2 posts in a 7 foot path.</i></p>
		10.12	
		6.8	
		3.42	
		2.01	
		1.56	
		1.25	
		0.84	
		(0.37)	

Foundation Design

Soil Properties, Shaft Properties and Phi Factor for Overturning

SoilType := 1 *(0 for clay, 1 for sand)*

γ_{soil} := 45·pcf

ϕ_{soil} := 26·deg *(for sand)*

c_{soil} := 1.0·ksf *(for clay)*

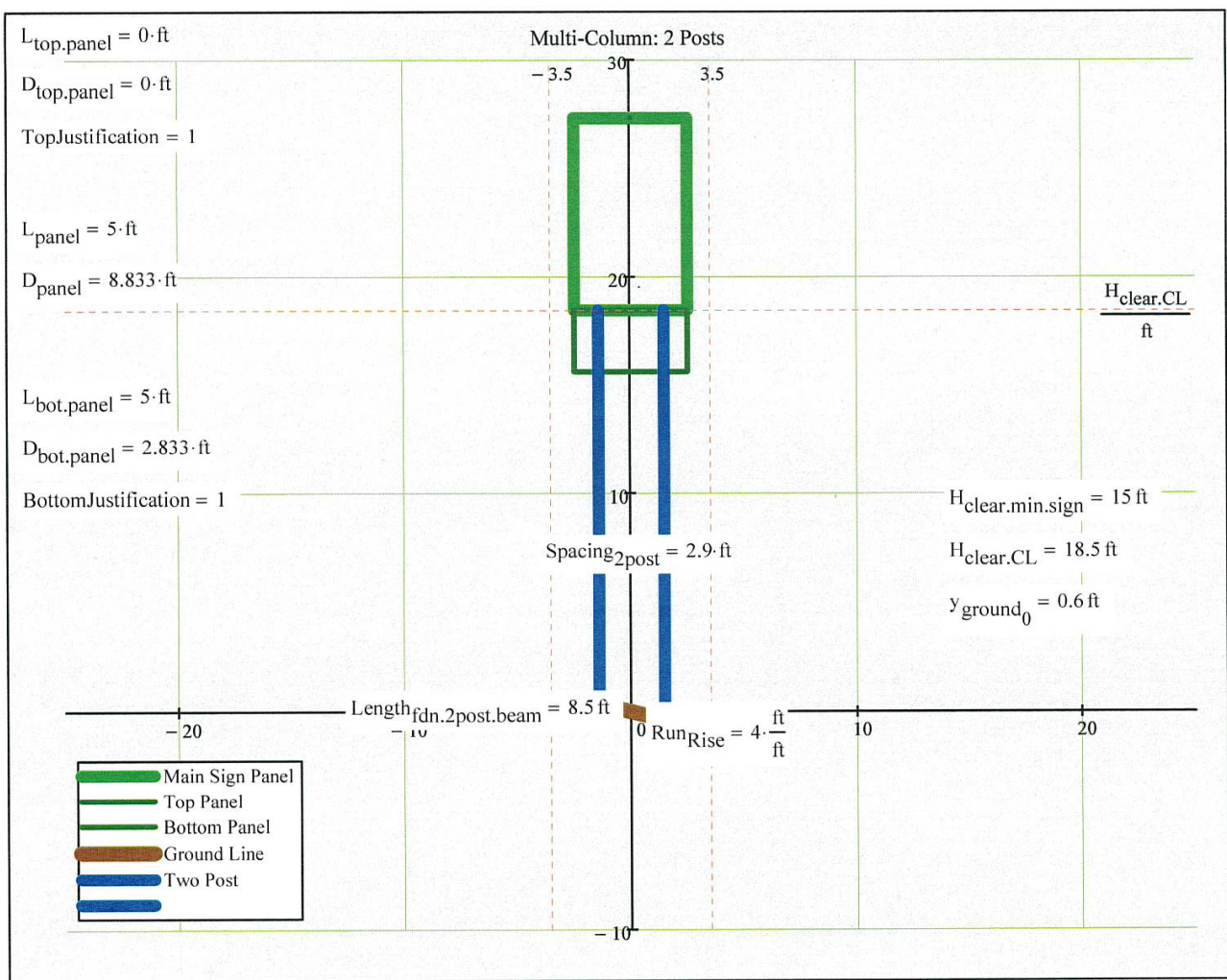
Dia_{fdn} := 2.3333·ft

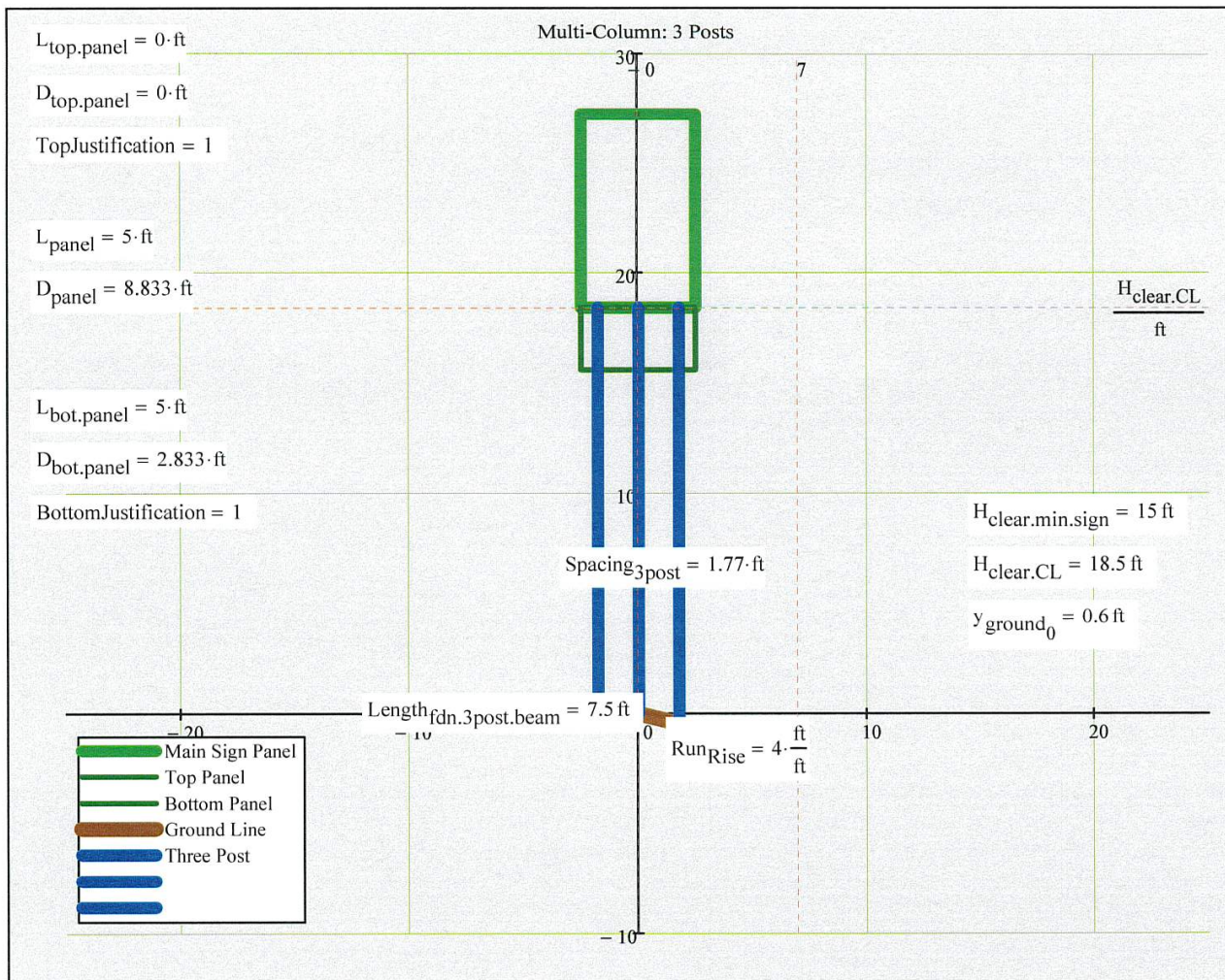
Offset := 0.5·ft

ϕ_{ot} := 0.6

Foundation Design for Round Piles for Steel & Aluminum Beams and Direct Burial U-Channel and Aluminum Tubes

DESIGN SUMMARY:





Panel and Supplemental Panel Checks

CheckTopPanelDims = "OK"

CheckPanelDims = "OK"

8/4/2023

MultiColumnLRFDv1.2.xmod

14/16

CheckBotPanelDims = "OK"

CheckMaxPanelWidth2Post = "OK"

CheckMaxClearHeight = "OK "

CheckMinClearHeight = "OK "

Design Wind Speed and Number of Wind Beams

$V_{wind} = 110$ mph #WindBeams = 3 Check#WindBeams = "OK"

Steel W-Beam Post Option $F_{y, stbeam} = 36$ ksi

CheckCFI2PostStBeam = "OK"

SteelBeam2Post = "W 8 x 18"

CheckBreakaway2PostStBeam = "OK"

CheckCFI3PostStBeam = "OK"

SteelBeam3Post = "W 8 x 18"

CheckBreakaway3PostStBeam = "NG, Spacing < 3.5 ft"

$L_{post, avg} = 26.51$ ft *Estimated Average Post Length:*
2 Post
3 Post

Aluminum I-Beam Post Option (6061-T6 Alloy)

CheckCFI2PostAlBeam = "OK" = "I 12 x 14.3"

AlBeam2Post = "I 12 x 14.3"

CheckBreakaway2PostAlBeam = "OK"

CheckCFI3PostAlBeam = "OK"

AlBeam3Post = "I 10 x 10.3"

CheckBreakaway3PostAlBeam = "NG"

$L_{post, avg} = 26.511$ ft *Estimated Average Post Length*

Round Pile Foundation Design for Steel and Aluminum Beams

SoilType = 1 (*0 for clay, 1 for sand*) $\gamma_{soil} = 45$ pcf $\phi_{soil} = 26$ deg $c_{soil} = 1$ ksf

$Dia_{fdn} = 2.333$ ft Offset = 0.5 ft

8/4/2023

MultiColumnLRFDv1.2.xmcd

15/16

Shaft Length for Two
Post Configuration

$$\text{Length}_{\text{fdn.2post.beam}} = 8.5 \cdot \text{ft}$$

Shaft Length for Three
Post Configuration

$$\text{Length}_{\text{fdn.3post.beam}} = 7.5 \cdot \text{ft}$$

Steel U-Channel Post Option $F_{y,\text{steel.uchan}} = 60 \cdot \text{ksi}$

CheckCFI2PostUchan = "NG"

SteelUChannel2Post = "N/A"

CheckBreakaway2PostUchan = "OK"

CheckCFI3PostUchan = "N/A"

SteelUChannel3Post = "N/A"

CheckBreakaway3PostUchan = "U-Channel too large for 3 posts in a 7 ft"

$$L_{\text{uchannel.avg}} = 30.29 \cdot \text{ft}$$

Est. Average Post Length:
2 Post
3 Post

Aluminum Tube Post Option (6061-T6 Alloy)

CheckCFI2PostTube = "OK"

AlTube2Post = "OD = 8 in, t = 5/16 in"

CheckBreakaway2PostTube = "NG, posts too strong"

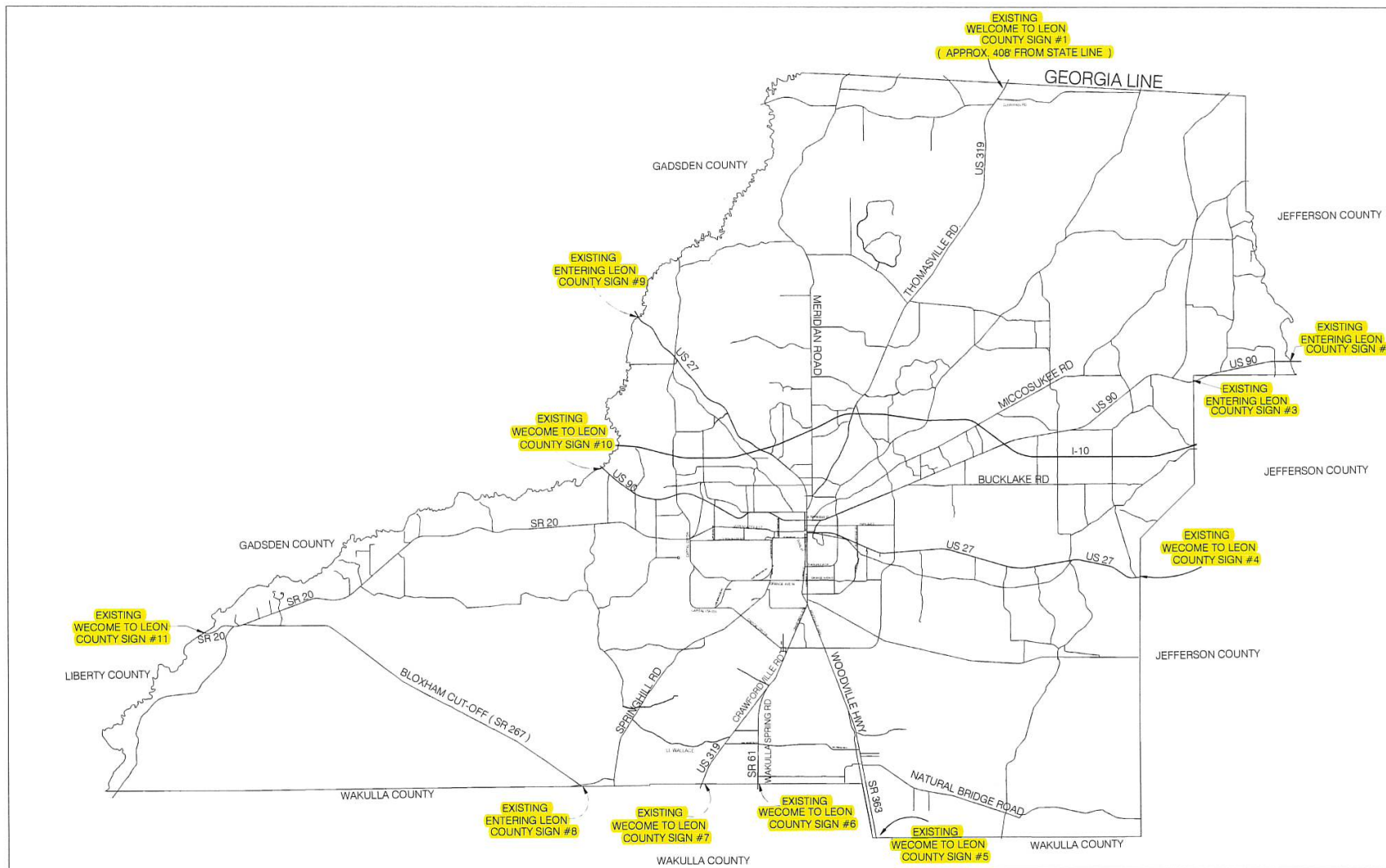
CheckCFI3PostTube = "OK"

AlTube3Post = "OD = 6 in, t = 1/4 in"

CheckBreakaway3PostTube = "NG, posts too strong"

$$L_{\text{post.avg}} = 26.51 \cdot \text{ft} \quad \text{Estimated Average Post Length}$$

**APPENDIX B:
Sign Locations**



RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2023/2024; 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 20th day of February, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, 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 2023/2024 BUDGET AMENDMENT REQUEST

No: BAB24023
Date: 2/1/2024

Agenda Item No: _____
Agenda Item Date: 2/20/2024

County Administrator

Assistant County Administrator

Vincent S. Long

Ken Morris

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>				
160	000	399900	000	Appropriated Fund Balance	3,810,304	126,000	3,936,304
Subtotal:						126,000	

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>				
160	302	55408	552	Machinery and Equip 1,000- 19,999	-	126,000	126,000
Subtotal:						126,000	

Purpose of Request

This budget amendment appropriates \$126,000 from Tourism Fund Balance for costs related to the replacement of eleven "Welcome to Leon County" signs that are on State maintained roads.

Division/Department
0105/11

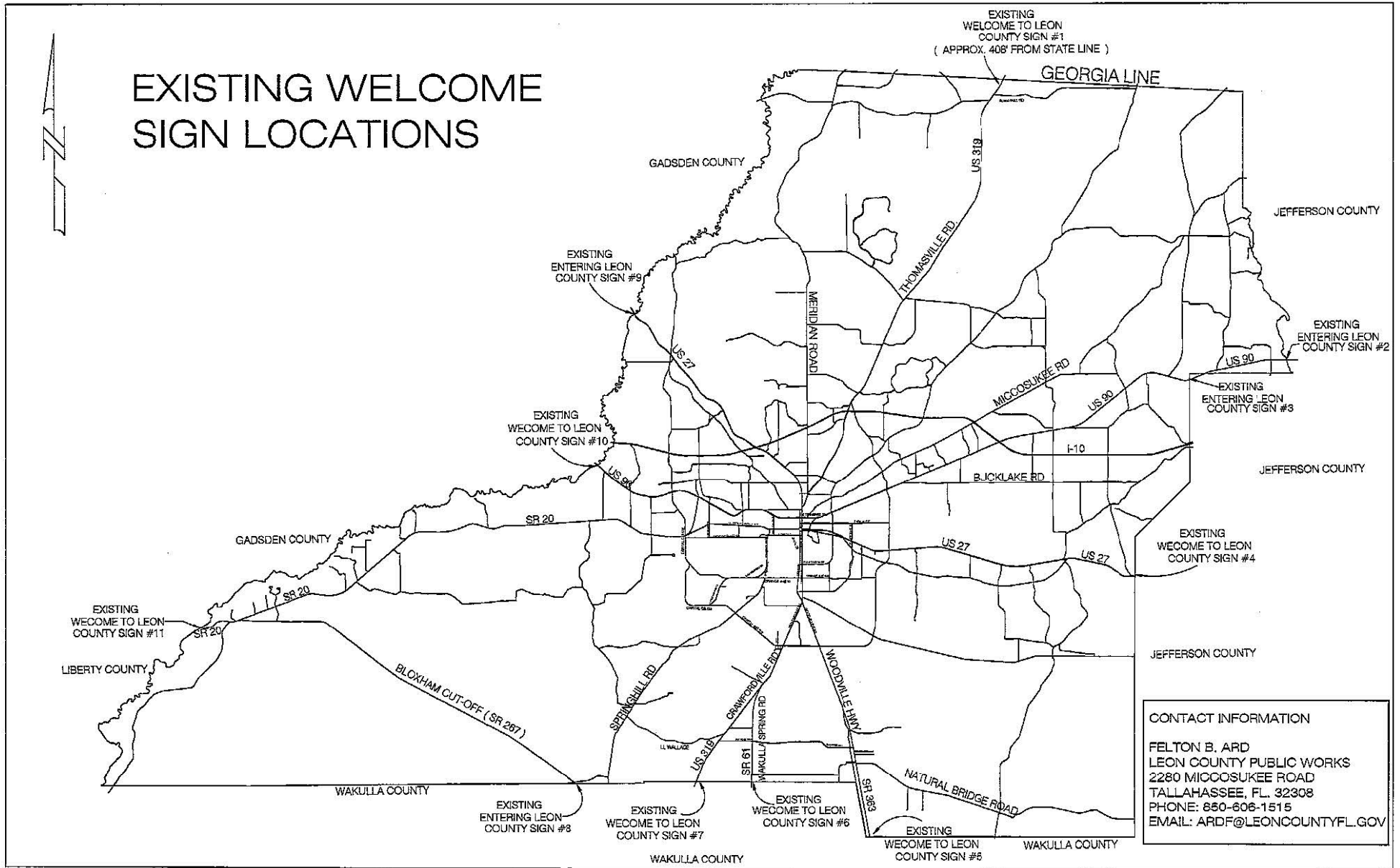
Roshaunda Bradley, Budget Director

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution

Motion

Administrator





WELCOME TO LEON COUNTY

Florida's Capital County



**Leon County
Board of County Commissioners**

Notes for Agenda Item #12

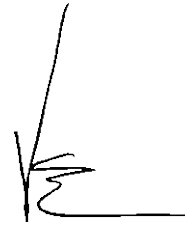
Leon County Board of County Commissioners

Agenda Item #12

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Resolution Authorizing Conveyance of an Easement Interest in County-owned Property at 10995 Buck Lake Road to Talquin Electric Cooperative

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Brent Pell, Director, Public Works Maggie Theriot, Director, Office of Resource Stewardship Charles Wu, Director, Engineering Services
Lead Staff/ Project Team:	Chris Muehlemann, Chief of Engineering Design Amanda Heidecker, Director, Parks and Recreation Kim Vickery, Real Estate Manager Tim Barden, Administrative Service Manager

Statement of Issue:

This item seeks Board adoption of a Resolution and authorization for the Chair to execute an Electric Utility Easement to convey a non-exclusive perpetual easement to Talquin Electric Cooperative, Inc. (TEC) over a portion of a County-owned parcel located at 10995 Buck Lake Road. TEC needs the easement in order to relocate its existing utility pole and anchor system within County maintained right-of-way as a result of the drainage improvements associated with the County's St. Marks Headwater Greenway Project.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Adopt the Resolution authorizing the conveyance of a nonexclusive perpetual easement over a portion of a County-owned parcel located at 10995 Buck Lake Road, to Talquin Electric Cooperative, Inc. (Attachment #1).
- Option #2: Authorize the Chair to execute the Electric Utility Easement (Attachment #2) and any associated documents, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board adoption of a Resolution and authorization for the Chair to execute an Electric Utility Easement to convey a non-exclusive perpetual easement to Talquin Electric Cooperative, Inc. (TEC) over a County-owned parcel located at 10995 Buck Lake Road. TEC needs the easement because it must relocate its existing utility guy pole and anchor system within County maintained right-of-way as a result of the drainage improvements associated with the County's St. Marks Headwater Greenway Project.

A guy pole is a separate pole that supports and anchors the actual transmission utility line pole. The guy pole is located on the south side of Buck Lake Road and supports the transmission utility line pole on the north side of the road. In order to perform the necessary drainage improvements, the existing utility guy pole will need to be relocated further south in the County right-of-way, requiring the anchoring system for the guy pole to be moved from the County's right-of-way onto the proposed easement located at 10995 Buck Lake Road.

This project advances the following FY2022-FY2026 Strategic Initiative and 5-Year Target:

- *Implement the Tallahassee-Leon County Greenways Master Plan. (2022-20)*
- *Construct 90 miles of Sidewalks, Greenways, Trails and Bike Lanes. (T11)*

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

- *(Q1) Maintain and enhance our parks and recreational offerings and green spaces.*

In 2007, the County partnered with the Florida Communities Trust and the Blueprint Intergovernmental Agency to acquire three parcels of land totaling 755 acres for a greenway located in southeast Leon County along the southern portion of Buck Lake Road and on both sides of Baum Road. These acquisitions created a three-phase project called the St. Marks Headwater Greenway Project. As part of the Blueprint 2000 Sensitive Lands Program, over 1,079 acres in the Headwaters of the St. Marks River have been protected. The project consists of building a trail head, trail systems, three spans of boardwalks, a nature-based playground, a pavilion, permanent restroom facilities and a parking lot.

The Phase I - Baum Road Trailhead is the equestrian trailhead and was completed in 2018. The site included pervious vehicular access, natural horse-trailer parking, pavilions, kiosk, and the establishment of several miles of equestrian trails. Phase II – Buck Lake Road Trailhead is family oriented with amenities such as a playground and is also for bicyclist and pedestrian use. The bid award for construction of this project was approved at the September 12, 2023 Board meeting. The easement needed for the relocation of the existing pole requested in this item is located in this current project area. This site will include a paved entrance and parking, picnic shelters, pavilions, kiosks, bathroom facilities, electric vehicle charging stations, playground, approximately three

Title: Resolution Authorizing Conveyance of an Easement Interest in County-owned Property at 10995 Buck Lake Road, to Talquin Electric Cooperative, Inc.

February 20, 2024

Page 3

miles of bike/ped trails with boardwalks, viewing areas and a bridge. Phase III – Copeland Sink Access, is on the east side of Baum Road and will be a future project. The Phase III Project scope and timeline are still being contemplated.

Analysis:

Pursuant to Section 125.38, Florida Statutes (2023), TEC, a not-for-profit corporation, may make a request to the Board for the conveyance of County-owned property to be used for the purposes of the public or community interests and welfare. The Board, if satisfied that the property is required for such use by TEC and is not needed for County purposes, may convey the property interests to TEC at a private sale. A price, whether nominal or otherwise, may be set for the conveyance of the property interests. This procedure requires the adoption of a resolution by the Board.

The County’s St. Marks Headwater Greenway Project Phase II is the bike/pedestrian/family trailhead located on Buck Lake Road. The easement is needed for the relocation of the existing TEC guy pole further south in the County right-of-way. The movement of the pole will require moving the anchoring system out of the County right-of-way onto the proposed easement. This will allow for the installation of the proposed driveway entrance to the trailhead and continue positive stormwater flow in the existing swale along Buck Lake Road. Prior to starting work on the pole relocation, TEC is requesting the County provide the proposed easement for access to the parcel on the south side of Buck Lake Road. A project map showing the location of the easement is provided in Attachment #3. Once the pole relocation is complete, the County’s contractor can complete the construction work on Phase II of the trailhead, which has an anticipated completion date of Fall 2024. To facilitate this project, this item seeks approval of Options #1 and #2, and it is recommended that there be no purchase price or fee for the conveyance.

Options:

1. Adopt the Resolution authorizing the conveyance of a non-exclusive perpetual easement over a portion of a County-owned parcel located at 10995 Buck Lake Road, to Talquin Electric Cooperative, Inc. (Attachment #1).
2. Authorize the Chair to execute the Electric Utility Easement (Attachment #2) and any associated documents, subject to legal review by the County Attorney.
3. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Resolution for Conveyance of County Property
2. Electric Utility Easement
3. Location Map

LEON COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, PURSUANT TO SECTION 125.38, FLORIDA STATUTES, AUTHORIZING THE CONVEYANCE OF AN EASEMENT INTEREST IN COUNTY-OWNED PROPERTY AT 10995 BUCK LAKE ROAD, TO TALQUIN ELECTRIC, INC.; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, Talquin Electric Cooperative, Inc. (hereinafter “TEC”) is an organization not for profit and is organized for the purposes of promoting community interest and welfare in Leon County; and

WHEREAS, TEC proposes to relocate its guy pole within Buck Lake Road right of way to facilitate the construction of the St. Marks Headwater Trailhead Project; and

WHEREAS, TEC proposes to construct the new guy pole anchor system over, under and across a portion of land owned by Leon County, Florida (hereinafter “County”); and

WHEREAS, it has been determined that TEC’s use of the Easement Area will not interfere with the operation of the County’s land and the St. Marks Headwater Trailhead; and

WHEREAS, TEC requested the conveyance of the Easement across the portion of County land described and depicted in Exhibit “A” attached hereto and incorporated herein (hereinafter “Easement Area”) in favor of TEC conveying nonexclusive perpetual easement rights and said request having been duly considered; and

WHEREAS, this Resolution is adopted pursuant to the provisions of Section 125.38, Florida Statutes, which allows the County to convey its real property interests to a not for profit corporation if the Board of County Commissioners is satisfied that such real property interests are not needed for County purposes, are used for a public purpose or to promote community interest and welfare, and are needed for such use, which finding and price for such conveyance are to be recited in a resolution.

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

Section 1. Conveyance of easement on 10995 Buck Lake Road.

1. The TEC is a corporation not for profit under the laws of the State of Florida within the meaning of Section 125.38, Florida Statutes.

2. The TEC, for the purpose of relocating its guy pole for the St. Marks Headwater Trailhead, has requested the County convey the easement.

3. The TEC’s use of the easement will be for a public use within the meaning of 125.38, Florida Statutes.

4. The conveyance of the easement to TEC is required for such public use by TEC, and that the easement area is not needed for any County purpose.

5. The consideration paid to the County for conveyance of the easement shall be Zero and 00/100 Dollars (\$0.00).

6. That, in accordance with the terms and conditions set forth herein, the easement interest in, over, across, under and through the easement area, depicted at Exhibit “A” hereto, may be conveyed to TEC.

Section 2. Effective Date.

This resolution shall become effective immediately upon its adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this _____ day of _____, 20____.

LEON COUNTY, FLORIDA

By: _____
Carolyn Cummings, 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: _____

EXHIBIT "A"

Electric Utility Easement

Page 1 of 2

Commence at a concrete monument marking the Southwest corner of Lot 1, Block "D" of Oak Hill Farm Unit One, a subdivision as per map or plat thereof recorded in Plat Book 9, Page 76 of the Public Records of Leon County, Florida and run South 89 degrees 55 minutes 47 seconds West 69.65 feet to a point on the Westerly right of way boundary of Baum Road; thence along said right of way boundary run North 00 degrees 03 minutes 56 seconds East 334.73 feet to the Southerly right of way boundary of Buck Lake Road; thence along said right of way boundary run South 89 degrees 37 minutes 05 seconds West 3,451.63 feet to the POINT OF BEGINNING; From said POINT OF BEGINNING leaving said right of way boundary run South 12 degrees 55 minutes 00 seconds East 30.00 feet; thence South 89 degrees 37 minutes 05 seconds West 20.00 feet; thence North 12 degrees 55 minutes 00 seconds West 30.00 feet to a point said southerly right of way boundary; thence North 89 degrees 37 minutes 05 seconds East 20.00 feet to the POINT OF BEGINNING, containing 587.70 square feet, more or less.

No abstract of title or title opinion provided. It is possible that there are recorded or unrecorded deeds, easements, agreements, or other instruments which could affect the boundaries hereinabove described.

A Sketch of Description attached as Exhibit "A" Page 2 of 2 and by reference incorporated herein. The description is not complete without the attached sketch and the attached sketch is not complete without the description.

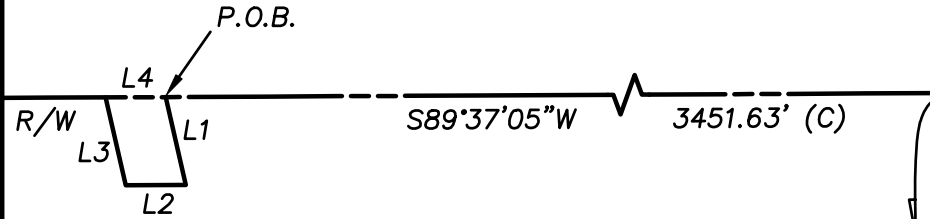
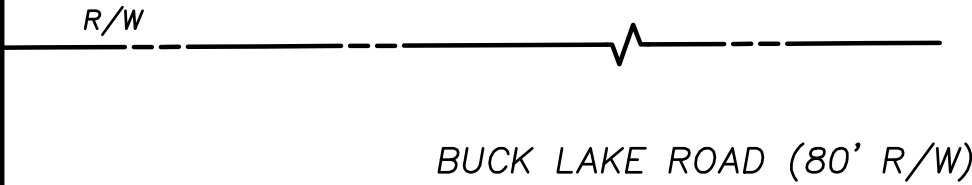
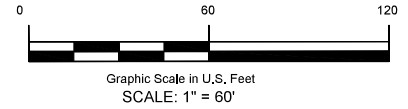
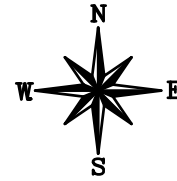
This description meets all applicable requirements of the Florida Standards of Practice as contained in Chapter 5J-17.052 Florida Administrative Code pursuant to Section 472.027 Florida Statutes.

Joseph D. Coleman
Professional Surveyor and Mapper
Florida License Number 5590
Leon County Public Works
2280 Miccosukee Road
Tallahassee, Fl 32308

Date

Not valid without the signature and original raised seal of the above signing surveyor

EXHIBIT "A"
PAGE 2 of 2



PARCEL ID NO.: 1226200100000
(ORB 2745, PG. 2336)

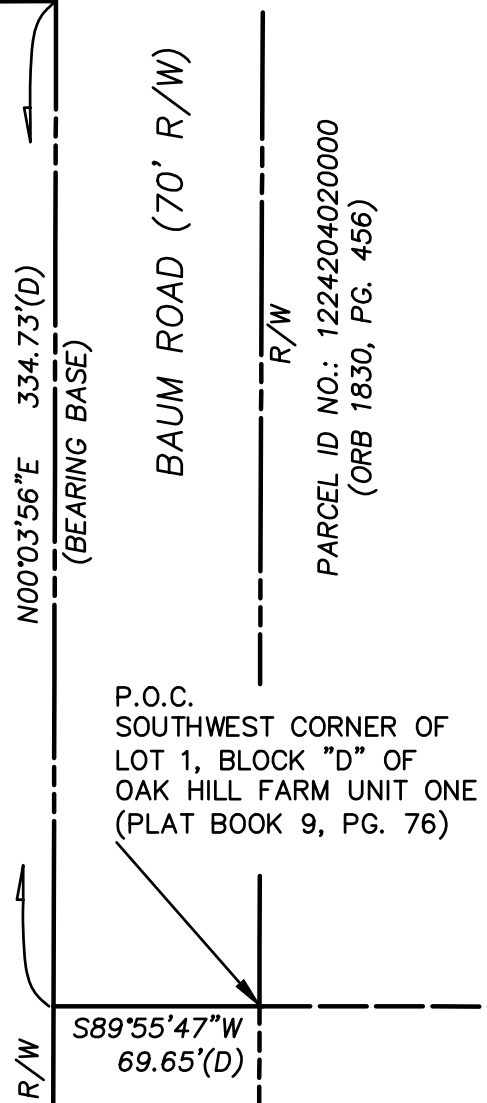
LINE	BEARING	DISTANCE
L1	S 12°55'00" E	30.00' (C)
L2	S 89°37'05" W	20.00' (C)
L3	N 12°55'00" W	30.00' (C)
L4	N 89°37'05" E	20.00' (C)

LEGEND

- POC POINT OF COMMENCEMENT
- POB POINT OF BEGINNING
- N NORTH
- S SOUTH
- E EAST
- W WEST
- °:': DEGREES, MINUTES, SECONDS
- ':": FEET, INCHES
- FCM FOUND CONCRETE MONUMENT
- SCM SET CONCRETE MONUMENT
- RLS REGISTERED LAND SURVEYOR
- (F) FIELD MEASUREMENT
- (P) PLAT MEASUREMENT
- (C) COMPUTED MEASUREMENT

SKETCH OF DESCRIPTION
NOT A SURVEY

SEE ATTACHED SHEETS FOR LEGAL DESCRIPTIONS
NO ABSTRACT OR TITLE OPINION FURNISHED. IT IS POSSIBLE THERE ARE RECORDED OR UNRECORDED DEEDS, EASEMENTS, AGREEMENTS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE BOUNDARIES HEREIN ABOVE DESCRIBED.



Prepared for LEON COUNTY BOARD OF COUNTY COMMISSIONERS

DATE OF FIELDWORK:	DATE OF DRAFTING: 1/12/24	DRAWN BY: CRM	REVISION:
FIELDBOOK No.		CHECKED BY:	REVISION:



PREPARED BY:
LEON COUNTY PUBLIC WORKS DEPARTMENT
DIVISION OF ENGINEERING SERVICES
SURVEY AND RIGHT-OF-WAY SECTION
2280 MICCOSUKEE ROAD
TALLAHASSEE, FL 32308
Phone (850) 606-1500
Fax (850) 606-1501

THIS INSTRUMENT PREPARED BY
Kyle Kemper, Senior Assistant County
Attorney County Attorney's Office
301 S. Monroe Street, Room 202
Tallahassee, FL 32301

Parcel ID: 1226200100000
St. Marks Headwater Trailhead

ELECTRIC UTILITY EASEMENT

BE IT KNOWN, that the undersigned, **LEON COUNTY, FLORIDA**, a charter county and political subdivision of State of Florida, whose address is 301 S. Monroe St., Tallahassee, FL 32301, (hereinafter referred to as "Grantor"), for good and valuable consideration, the receipt whereof is hereby acknowledged, does hereby grant and convey unto **TALQUIN ELECTRIC COOPERATIVE, INC.**, a cooperative corporation under Florida law, whose mailing address is P.O. Box 1679, Quincy, Florida 32353, (hereinafter referred to as "Grantee") and to its successors or assigns, a nonexclusive perpetual easement for the purpose of construction, installation, operation, repair, maintenance, vegetation management, and access as needed of poles, anchors, and associated facilities, on, under, over and across the following described property, lying in Leon County, Florida, to wit:

See Exhibit "A"
Attached hereto and made a part hereof

It is understood and the parties agree that this is a non-exclusive easement with the Grantor retaining the rights to the easement for its purposes, and that the pole, anchor, and associated facilities of Grantee, installed or located, or to be installed or located over, under, or across the land described in **Exhibit "A"** shall at all times be and remain the absolute property of Grantee, its successors, and assigns, and subject to its complete dominion and control, and that Grantee will restore the ground to its prior condition after installation of, removal, of, or any maintenance work on, Grantee's facilities. Grantee, its successors or assigns, agrees to indemnify and hold harmless Grantor from all claims, liabilities, damages or suits resulting from Grantee's negligent use of the easement hereinabove described.

Grantor covenants and agrees not to erect any structures or improvements over, under, or across the land described in **Exhibit "A"** that would interfere with Grantee's use as prescribed herein.

The Grantor hereby only conveys its interest in the easement property and does not warrant the title or represent any facts concerning same.

Notwithstanding any other provisions in this easement agreement to the contrary, the Grantor shall have the right to relocate the easement on its property provided that: (1) the easement as so relocated will serve the same purpose as that of the easement immediately prior to the relocation and will allow the extent and manner of utilization available to the Grantee immediately prior to the relocation; (2) the proposed relocation would not materially interfere with, or materially increase the cost of the operation and maintenance of, the property benefited by the

easement; and (3) the relocation shall be done at the sole expense of the Grantor.

IN WITNESS WHEREOF, the Grantor hereunder has set its hand and seal this ____ day of February, 2024.

LEON COUNTY, FLORIDA

Carolyn D. Cummings, Chair
Board of County Commissioners

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

By: _____

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

By: _____
Kyle L. Kemper
Senior Assistant County Attorney

EXHIBIT "A"

Electric Utility Easement

Page 1 of 2

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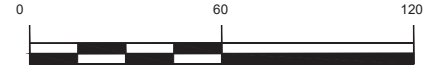
This description meets all applicable requirements of the Florida Standards of Practice as contained in Chapter 5J-17.052 Florida Administrative Code pursuant to Section 472.027 Florida Statutes.

Joseph D. Coleman
Professional Surveyor and Mapper
Florida License Number 5590
Leon County Public Works
2280 Miccosukee Road
Tallahassee, Fl 32308

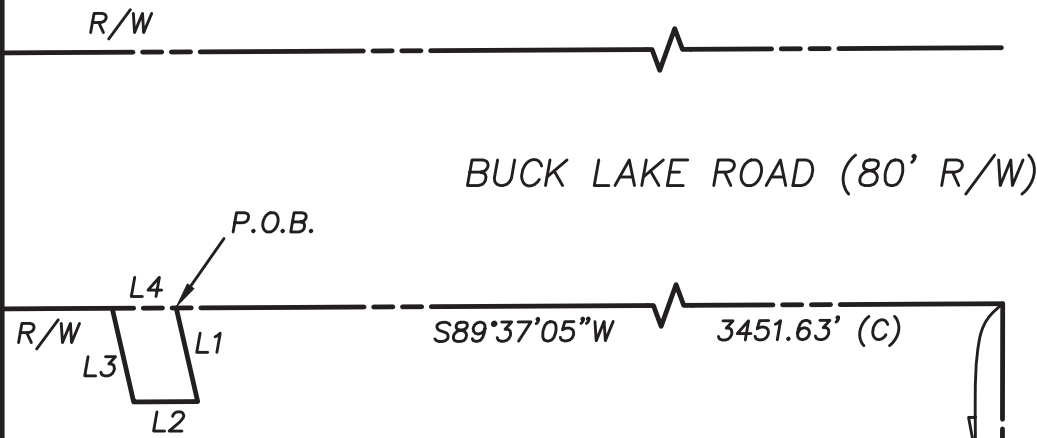
Date

Not valid without the signature and original raised seal of the above signing surveyor

EXHIBIT "A"
PAGE 2 of 2



Graphic Scale in U.S. Feet
SCALE: 1" = 60'



PARCEL ID NO.: 1226200100000
(ORB 2745, PG. 2336)

LINE	BEARING	DISTANCE
L1	S 12°55'00" E	30.00' (C)
L2	S 89°37'05" W	20.00' (C)
L3	N 12°55'00" W	30.00' (C)
L4	N 89°37'05" E	20.00' (C)

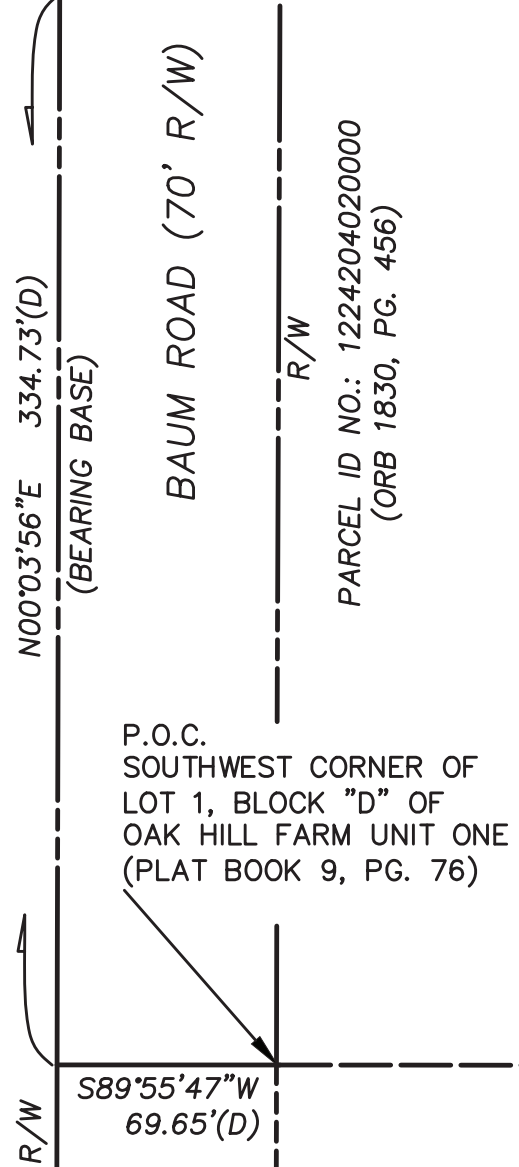
LEGEND

- POC POINT OF COMMENCEMENT
- POB POINT OF BEGINNING
- N NORTH
- S SOUTH
- E EAST
- W WEST
- ° ' " DEGREES, MINUTES, SECONDS
- ' " FEET, INCHES
- FCM FOUND CONCRETE MONUMENT
- SCM SET CONCRETE MONUMENT
- RLS REGISTERED LAND SURVEYOR
- (F) FIELD MEASUREMENT
- (P) PLAT MEASUREMENT
- (C) COMPUTED MEASUREMENT

SKETCH OF DESCRIPTION
NOT A SURVEY

SEE ATTACHED SHEETS FOR LEGAL DESCRIPTIONS

NO ABSTRACT OR TITLE OPINION FURNISHED. IT IS POSSIBLE THERE ARE RECORDED OR UNRECORDED DEEDS, EASEMENTS, AGREEMENTS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE BOUNDARIES HEREIN ABOVE DESCRIBED.



PARCEL ID NO.: 1224204020000
(ORB 1830, PG. 456)

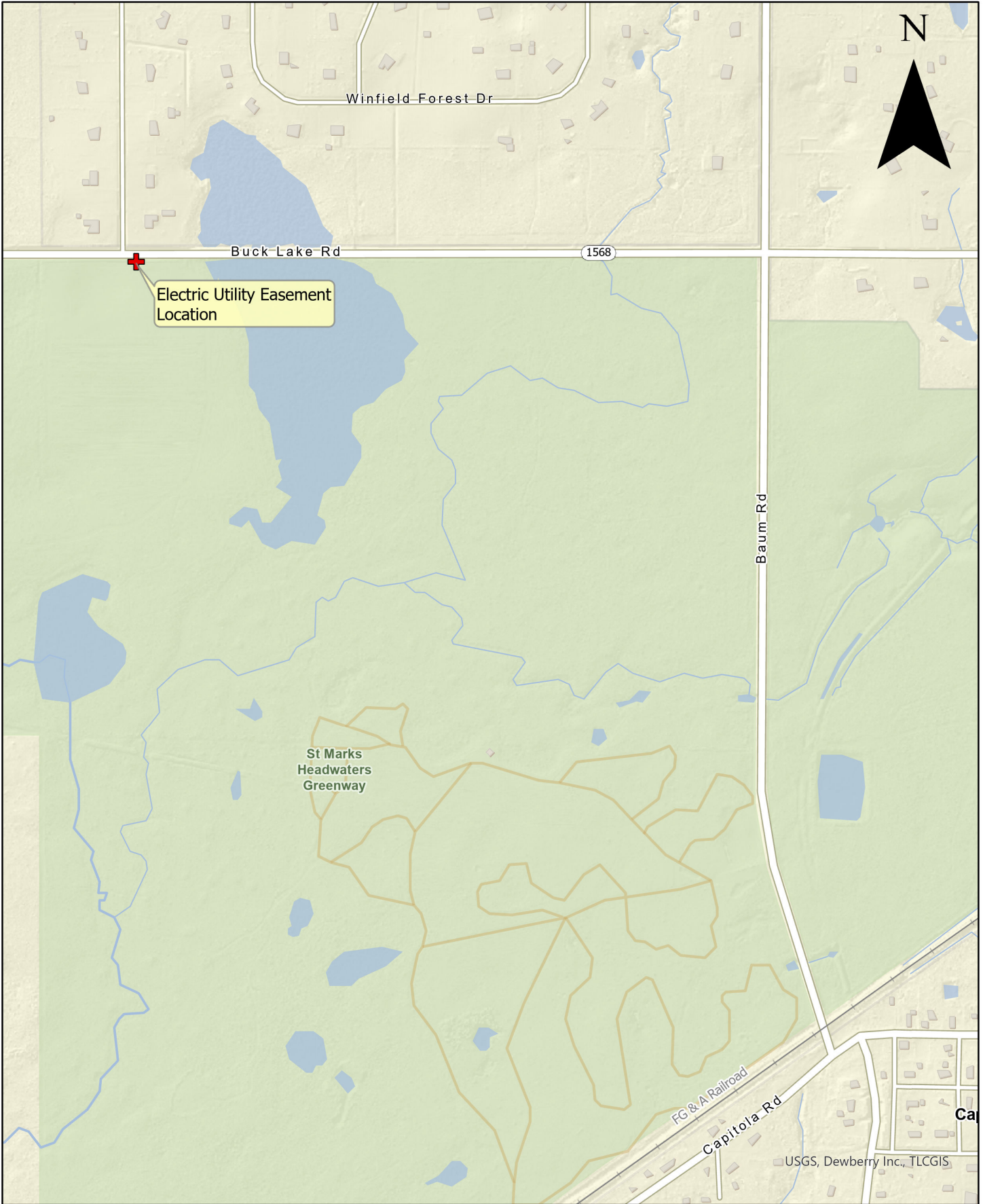
Prepared for LEON COUNTY BOARD OF COUNTY COMMISSIONERS

DATE OF FIELDWORK:	DATE of DRAFTING: 1/12/24	DRAWN BY: CRM	REVISION:
FIELDBOOK No.		CHECKED BY:	REVISION:



PREPARED BY:
LEON COUNTY PUBLIC WORKS DEPARTMENT
DIVISION OF ENGINEERING SERVICES
SURVEY AND RIGHT-OF-WAY SECTION
2280 MICCOSUKEE ROAD
TALLAHASSEE, FL 32308
Phone (850) 606-1500
Fax (850) 606-1501

Posted February 12, 2024.



ELECTRIC UTILITY EASEMENT - LOCATION MAP

**Leon County
Board of County Commissioners**

Notes for Agenda Item #13

Leon County Board of County Commissioners

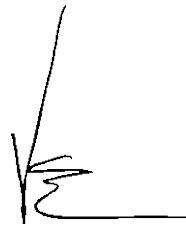
Agenda Item #13

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Memorandum of Understanding between Leon County and Blueprint Intergovernmental Agency for the East Drainage Ditch Stormwater Modeling



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff/ Project Team:	Anna Padilla, Stormwater Management Coordinator

Statement of Issue:

This item seeks Board approval of a Memorandum of Understanding between Leon County and the Blueprint Intergovernmental Agency for the contribution of County funds to support the East Drainage Ditch Stormwater Modeling.

Fiscal Impact:

This item has a fiscal impact. Under the proposed Agreement, the County will contribute \$37,185, or 10% total project cost, toward the East Drainage Ditch Stormwater Modeling project. Funding is available in the existing Public Works operating budget to cover the County's contribution.

Staff Recommendation:

Option #1: Approve the Memorandum of Understanding between Leon County and Blueprint Intergovernmental Agency for East Drainage Ditch Modeling, and authorize the County Administrator to execute the Memorandum of Understanding (Attachment #1), subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of a Memorandum of Understanding (MOU) between Leon County and Blueprint Intergovernmental Agency (Blueprint) for the East Drainage Ditch (EDD) Modeling project (Attachment #1). Under the proposed MOU, the County will contribute \$37,185, or 10% of the total project cost, toward development of an updated stormwater model for the East Drainage Ditch (project). Separately, the city is considering a materially consistent MOU with a corresponding 10% cost sharing agreement. The stormwater model update is necessary to formally change the current Federal Emergency Management Agency (FEMA) Flood Maps to reflect recent County and City capital investments, detailed below, that improved flood conditions along Orange Avenue and the EDD in southeastern Tallahassee (Attachment #2). The FEMA Flood Map update, that follow this stormwater modelling project, will enhance public safety by accurately depicting flood hazards and result in decreases in flood insurance requirements and premiums for properties revealed to no longer be located in high-risk flood areas. The FEMA Flood Map update that follows this project will also provide an economic impact through increased development potential for properties no longer in high-risk flood areas.

The EDD is a major stormwater conveyance system in southeast Tallahassee. Due to the large size of the conveyance system and associated flooding impacts, the EDD is included on the FEMA Flood Maps. Prior to performing this updated stormwater modeling project, both the City and County have invested millions of dollars to construct stormwater improvement projects in the watershed that reduced or eliminated flooding conditions (these improvements are detailed in the next paragraph). However, and importantly, these recently improved conditions are not yet reflected on the current FEMA Flood Maps. It is important to update these maps as they are utilized to guide new construction projects across 4,000 acres of Southern Leon County. Until the FEMA Flood Maps are revised to reflect current conditions and the recent improvements made by the City and County, further stormwater improvements to the EDD associated with Blueprint's Orange-Meridian Placemaking project are not permissible by FEMA, which necessitates this stormwater model update.

In 2007, Leon County completed the Orange Avenue Reconstruction project which included widening of Orange Avenue from South Monroe Street to Blairstone Road, enclosing a portion of the EDD, and constructing a stormwater management facility and floodplain compensation area. As a result of this project, flooding conditions along Orange Avenue were reduced or eliminated. In addition, the City completed stormwater infrastructure projects in the watershed that have also reduced or eliminated flooding conditions. Again, although the physical flooding conditions have changed, no revisions have been made to the FEMA Flood Maps which still reflect the pre-improvement conditions.

Analysis:

The proposed MOU formalizes the County financial support, to be matched at an equal amount by the City, to update the stormwater modeling of the EDD and the associated FEMA Flood Map revision and update to accurately reflect the County's and City's investment to reduce flood

conditions in Southern Leon County. This project will ultimately economically benefit impacted area property owners through lower flood insurance premiums, increased development potential, and advancement of the next round of stormwater and flooding improvements associated with the Orange-Meridian Placemaking project to further improve the EDD. Updating the FEMA Flood Maps will benefit the County by reflecting improved flood conditions, enhancing public safety by accurately depicting current flood hazards, enabling private development by reducing restrictions on properties no longer located in a flood hazard area, eliminating mandatory flood insurance purchase requirements for properties no longer located in a high-risk flood area, and reducing flood insurance premiums for properties where flood conditions have been reduced.

As proposed, the County and City would both agree to contribute 10%, or \$37,185, of the total stormwater modeling costs (\$371,850) to update the stormwater model and, thereafter, trigger a formal FEMA Flood Map revision and update. The County and City would each pay Blueprint, who is the lead agency on the stormwater modeling update project. The remaining stormwater modeling costs (\$297,480) will be paid by Blueprint who will also manage the update and share the results of the study with the County once completed. County funding of \$37,185, is available in the existing Public Works operating budget to cover the County's contribution. The modeling project is expected to conclude in September 2024. Following completion of the modeling, the Flood Map Revision will be submitted to FEMA for review. The FEMA review and approval process is anticipated to extend into late 2025. It is at that time (completion of FEMA Flood Map revisions) that the benefits noted in this agenda item will largely occur for the public.

As noted above, Blueprint also intends to approve a separate, but materially consistent, cost-sharing MOU with the City at the same funding level as the County. The MOU between Blueprint and the City can be executed by City Management and does not require City Commission approval and is anticipated to be executed prior to the Board meeting.

This item recommends Board approval of the MOU between Leon County and Blueprint Intergovernmental Agency for East Drainage Ditch Modeling (Option #1).

Options:

1. Approve the Memorandum of Understanding between Leon County and Blueprint Intergovernmental Agency for East Drainage Ditch Modeling, and authorize the County Administrator to execute the Memorandum of Understanding (Attachment #1), subject to legal review by the County Attorney.
2. Do not approve the Memorandum of Understanding between Leon County and Blueprint Intergovernmental Agency for East Drainage Ditch Modeling.
3. Board direction.

Recommendation:

Option #1

Title: Memorandum of Understanding between Leon County, Florida and Blueprint
Intergovernmental Agency for the East Drainage Ditch Stormwater Modeling
February 20, 2024
Page 4

Attachments:

1. Memorandum of Understanding between Leon County and Blueprint Intergovernmental Agency for East Drainage Ditch Modeling
2. Project Area Map

**MEMORANDUM OF UNDERSTANDING BETWEEN
LEON COUNTY, FLORIDA AND
BLUEPRINT INTERGOVERNMENTAL AGENCY**

**TALLAHASSEE EAST DRAINAGE DITCH (INDIAN HEAD CREEK) WATERSHED
PHYSICAL MAP REVISION
AGREEMENT NO. 993453**

This Memorandum of Understanding (MOU), is made between the LEON COUNTY, FLORIDA (“County”), a charter county and political subdivision of the State of Florida and BLUEPRINT INTERGOVERNMENTAL AGENCY (“Blueprint”) an intergovernmental agency created pursuant to Section 163.01(7), Florida Statutes, and is effective as of the date the last party signs.

RECITALS

WHEREAS, Blueprint’s Orange-Meridian Placemaking Project (“Project”) consists of three components; one component is the planned improvements to the East Drainage Ditch between south Monroe and Meridian Street, and the creation of an improved pedestrian path. The Tallahassee East Drainage Ditch is a major urban conveyance system with a 4,000-acre contributing watershed at the confluence with Munson Slough; and,

WHEREAS, the current Federal Emergency Management Agency (“FEMA”) hydrologic and hydraulic (“H&H”) model for the Tallahassee East Drainage Ditch does not reflect several constructed stormwater infrastructure improvements within the watershed and needs to be updated to accurately evaluate the Project; and,

WHEREAS, Blueprint has contracted with an engineering consultant to provide data gathering, professional planning, and engineering analysis services for the Tallahassee East Drainage Ditch FEMA Physical Map Revision (“PMR”); and,

WHEREAS, Blueprint’s Consultant will develop a single H&H model for the Tallahassee East Drainage Ditch watershed representing existing conditions as required to complete a PMR model for the watershed model. (See Exhibit A, Letter of Authorization No. 004). The services to be provided by the Consultant include data gathering, professional planning, H&H modeling and engineering analysis. The cost to Blueprint for the H&H model services is \$371,850.00; and,

WHEREAS, the PMR will update flood hazards to the adjacent community, and the County agrees to reimburse Blueprint for a portion of the costs of the services as outlined herein; and,

WHEREAS, Blueprint also intends to enter into a separate Memorandum of Understanding with the City of Tallahassee to share the costs of the H&H services; and,

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

1. The recitals set forth above are true and correct and are deemed incorporated herein.
2. Blueprint has contracted with a Consultant to provide data gathering, professional planning, and engineering analysis services for the Tallahassee East Drainage Ditch FEMA PMR. Blueprint's Consultant will develop a single H&H model for the East Drainage Ditch watershed representing existing conditions as required to complete a PMR model for the watershed. Blueprint's Consultant will provide information which will be shared with the City of Tallahassee and Leon County.
3. The cost to Blueprint for the H&H model services is \$371,850.00. The County agrees to share a portion of the costs for these services and shall pay Blueprint, within thirty (30) calendar days of the effective date of this MOU, the amount of \$37,185.00 toward the cost for the H&H model services.
4. Upon request by the County, Blueprint shall cause the Consultant to provide copies of its data, professional planning, engineering analysis, H&H model, and deliverables to the County.
5. This MOU and any interest herein will not be assigned, transferred, or otherwise encumbered by the County under any circumstances without the prior written consent of Blueprint.
6. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein, and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this MOU that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements whether oral or written. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.
7. This MOU will be enforced and interpreted in accordance with the laws of the State of Florida. All suits relating to breach, enforcement, or construction of this MOU will be filed in a court of competent jurisdiction in Leon County, Florida.
8. If any part of this MOU shall be determined to be invalid or unenforceable by a court of competent jurisdiction, or by any other legally constituted body having the jurisdiction to make such determination, the remainder of this MOU shall remain in full force and effect

provided that the part of the MOU thus invalidated or declared unenforceable is not material to the intended operation of this MOU.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on their behalf this by their authorized representatives.

**LEON COUNTY – CITY OF
TALLAHASSEE BLUEPRINT
INTERGOVERNMENTAL
AGENCY**

**LEON COUNTY, FLORIDA, a charter
county and political subdivision of the
State of Florida**

DocuSigned by:
Artie White
By: _____
D809E79B79DF40B...
Artie White
Its: Director of PLACE
Date: 1/29/2024 | 4:13 PM EST

By: _____
Vincent S. Long
Its: Administrator
Date: _____

APPROVED AS TO LEGAL SUFFICIENCY:

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

DocuSigned by:
Susan Dawson
By: _____
1F009FDS40024DB...
Susan Dawson, Esq.
Blueprint Attorney

By: _____
Kyle L. Kemper
Senior Assistant County Attorney

ATTEST:

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

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

By: _____

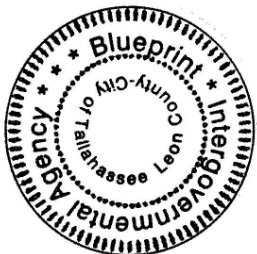


Exhibit A

**Orange-Meridian Placemaking – East Drainage Ditch Watershed
Physical Map Revision: Letter of Authorization No. 004**

DocuSign Envelope ID: 76182E2B-76CA-4FF9-828B-2A8118240310



October 19, 2023

Mark T. Llewellyn, Sr., PE
Executive Vice President
Half Associates, Inc.
2255 Killlearn Center Blvd., Suite 200
Tallahassee, FL 32309

Reference: Professional Services Agreement No. 4564

Subject: Orange-Meridian Placemaking – East Drainage Ditch Watershed
Physical Map Revision: Letter of Authorization No. 004

Dear Mr. Llewellyn.:

Pursuant to Section I.B of the Professional Services Agreement No. 4564 (Agreement) between Half Associates, Inc. (Contractor) and the Leon County – City of Tallahassee Blueprint Intergovernmental Agency (Agency), you are hereby authorized, upon your firm's written acceptance of this Letter of Authorization No. 004 (LOA No. 004), to perform work as defined in the project Scope of Services and Fee Schedule, attached hereto as Exhibit 1.

The total compensation for all of the required services set out in this LOA No. 004 shall not exceed the amount of \$523,875.00 and shall be administered in accordance with Section III of the Agreement. It is expressly understood that the maximum amount to perform the services specified in Exhibit 1 may be adjusted only upon written amendment to this Letter of Authorization or issue of a new Letter of Authorization. Any change to this Letter of Authorization must be made and agreed to in writing by the Parties and shall be in accordance with Section I.C of the Agreement.

All services will be performed in accordance with requirements of the Agreement. Services shall be authorized to commence upon the date of full execution of this LOA No. 004 and shall continue until the completion date contained in the schedule agreed upon by the Parties as specified in Exhibit 1, Scope of Services and Fee Schedule. The schedule shall be prosecuted in accordance with Section II of the Agreement.

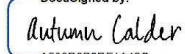
The Consultant shall utilize MBE and/or WBE firms to perform services under this LOA No. 004 to the minimum extent specified in the MBE Utilization Forms submitted with the Consultant's response to Request for Qualification No. RFQ-081-19-RT.

315 South Calhoun Street, Suite 450 • Tallahassee, FL 32301 • 850.219.1060 • BlueprintIA.org


DocuSign Envelope ID: 76182E2B-76CA-4FF9-828B-2A8118240310

Please indicate your acceptance of the terms and conditions contained in this Letter of Authorization 004 by execution hereof and return signed copy to Junious Brown, Junious.Brown@blueprintia.org. Do not begin work in regard to this Letter of Authorization until same has been fully executed.

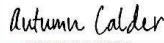
Sincerely,

DocuSigned by:

A508D383DF1A42C
Autumn Calder, AICP
Blueprint Director

HALFF ASSOCIATES, INC.

DocuSigned by:

By: _____
Mark T. Llewellyn Sr., PE
Title Executive Vice President
Date: 10/23/2023 | 3:07 PM EDT

LEON COUNTY – CITY OF TALLAHASSEE
BLUEPRINT INTERGOVERNMENTAL
AGENCY


DocuSigned by:

By: _____
Autumn Calder, AICP
Title: Blueprint Director
Date: 10/23/2023 | 8:39 AM EDT

Approved as to form:

DocuSigned by:

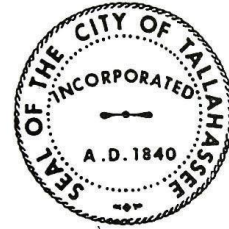
By: _____
Susan Dawson, Esq.
Blueprint Attorney

Attest:


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

Exhibits:

- 1. Scope of Services and Fee Schedule



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EXHIBIT 1
Scope of Services and Fee Schedule

DocuSign Envelope ID: 76182E2B-76CA-4FF9-828B-2A8118240310



ADDITIONAL SERVICES AUTHORIZATION

Date:	August 23, 2023	Authorization No. 5 Agreement No. 4564
Submitted To:	Ms. Autumn Calder Director Blueprint Intergovernmental Agency 315 S. Calhoun St. Suite 450 Tallahassee, FL. 32301	Submitted By: Mark Llewellyn Sr. Halff Associates, Inc. 2255 Killearn Center Blvd. Suite 200 Tallahassee, FL 32309
Project:	Orange-Meridian Placemaking East Drainage Ditch (Indian Head Creek) Watershed Physical Map Revision (PMR)	

Description of Additional Services:

The purpose of this Additional Services Authorization is to describe the scope of work and the responsibilities of Halff Associates, Inc. (CONSULTANT) and Blueprint Intergovernmental Agency (BLUEPRINT) in connection with data gathering, professional planning, and engineering analysis for the Tallahassee East Drainage Ditch Federal Emergency Management Agency (FEMA) Physical Map Revision (PMR). The East Drainage Ditch (Indianhead Creek) is a major urban conveyance system with a 4,000-acre contributing watershed at the confluence with Munson Slough. The Current Effective FEMA hydrologic and hydraulic (H&H) model lacks several stormwater infrastructure improvements within the watershed and needs to be updated. The City of Tallahassee FEMA Flood Insurance Study (FIS) will need to be updated by the City in conjunction with the completion of the East Drainage Ditch PMR. CONSULTANT will provide information to the City of Tallahassee to complete the FIS update.

A portion of the watershed (truncated segment) was previously evaluated by the CONSULTANT in conjunction with the Orange-Meridian Placemaking project (refer to Exhibit 1). This previously completed truncated modeling work will be utilized in the overall watershed modeling effort outlined in this scope of work.

CONSULTANT will develop a single H&H model for the East Drainage Ditch (Indianhead Creek) watershed representing existing conditions as required to complete a PMR for the watershed. FEMA defines existing conditions as the current conditions of the floodplain reflecting no manmade changes that have not been previously incorporated into a Flood Insurance Rate Map (FIRM) and/or Flood Insurance Study (FIS) through the adopted revision process. The approved PMR model will be utilized to evaluate future projects within the watershed including the Orange-Meridian Placemaking improvements between S. Monroe Street and Meridian Street.

This Scope of Work establishes work necessary to plan and develop the PMR submittal components with significant input from BLUEPRINT, City of Tallahassee Stormwater Management, and Leon County Stormwater Management staff.

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Blueprint Intergovernmental Agency
Orange-Meridian Placemaking - ASA 5
August 23, 2023
Page 2**SCOPE OF SERVICES: Federal Emergency Management Physical Map Revision****1. Technical Coordination**

The CONSULTANT will conduct no more than 20 technical coordination meetings with agency staff, between disciplines and subconsultants, and administrative meetings such as:

- City of Tallahassee (COT) Stormwater Management Division
- COT Growth Management
- Leon County (LC) Engineering Services

The CONSULTANT will maintain and distribute meeting notes to all participants.

2. Data Collection

CONSULTANT will collect available watershed stormwater infrastructure data and perform a site visit. The COT will provide current stormwater infrastructure information in digital format for review and use in completing the modelling efforts. CONSULTANT will complete surveying of the East Ditch infrastructure and major tributaries as needed to supplement the available data and to complete the PMR modeling.

2.1. Previous H&H Models and Infrastructure Data – The following data will be obtained by the CONSULTANT from FEMA, or provided by the City of Tallahassee or Leon County:

- FEMA Effective SWMM 4.3.1 (1998 conditions) was previously obtained from COT.
- Applicable previously completed studies and reports (including LOMRs), disaster files, complaint files, rainfall records, water elevation records, records of street closures, and related flooding data for the adjacent area. Local rainfall and stage data (within and adjacent to the contributing watershed) as available online from Northwest Florida Water Management District (NFWFMD).
- Most current LIDAR topographic data.
- “As-built” plans for channel and bridge/culvert improvements within the project watershed. Information regarding the Monroe Street box culverts will be requested from the Florida Department of Transportation.
- Storm sewer system GIS shapefiles along with any other utility related information that can be provided by COT.
- Available zoning, land use, and soils GIS shapefiles in the project area.
- Technical data associated with proposed projects and/or roadway improvements in the project area.
- Storm sewer and structure data provided by COT will be reviewed and utilized.

2.2. Field Surveying – Field surveying may be required to supplement available data. Surveying may include horizontal and vertical data for ditch crossing, utility encroachments, critical cross sections, ditch enhancements or other features that impact the ditch flow. CONSULTANT will complete the survey on an hourly basis within a limiting amount as identified in the fee schedule. CONSULTANT may request additional surveying budget if necessary.**3. East Drainage Ditch Existing Conditions Hydrologic Analysis**

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Blueprint Intergovernmental Agency
Orange-Meridian Placemaking - ASA 5
August 23, 2023
Page 3

CONSULTANT will prepare an Existing Conditions Hydrologic Model using XPSWMM for the 10, 25, 50, 100, and 500-year storm events at an 8-hour duration. The existing hydrology models listed below will be reviewed and, if applicable, hydrologic parameters will be leveraged:

- FEMA Current Effective Model – 1998 conditions in SWMM (version 4.3.1).
- Orange-Meridian XPSWMM – 2021 truncated revised existing conditions XPSWMM version 2020.1 model prepared by Halff for Blueprint
- City of Tallahassee XPSWMM – Prepared by Kimley-Horn for the City in XPSWMM version 2017.1.1 (this model has not been finalized or calibrated).

Study Area: For this project, the study area encompasses approximately 4,000-acres of drainage area for East Drainage Ditch (Indianhead Creek) and its tributaries (see Exhibit 1). The watershed ends at the confluence of the East Drainage Ditch (Indianhead Creek) with Munson Slough.

- 3.1. Updating Hydrologic Parameters** - The hydrologic parameters for the Study Area utilized in the current effective model and in the COT XPSWMM model prepared by Kimley-Horn will be considered and recomputed based on the latest data available:
 - Basin delineations will be updated according to the most recent LiDAR and storm sewer information.
 - Land use and hydrologic parameters will be reviewed and updated based on the most current aerial imagery, GIS data and soils data.
- 3.2. Build Hydrologic Model** - An existing conditions hydrologic model using XPSWMM will be created for the study area.
- 3.3. Hydrologic Flow Verification** - A review of the existing stream gage data available from NFWFMD will be completed. There are two stream gages located within the study area. The gage data will be reviewed and, if applicable, compared against the existing conditions model.
- 3.4. Hydrologic Model Quality Control** - CONSULTANT will conduct an internal quality control review of the Hydrologic Model. COT and LC will also review the Hydrological Model and provide written comments. CONSULTANT will respond to the comments in written format and update the Hydrologic Model where appropriate.

4. East Drainage Ditch Hydraulic Analysis

CONSULTANT will prepare an Existing Conditions Hydraulic Model using XPSWMM for the 10, 25, 50, 100, and 500-year storm events. The existing hydraulic models listed below will be reviewed and, if applicable, the nodal network will be leveraged and updated to existing conditions:

- FEMA Current Effective Model – 1998 conditions in SWMM (version 4.3.1).
- Orange-Meridian XPSWMM – 2021 truncated revised existing conditions XPSWMM version 2020.1 model prepared by Halff for Blueprint
- City of Tallahassee XPSWMM – Prepared by Kimley-Horn for the City in XPSWMM version 2017.1.1 (this model has not been finalized or calibrated).

- 4.1. One Dimensional (1D) Stormwater Management Features to be Modeled** - CONSULTANT will utilize COT survey data, aerial imagery, and COT GIS storm sewer layers to determine which features will be modeled with 1D methodology within the hydraulic model. The following 1D features to be identified are:

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Blueprint Intergovernmental Agency
Orange-Meridian Placemaking - ASA 5
August 23, 2023
Page 4

- Streams: East Drainage Ditch (Indianhead Creek) and major contributing tributaries.
- Major Stormwater Structures: All major stormwater structures along 1D modeled streams.
- Storm sewer System: Storm sewer system piping will only be modeled as required to determine the discharges along FEMA mapped waterways. In general, storm sewers less than 36" in diameter will not be considered for modeling unless already modeled during the Orange Meridian Placemaking Project analysis or if they are needed for hydraulic connectivity.

4.2. Build Hydraulic Model, Incorporate Survey, and Model Stabilization - CONSULTANT will prepare an Existing Conditions Hydraulic Model for the Study Area using XPSWMM. This model will include the 1D features identified above and include applicable survey data obtained from COT.

4.3. Floodway for Profiled Streams - CONSULTANT will perform a floodway analysis for the East Drainage Ditch (Indianhead Creek) in accordance with FEMA guidance. Floodway analysis extents will coincide with the current effective floodway.

4.4. Hydraulic Model Quality Control - CONSULTANT will conduct an internal quality control review of the Hydraulic Model. COT and LC will also review the Hydraulic Model and provide written comments. CONSULTANT will respond to the comments in written format and update the Hydraulic Model where appropriate.

5. Existing Conditions Floodplain and Floodway Mapping

CONSULTANT will prepare floodplain and floodway mapping as specified below.

5.1. Floodplain and Floodway Mapping - The 100 and 500-year storm event limits of flooding for the Study Area will be delineated on the existing LiDAR topographic maps. The remaining flood frequencies will not be mapped. A floodway for East Drainage Ditch (Indianhead Creek) will be delineated based on the encroachments developed in the XPSWMM model.

5.2. Floodplain and Floodway Quality Control - CONSULTANT will conduct an internal quality control review of the Floodplain and Floodway Mapping. COT and LC will also review the mapping and provide written comments. CONSULTANT will respond to the comments in written format and update the maps where appropriate.

6. Community Engagement

Community engagement will be required to inform citizens within the watershed regarding the updated FEMA FIRMs.

6.1. Community Meeting - CONSULTANT will coordinate with BLUEPRINT to schedule and conduct one (1) community meeting. BLUEPRINT will publicly notice this meeting including local newspaper and individual property owners. US mail notices will be sent to all property owners with properties in the current effective or proposed floodplain limits. This community engagement meeting will be conducted in an "Open House" format to allow for property owners and citizens to review the maps and provide comments. CONSULTANT will provide the following:

- Project flyer describing the FEMA process and the project schedule for distribution by BLUEPRINT.

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Blueprint Intergovernmental Agency
Orange-Meridian Placemaking - ASA 5
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- Maps and graphics to identify the differences between Current Effective and Existing Conditions FIRMs for discussion with property owners.
- Four (4) team members will attend the community meeting.
- Citizen sign-in and comment worksheets will be prepared and provided at the Community Meeting. The sign-in pages and completed comment worksheets will be collected and summarized.
- PowerPoint presentation to describe why this work is being completed, the FEMA process, and anticipated timeframe for FEMA approval and FIRM updates.

Note: BLUEPRINT will identify the venue and pay for any costs associated with the venue and refreshments.

6.2. Community Event - CONSULTANT will coordinate with BLUEPRINT to schedule and conduct one (1) community event. BLUEPRINT will publicly notice this community event to all property owners living within the watershed. This community event will be conducted in an "Open House" format to allow for property owners and citizens to review the maps and provide comments. CONSULTANT will provide the following:

- Maps and graphics to identify the differences between Current Effective and Existing Conditions FIRMs for discussion with property owners.
- Four (4) team members will attend the community event.
- Citizen sign-in and comment worksheets will be prepared and provided at the Community Event. The sign-in pages and completed comment worksheets will be collected and summarized.

Note: BLUEPRINT will identify the venue and pay for any costs associated with renting the venue, tents, chairs, tables, and refreshments/food if needed.

6.3. Small Group Meetings - CONSULTANT will participate in up to five (5) small group meetings with neighborhood associations or individual groups and identified by BLUEPRINT. Meeting materials prepared for the community meeting and community event will be utilized for these meetings. The Project Manager or representative will attend the small group meetings.

6.4. FEMA Public Notice Requirements - Prior to CONSULTANT finalizing the FEMA PMR submittal, BLUEPRINT will provide documentation of public notice distribution as required by FEMA for map revision applications. Since the floodway will be revised, public notice is required as stated below: "If the regulatory floodway is being revised, the requirements of the NFIP regulations at 44 CFR §65.7 must be met. These requirements include submitting a copy of a public notice distributed by the community stating the community's intent to revise the regulatory floodway, or a statement by the community that it has notified all affected property owners and affected adjacent jurisdictions."

CONSULTANT will provide BLUEPRINT with a map that identifies the location of "affected property owners" for their use in completing the public notices.

7. BLUEPRINT Stormwater Working Group, Technical Coordinating Committee, Citizens Advisory Committee, and Intergovernmental Agency Meeting Participation and Presentations

CONSULTANT will support BLUEPRINT with informing the advisory groups regarding the status of the work.

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- 7.1. **Stormwater Working Group** - CONSULTANT will participate in four (4) Stormwater Working Group meetings to review the status of the project and to address any technical challenges or questions. These meetings will include a project kickoff, 50% complete, 90% complete, and pre-FEMA PMR submittal.
- 7.2. **Technical Coordinating Committee (TCC)** - CONSULTANT will participate in two (2) TCC meetings to review the status of the project and to address any technical challenges or questions (50% complete, and pre-FEMA PMR submittal).
- 7.3. **Citizens Advisory Committee** - CONSULTANT will participate in two (2) CAC meetings to review the status of the project and to discuss floodplain adjustments (50% complete, and 90% Complete).
- 7.4. **Intergovernmental Agency (IA) Meeting** - CONSULTANT will participate in two (2) IA meetings to review the status of the project and to discuss floodplain adjustments. (50% complete, and 90% Complete).

8. FEMA PMR Submittal

Prior to finalizing the PMR submittal to FEMA, CONSULTANT will deliver the following to BLUEPRINT:

- Existing Conditions H&H Model
- H&H Model schematics (including topographic information and drainage basins)
- Draft 100 and 500-year Floodplain and Floodway Delineation Work Maps (including topographic information and model cross sections)

This data will include sufficient information for BLUEPRINT's final review of the models and results. CONSULTANT will proceed with finalizing the FEMA submittal following BLUEPRINT's approval of the modeling and mapping reports.

- 8.1. **Final FEMA PMR Submittal Package** - CONSULTANT will prepare a final FEMA PMR Package containing all supporting data/documentation as required for the PMR submittal. This documentation will be submitted to BLUEPRINT for final review and approval. BLUEPRINT will provide direction to the CONSULTANT to proceed with the FEMA submittal. The FEMA PMR Submittal will include the following documents:
 - PMR report with Appendix (Appendix will contain all supporting data/documentation used to develop the PMR)
 - Floodplain (100 and 500-year) and Floodway delineations will be provided on topographic maps
 - Floodplain (100 and 500-year) and Floodway delineations to be overlaid on the current effective Flood Insurance Rate Maps (FIRMs) (08/08/2009)
 - XPSWMM input and output data to be provided in digital format
 - Flood profiles in Flood Insurance Study (FIS) format for East Drainage Ditch (Indianhead Creek) showing the 10, 50, 100, and 500-year flood elevations
 - Updated Summary of Discharges, Summary of Stillwater Elevations, and Floodway Data Tables prepared in the FIS format
 - Completed MT-2 Application Forms; Form 1 will be signed and sealed by CONSULTANT's Project Engineer
 - Cover letter from CONSULTANT to FEMA summarizing the PMR application
 - Transmittal to BLUEPRINT verifying the current FEMA review fee

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Upon receipt of the above items, BLUEPRINT will complete and sign the Requester Block on Page 2 of the MT-2 Form 1. Upon signing this form, BLUEPRINT will transmit a copy of the report and Form 1, to the COT Stormwater Management Division (SMD).

When comments have been addressed, the COT SMD will obtain acknowledgement from the community Chief Executive Officer (CEO). The CEO will complete and sign the Community Official Block on Page 2 of the MT-2 Form 1, and return the package to the SMD, who will then forward the MT-2 Form 1 to BLUEPRINT. BLUEPRINT will forward the MT-2 Form, along with the FEMA review fee, a check made payable to the National Flood Insurance Program, to CONSULTANT. Upon receipt of the completed forms and FEMA review fee, CONSULTANT will send the submittal package to FEMA for review.

- 8.2. **Final PMR Submittal Quality Control** - CONSULTANT will conduct a quality control review of the final PMR submittal package by an internal FEMA review team. COT and LC will also review the mapping and provide written comments. CONSULTANT will respond to the comments in written format and update the final PMR submittal package where appropriate.
 - 8.3. **FEMA PMR Comment Response** - CONSULTANT will respond to FEMA comments associated with the PMR submittal. Comments may require additional documentation or revisions to technical data. The response will include only new or revised information. CONSULTANT will submit the response documentation after coordination with and approval from BLUEPRINT. One (1) response to comments is included in this scope of work.
 - 8.4. **FEMA Flood Insurance Study (FIS) Update Documentation** – CONSULTANT will provide the City of Tallahassee with East Drainage Ditch PMR model profiles, data tables, and related information as requested to support the City’s submittal on a FEMA FIS update.
- 9. Placemaking Alternatives No-Rise Analysis and Future Adams Street Improvements Technical Memorandum – Meridian Street to Monroe Street**

Utilizing the finalized FEMA PMR Existing Conditions Model for the watershed, CONSULTANT will complete an Alternatives Analysis to evaluate the proposed Placemaking improvements between Meridian Street and Monroe Street (with and without Adams Street improvements). The analysis will also determine if the proposed alternatives (without Adams Street improvements) will accomplish a no-rise condition for the 100-year event in accordance with COT SWD and FEMA guidance.

- 9.1. **Alternatives No-Rise Analysis – Meridian Street to Monroe Street** - CONSULTANT will model and evaluate three (3) alternatives to determine the general floodplain effects of each alternative and if the improvements proposed in each alternative will create a rise in the 100-year flood elevation. The analysis will evaluate the following alternatives:
 - Alternative 3.1 – Gabion Wall Alternative: open conveyance with gabion wall on north side
 - Alternative 4 – Inline Pond Alternative
 - Alternative 3.2 – Hybrid Alternative: open conveyance with expanded floodplain bench (no pond)

Note: Alternatives 3.1 and 4 were previously identified as the preferred alternatives for further evaluation by BLUEPRINT. Alternative 3.2 will expand the floodplain capacity without a pond.

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CONSULTANT will prepare comparison 100-year floodplain maps and flood profiles for each alternative (Existing Conditions Model vs Alternative Model results). The comparison maps and profiles will identify the locations where 100-year floodplain extent and elevation increases/decreases due to the proposed improvement.

- 9.2. Adams Street Improvements Analysis (add two 10'x7' box culverts)** - CONSULTANT will model and evaluate the floodplain effects associated with expanding the flow capacity at Adams Street and prepare comparison 100-year floodplain maps and flood profiles for each alternative (Existing Conditions Model vs. Alternative Model results with Adams Street). The comparative maps and profiles will identify the locations where 100-year floodplain extent and elevation increase/decrease due to the proposed improvement. The analysis will include the following:
- Adams Street Improvements Only (addition of two 10'x7' box culverts)
 - Alternative 8.1 – Alternative 3.1 (with Adams Street culvert improvements)
 - Alternative 9 – Alternative 4 (with Adams Street culvert improvements)
 - Alternative 10 – Alternative 3.2 (with Adams Street culvert improvements)
- 9.3. Technical Memorandum - Alternatives Analysis including No-Rise Determination and Adams Street Improvements** – CONSULTANT will prepare a Technical Memorandum summarizing the results of the completed Alternatives No-Rise Analysis and Future Adams Street Improvement Analysis.
- 9.4. BLUEPRINT Stormwater Working Group, Technical Coordinating Committee, and Citizens Advisory Committee Presentations** - CONSULTANT will support BLUEPRINT with informing the advisory groups regarding the status of the Alternatives Analysis.
- 9.4.1. Stormwater Working Group** - CONSULTANT will participate in two (2) Stormwater Working Group meetings to review the status of the Alternatives Analysis and to address any questions. These meetings will be conducted no sooner than one week following the submittal of the 60% complete and 90% complete Technical Memorandums. BLUEPRINT will schedule and conduct these meetings.
- 9.4.2. Technical Coordinating Committee (TCC)** - CONSULTANT will participate in one (1) TCC meeting to review the status of the 90% complete Alternatives Analysis and to answer questions. The objective of this meeting is to select a preferred alternative and provide direction to proceed into design of the selected preferred alternative.
- 9.4.3. Citizens Advisory Committee** - CONSULTANT will participate in one (1) CAC meeting to review the status of the 90% Alternatives Analysis and to answer questions.
- 9.5. Placemaking Alternatives Quality Control** - CONSULTANT will conduct an internal quality control review of the placemaking alternatives no-rise analysis. COT and LC will also review the analysis and provide written comments. CONSULTANT will respond to the comments in written format and update the models and report where appropriate.

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Method of Billings/Payments: Lump Sum (% Complete) with Surveying being completed on an hourly (Limiting Amount) basis.

Additional Service Request Fees: The compensation to be paid to CONSULTANT for providing the services described in this Scope of Work will be on a "lump sum by task" basis. The Fee Schedule includes a breakdown of labor per task identified in this Scope of Work and reimbursables. CONSULTANT will submit invoices to BLUEPRINT's Project Manager each calendar month based on a percentage completion of the tasks underway during the previous month.


Task	Lump Sum Fee	Limiting Amount (Hourly)
1. Technical Coordination	\$36,770	
2. Data Collection		
Data Collection	\$28,840	
Field Surveying (Limiting Amount)		\$50,000
3. East Drainage Existing Conditions Ditch	\$47,584	
4. East Drainage Ditch Hydraulic Analysis	\$79,436	
5. Existing Conditions Floodplain and Floodway	\$44,976	
6. Community Engagement	\$23,328	
7. BLUEPRINT Working Groups and Committees	\$48,106	
8. FEMA PMR Submittal	\$84,244	
9. Placemaking Alternatives No-Rise Analysis	\$76,591	
Reimbursable Expenses	\$ 4,000	
TOTAL ASA #5	\$523,875.00	

Excluded Services:

- Permitting fees

This Agreement constitutes our understanding of the required Additional Services and our relationship under this project, and may only be modified in writing, signed by both parties. All other terms and conditions contained in our original Agreement signed by the Parties and any/all amendments relating thereto and executed by the Parties since the said date will remain in effect. The signature below authorizes the work herein described and does so on behalf of the Signatory and on behalf of the Owner of the land or property upon which the work is to be performed, and warrants that he/she has authority to sign this Agreement on behalf of the Signatory and on behalf of the Owner of the land.

HALEF ASSOCIATES, INC.


Mark T. Llewellyn Sr., PE
Executive Vice President

08/23/2023
Date

Accepted and Approved by:

BLUEPRINT INTERGOVERNMENTAL AGENCY

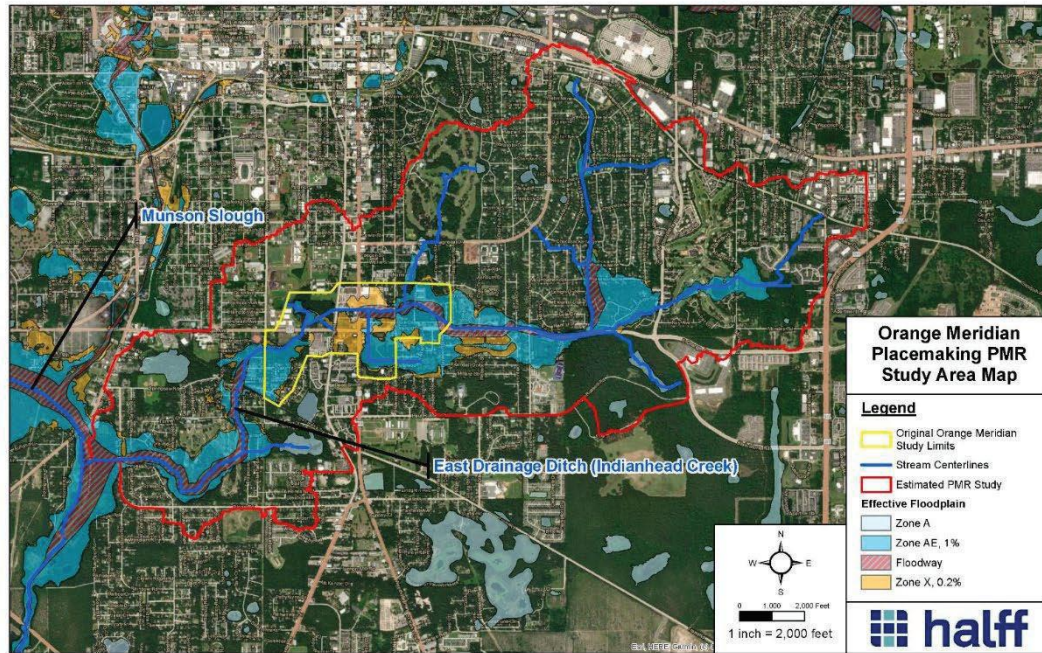
Signature: _____

Name: _____

Title: _____

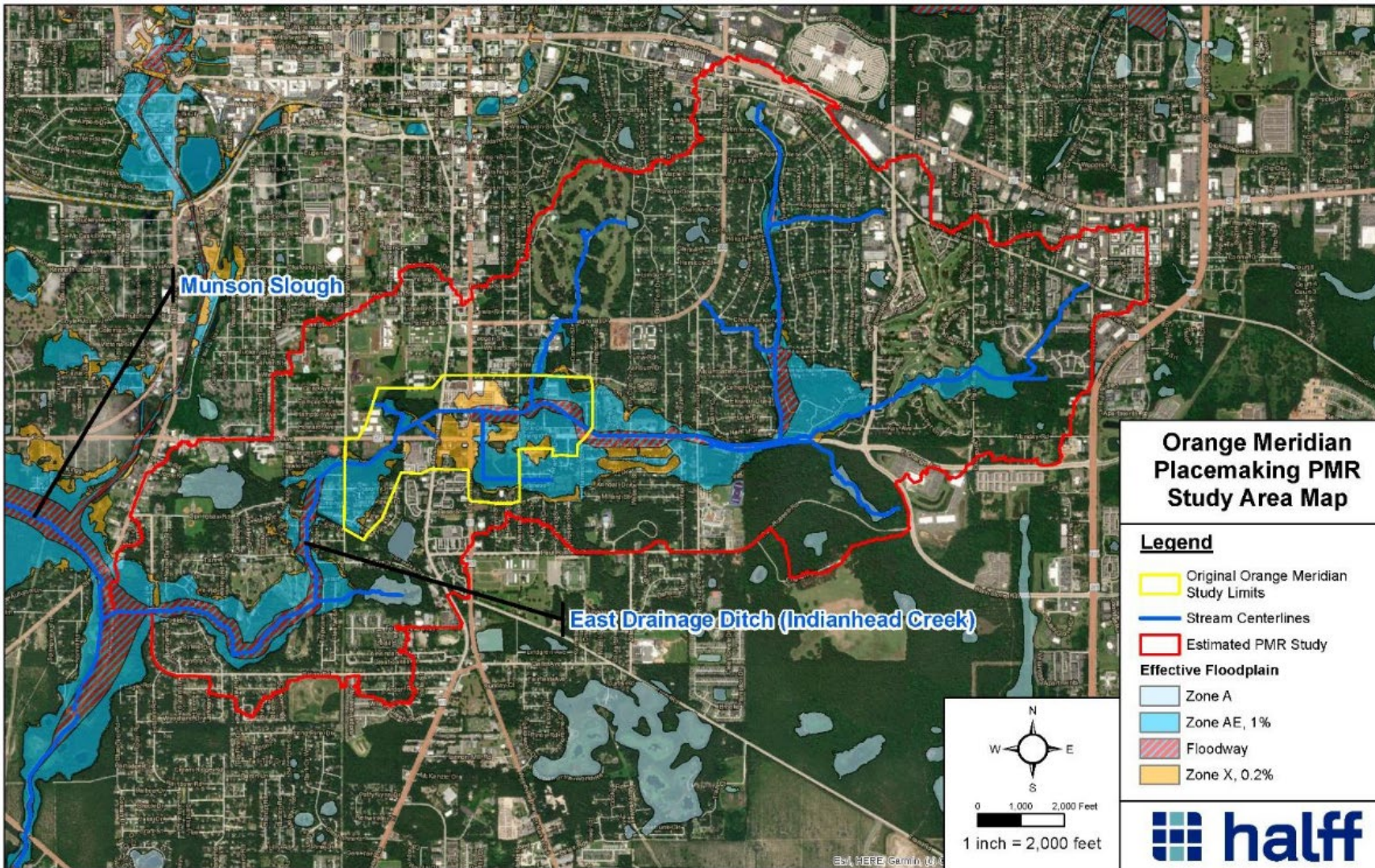
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Tahlequah East Drainage District PMM													Task Totals		
Project Principal	Project Manager		GIS Manager		GIS Analyst		HBM Manager		HBM Prof. Engineer		HBM EIT		Hours By Activity	Salary Cost By Activity	
	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate			
Federal Emergency Management Physical Map Revision (PMR)															
1 Technical Coordinator	10.0	\$ 2,800.00	40.0	\$ 9,000.00	8.0	\$ 660.00	6.0	\$ 720.00	40.0	\$ 11,000.00	40.0	\$ 8,800.00	110.0	\$ 36,770.00	
2 Data Collection					16.0	\$ 3,200.00	24.0	\$ 4,800.00	40.0	\$ 8,800.00	40.0	\$ 8,800.00	120.0	\$ 26,600.00	
4 East Drainage District Planning Conditions Hydraulic Analysis														\$ 47,680.00	
2.1 Underlying Hydrologic Parameters									40.0	\$ 8,800.00	40.0	\$ 8,800.00	120.0	\$ 18,000.00	
2.2 Basic Hydrologic Model									24.0	\$ 5,280.00	40.0	\$ 8,800.00	64.0	\$ 9,600.00	
2.3 Hydrologic Flow Verification									8.0	\$ 2,320.00	24.0	\$ 5,280.00	32.0	\$ 12,120.00	
2.4 Hydrologic Model Quality Control									8.0	\$ 2,320.00	8.0	\$ 1,760.00	16.0	\$ 2,880.00	
4 East Drainage District Hydraulic Analysis														\$ 76,080.00	
4.1 One Dimensional (1D) Stormwater Management Features to be Modified									8.0	\$ 2,320.00	16.0	\$ 3,520.00	24.0	\$ 10,470.00	
4.2 Basic Hydraulic Model, Infiltration Capacity, and Model Calibration									24.0	\$ 5,280.00	40.0	\$ 8,800.00	120.0	\$ 16,720.00	
4.3 Infiltration Profile Review									12.0	\$ 3,360.00	40.0	\$ 8,800.00	52.0	\$ 23,880.00	
4.4 Hydraulic Model Quality Control									16.0	\$ 3,520.00	40.0	\$ 8,800.00	56.0	\$ 10,160.00	
5 Existing Conditions Topography and Floodway Mapping														\$ 44,570.00	
5.1 Floodway and Floodway Mapping					4.0	\$ 660.00	8.0	\$ 9,000.00	24.0	\$ 5,280.00	40.0	\$ 8,800.00	220.0	\$ 31,760.00	
5.2 Floodway and Floodway Quality Control														\$ 9,840.00	
6 Community Engagement														\$ 21,520.00	
6.1 Community Meeting	4.0	\$ 1,120.00	16.0	\$ 4,500.00									20.0	\$ 5,760.00	
6.2 Community Forum	4.0	\$ 1,120.00	16.0	\$ 4,500.00									20.0	\$ 5,760.00	
6.3 Social Media Outreach	4.0	\$ 1,120.00	16.0	\$ 4,500.00									20.0	\$ 5,760.00	
6.4 FEMA Public Notice Requirements													4.0	\$ 880.00	
7 BLUEPRINT Stormwater Working Group, Technical Coordinating Committee, Citizens Advisory Committee, and Intergovernmental Agency Meeting Participant and Presentations														\$ 48,300.00	
7.1 Stormwater Working Group	12.0	\$ 3,400.00	32.0	\$ 7,200.00									44.0	\$ 16,920.00	
7.2 Technical Coordinating Committee (TCC)	2.0	\$ 2,420.00	8.0	\$ 2,200.00									10.0	\$ 2,440.00	
7.3 Citizens Advisory Committee	4.0	\$ 1,120.00	8.0	\$ 2,200.00									12.0	\$ 3,040.00	
7.4 Intergovernmental Agency (IGA) Meeting	8.0	\$ 2,320.00	16.0	\$ 4,500.00									24.0	\$ 21,520.00	
8 FEMA PMR Subpanel														\$ 80,240.00	
8.1 Final FEMA PMR Subpanel Package					8.0	\$ 1,200.00	16.0	\$ 7,200.00	24.0	\$ 5,280.00	40.0	\$ 8,800.00	88.0	\$ 29,770.00	
8.2 Final PMR Subpanel Quality Control														\$ 4,080.00	
8.3 FEMA PMR Comment Response	4.0	\$ 1,120.00	8.0	\$ 900.00	4.0	\$ 660.00	24.0	\$ 2,800.00	16.0	\$ 4,220.00	40.0	\$ 8,800.00	88.0	\$ 32,900.00	
8.4 FEMA IS Update Documentation														\$ 14,830.00	
9 Precipitation Alternatives No-Risk Analysis and Future Adverse Street Improvements Technical Memorandum - Modified Street to Monitor Street														\$ 76,990.00	
9.1 Alternatives No-Risk Analysis														\$ 27,240.00	
9.2 Adverse Street Improvement Analysis and Future Adverse Street Improvements														\$ 16,470.00	
9.3 Technical Memorandum - Alternatives Analysis Including No-Risk Communication and Adverse Street Improvements														\$ 13,280.00	
10 BLUEPRINT Stormwater Working Group, Technical Coordinating Committee, and Citizens Advisory Committee Presentations														\$ 11,740.00	
10.1 Stormwater Working Group	4.0	\$ 1,120.00	12.0	\$ 2,700.00									16.0	\$ 5,290.00	
10.2 Technical Coordinating Committee (TCC)	4.0	\$ 1,120.00	8.0	\$ 1,800.00									12.0	\$ 3,740.00	
10.3 Citizens Advisory Committee	3.0	\$ 867.00	4.0	\$ 900.00									7.0	\$ 2,427.00	
10.4 Precipitation Alternatives Quality Control														\$ 3,220.00	
Salary Totals	274.0	\$ 7,240.00	222.0	\$ 42,800.00	28.0	\$ 4,200.00	220.0	\$ 25,200.00	80.0	\$ 46,800.00	402.0	\$ 174,480.00	220.0	\$ 126,900.00	\$ 499,870.00
Total Salary Cost													\$ 499,870.00		
Reimbursable Expenses													\$ 4,000.00		
Lump Sum Cost													\$ 479,870.00		
Limiting Amount (Surveying)													\$ 50,000.00		
ASA #5 Total													\$ 524,870.00		



**Leon County
Board of County Commissioners**

Notes for Agenda Item #14

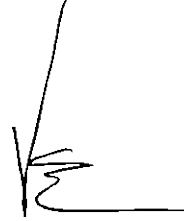
Leon County Board of County Commissioners

Agenda Item #14

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: FY 2023 Annual Domi Entrepreneurial Community Impact Report

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement (PLACE)
Lead Staff/ Project Team:	Keith Bowers, Director, Office of Economic Vitality (OEV) Lila Seagle, Deputy Director, OEV Dineta O'Hara, Business Development Manager, OEV

Statement of Issue:

This item seeks Board acceptance of the FY 2023 annual Domi Education Inc. (Domi) Entrepreneurial Community Impact Report. Per the lease agreement with the County, Domi must submit an annual report detailing the incubator activities, programs, members, and businesses from the previous fiscal year.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Domi Entrepreneurial Community Impact Annual Report for FY 2023 (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of Domi's Entrepreneurial Community Impact Annual Report for FY 2023 (Attachment #1). This report is required by Domi's lease agreement with Leon County.

Acceptance of this report advances the following FY2022-FY2026 Strategic Initiative:

- *Implement the Economic Development Strategic Plan as adopted and revised by the Intergovernmental Agency. (2022-2)*

This particular Strategic Initiative aligns with the Board's Economy Strategic Priority:

- *(EC2) Support programs, policies, and initiatives to attract, create and promote expansion of business, entrepreneurship, job creation, workforce development, economic equality, and mobility.*

The Board has long maintained a strong focus on supporting entrepreneurship to spur job growth in Leon County. On October 29, 2013, Leon County entered into a public-private partnership with Domi Education Inc. (Domi) to operate an urban business incubator program in a 7,700 sq. ft. County-owned warehouse that formerly housed election equipment. Other significant partners at that time included Florida State University (FSU) and Florida A&M University (FAMU). On May 22, 2014, the Domi incubator facility, also known as Domi Station, held its grand opening and has been in operation ever since.

The lease terms find that it is in the County's best interest to lease the County-owned property at a below-market rental rate in exchange for the tenant (Domi) providing incubation management and operation services to the community. In 2022, the County and Domi approved a 5-year extension of the lease, which includes an annual base rental rate of \$1 plus operating expenses incurred by the County. Domi Station paid \$4,334 in rent to the County in 2023. Per the lease Agreement with the County, Domi must submit an annual report detailing the incubator activities, programs, members, and businesses from the previous fiscal year. As demonstrated in the analysis below and the Annual Report (Attachment #1), the activities and programs at Domi Station between October 1, 2022 and September 30, 2023 resulted in \$ \$99.9 million in overall economic impact, \$35 million in direct, indirect, and induced income or wages, and 534 jobs created.

Analysis:

The County and Domi regularly collaborate to support the entrepreneurial community and cultivate an environment for job creation. Domi's mission is to create a climate where high-growth entrepreneurs can develop sustainable companies by providing educational programs, mentoring, resources, and coworking space. In partnership with the Office of Economic Vitality (OEV) and other community partners, Domi also provides entrepreneurs with business services to cultivate successful businesses. Domi and Tallahassee Community College (TCC) finalized an agreement on October 25, 2022, allowing Domi incubation program graduates to transfer up to 12 credits into TCC's entrepreneurship track curriculum.

The following analysis summarizes the key findings of the Domi's Entrepreneurial Community Impact Annual Report for FY 2023 (Attachment #1). The key metrics reported by Domi for the period of October 1, 2022 through September 30, 2023 are as follows:

- \$99.9 million in overall economic impact due to recurring operational expenditures and sales by businesses served by Domi.
- \$35 million in direct, indirect, and induced income or wages at businesses served by Domi.
- 534 jobs created at businesses served by Domi.
- 221 Domi coworking members.
- 285 mentor sessions provided to prospective and existing businesses by Domi.
- 66 new entrepreneurs participated in Domi's incubation programs.

Since Domi formed as a 501(c)3 in 2013, the County has directly invested nearly \$500,000 with the Blueprint Intergovernmental Agency contributing and additional \$104,974 to support the development of the incubator program and coworking space. The County's overall investment has included \$250,000 in improvements to the County-owned warehouse facility, installing and providing high-speed fiber service, and sponsorships for entrepreneurial events and programming. In FY 2020, the County provided \$40,000 through the Coronavirus Aid, Relief, and Economic Security (CARES) Act which the incubator used to install COVID-19 safety equipment, expand online mentorship, and increase enrollment in its Gear Up and Ascend startup education programs. In 2021, \$150,000 of American Rescue Plan Act (ARPA) funding was provided; \$83,000 by the County and \$67,000 by the City of Tallahassee for Domi to train up to 75 new entrepreneurs, support the hiring of up to 20 new employees by local startup companies, and assist local startups. In addition, the Blueprint Intergovernmental Agency Board granted Domi \$100,000 in 2022 through the Non-Competitive Economic Development Project Proposal application process to renovate and reconfigure the incubator interior. The renovation added eight additional tenant offices to the incubator. Domi has also leveraged the County's investment through active income, grants, and partnerships with local higher education institutions. In FY 2023, Domi received \$4,974 from OEV to pay for internet services at the incubator. These financial contributions enabled Domi to conduct the programs and training for entrepreneurs as described below.

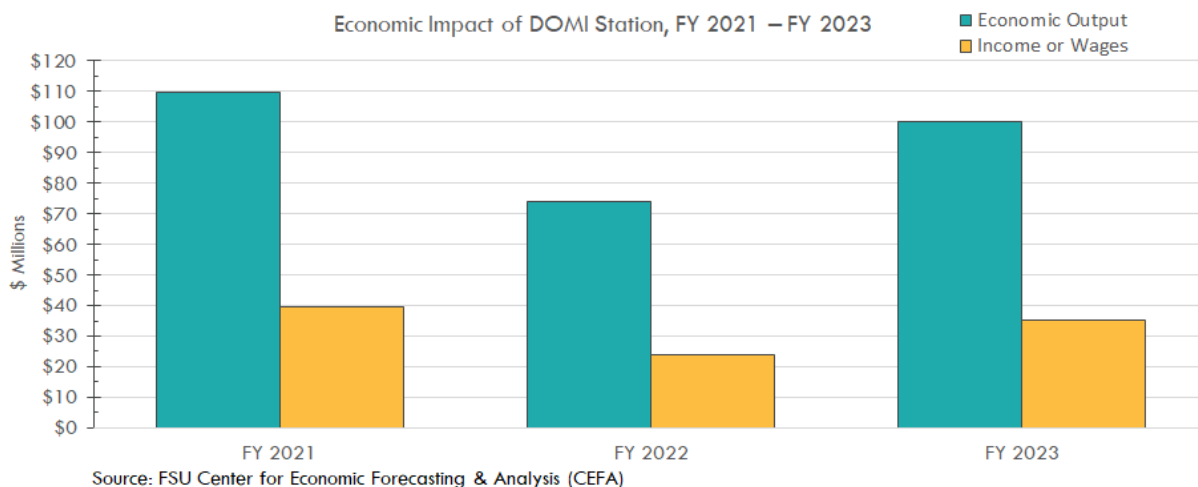
Domi's advanced training and mentoring program, Gear Up, is designed for business owners who have expanded beyond the support of the incubator. Gear Up provides for the continuation and expansion of business incubation services to best meet the needs of entrepreneurs. In 2023, the total number of businesses in the Gear Up Cohort was 29. To serve these business owners and other entrepreneurs, Domi held 285 mentor sessions, including 83 virtual events in FY 2023. The outreach efforts were aimed at both Domi members and the community; 49 events were specifically for members, and 34 of the events were open to the public.

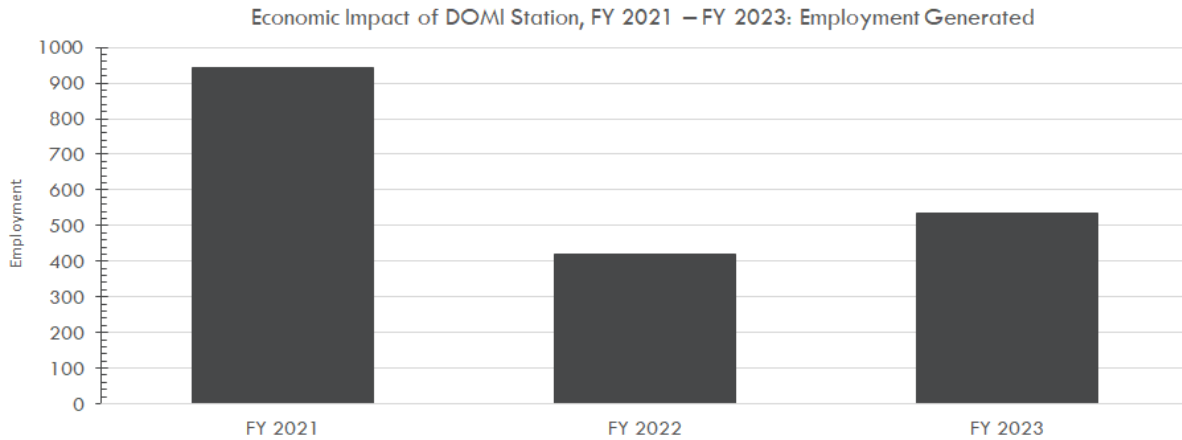
Since the formation of Domi in 2013, 24 companies have expanded beyond Domi's support and are creating a larger footprint. The success stories of Domi program participants have had a profound economic impact by empowering individuals to develop valuable skills, launch

successful businesses, and contribute positively to local economies through job creation and increased economic activity. These entrepreneurial success stories include:

- Vale Foods opened its 9th location in Boca Raton in October 2023.
- Diatech Diabetes received a \$1 million advance in their insulin delivery systems.
- Running Buzz Bartending expanded to multiple cities in Texas, Georgia, and the Washington D.C. area, and hired an additional local employee due to this expansion.
- Juming Delmas Studios, LLC won 9 awards for the horror film, *The Ballerina’s Curse*. They hired five additional employees and expanded to another office space at the Institute of Nonprofit Innovation and Excellence in downtown Tallahassee.

The Center for Economic Forecasting & Analysis (CEFA) at Florida State University prepares annual economic impact analyses of Domi Station activities based on financial statements of startups served, broken down by industry category, sales, investment, and jobs (Attachment #2). As a result of recurring operational expenditures and sales by businesses served, the impact analysis found a total economic output of \$110 million in FY 2021, \$74 million in FY 2022, and just under \$100 million in FY 2023. Employment generated by this activity in FY 2021 amounted to 942 jobs (with income or wages totaling \$39.4 million); 418 jobs in FY 2022 (\$24 million in income or wages); and 534 jobs in FY 2023 (\$35 million in income or wages). Trends in economic output, income/wages, and jobs from the past three years demonstrate a steady economic impact from the services provided by Domi, with a slight decrease in FY 2022 in both jobs and wages due to the COVID pandemic.





Source: FSU Center for Economic Forecasting & Analysis (CEFA)

OEV Assessment of Domi's Entrepreneurial Community Impact Annual Report

As the key incubator in the community's entrepreneurial ecosystem, Domi continues to provide value, including opportunities for co-working, networking, and collaboration for businesses in their ideation and start-up phases. With Leon County's support, Domi has provided this valuable service for over ten years. As demonstrated in the annual report and the economic impact analysis, DOMI continues to provide a positive economic benefit and strong return on investment to the County. Despite the drop in economic impact from FY 2021 to FY 2022, which is attributed to the COVID pandemic but still shows an overall positive benefit, FY 2023 indicates a return to higher economic impact.

Entering its second decade with new leadership, DOMI has the opportunity to augment its influence on the community. In the fiscal year 2024, OEV will continue to collaborate with Domi's leadership to enhance outcomes and optimize their contributions to Leon County's economic development initiatives, ensuring that Leon County maximizes the return on its investment in Domi.

Options:

1. Accept the Domi Entrepreneurial Community Impact Annual Report for FY 2023 (Attachment #1).
2. Do not accept the Domi Entrepreneurial Community Impact Annual Report for FY 2023.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Domi Entrepreneurial Community Impact Annual Report for FY 2023
2. Annual economic impact analyses by the Center for Economic Forecasting & Analysis (CEFA) at Florida State University for 2023



We Give Businesses a Home. And a Guide.

Entrepreneurial Community Impact Annual Report October 2022 - September 2023

Overview

Since Domi formed as a 501(c)3 in 2013, Leon County has directly invested \$473,000 to support the development of the incubator and coworking space. The County's overall investment has included \$350,000 in improvements to the County-owned warehouse facility and the funding of the extension, installation, and ongoing service of high-speed fiber, as well as sponsorships for entrepreneurial events and programming. Leon County also facilitated the dissemination of \$190,000 in Cares Act and American Rescue Plan Act dollars to support Domi Station during the transitional time of Covid restrictions and recovery. \$100,000 was granted during the 2021-22 fiscal year for renovations that added 9 additional offices into the space.



Domi Renovated Offices 2022-23

As a direct result of this partnership and investment by the County, Domi has supported over 350 business start-ups, served over 800 coworkers, and hosted or organized over 1000 events to date. Since 2013, Domi Station has successfully supported entrepreneurs and their companies through critical stages of the entrepreneurial process with an overall direct, indirect, and induced economic impact.

For FY 2022-23, Domi reports their supported companies (coworking, mentorship, and educational programming) have generated \$99.9 million in

overall economic impact, over \$35 million in overall member business revenue, retained or created 534 jobs, and contributed \$1.7 million in state & local taxes. Domi continues to strive in growing its overall economic impact and shows a large, positive trajectory for FY 2023-24. These impacts are reported by both coworking and incubation members who identify as entrepreneurs and small businesses.

Domi's Executive Director, Robert Blacklidge, MBS, MS MIS and USAF Veteran, is a seasoned entrepreneur, and having owned 10 companies, his focus for the last half decade has been to help others reach their business goals. Through the development and facilitation of programs such as 1 Million Cups, Startup Grind, Techstars Startup Weekend and others, he has mentored 1000's of companies and founders. His work building Florida ecosystems has had and continues to have a significant impact locally and beyond, garnishing international recognition for his thoughts and efforts. Since joining the Domi Station team, he has quadrupled the number of participants enrolled in Domi's incubation programs.



Robert Blacklidge Speaking at TechStars Startup Week Tallahassee 2022

FY 2023 Entrepreneurial Community Impact Report

FY 2023 marks Domi's ninth year of full operation. Domi's FY 2023 Annual Report details the activities for the fiscal year including an overview of program impacts, highlights, partnerships, and support, and planned next steps. A summary of the report is provided in the following sections. Some notable success stories from the past year include:

- Domi continued its Gear Up, and mentorship programs, as well as other numerous supplemental events into a hybrid format to allow the continuation and expansion of business incubation services and to best meet the needs of entrepreneurs.
- The incubator partnered with Envision, Veterans FL, Big Bend Minority Chambers, Capital City Chamber of Commerce, and others to fund scholarship initiatives for the programs mentioned above, and are focused on providing technical assistance and mentorship in underserved communities for free or at a reduced rate.
- Domi renewed a partnership with Google for Nonprofits, including a \$10,000 monthly Google Ads award, in order to offset marketing costs with targeted Google Ads driving membership, training, and participation recruitment.
- Domi was accepted as a Certified Partner with HubSpot for Startups. This allows the incubator to use HubSpot programming for training workshops and provides entrepreneurs with a wealth of resources to use for free or at steeply discounted prices.
- Domi Station and Tallahassee Community College finalized an agreement on October 25, 2022 that will allow Domi incubation program graduates to transfer up to 12 credit hours into TCC's entrepreneurship track.
- Domi completed renovations at its coworking facility and hosted an Open House in conjunction with Visit Tallahassee on May 10th, 2023 that was free and open to the public.
- Domi Station organized the second annual Domi Awards Banquet on March 30, 2023. This event highlighted aspiring entrepreneurs and small businesses who are making a direct, local impact. Community recognized individuals received awards in the following categories: Innovation, Sustainability, Influence, Community, and Resilience, during the event. Domi Station utilized partnerships with Ruvos, The Jim Moran College of Entrepreneurship, and the Office of Economic Vitality.
- Domi Station partnered with Startup Grindx and hosted an inaugural pitch event at Florida State University Turnbull Conference Center. The event featured two guest speakers, a panel of judges, and eight pitching companies. Presenters competed to win \$25,000 value in cash and in-kind prizes, sponsored by grass-root businesses such as JH Creative, Monogramart, Fun4Tally, North Florida Innovation Labs, Golden Lighting, Hospitable Hosting, and Domi Station.
- Domi Station aided in hosting Techstars Startup Week Tallahassee from November 14th - November 18th, 2022. The week-long celebration hosted over 45 free events at three main locations : Jim Moran Building, TCC Center for Innovation and the Challenger Learning Center of

Tallahassee. These events created organic collisions between different communities that exist within Tallahassee.



Domi Station Staff and Incubation Members at Orientation

Program Impacts

In an effort to measure and benchmark Domi's job creation successes in the community, additional reporting requirements took place in FY 2017 once Domi Station had been in operation for a few years. Data is collected from both incubation and coworking members annually. This includes tracking the revenue generated, number of jobs created or maintained, capital raised, within the Tallahassee metropolitan statistical area and, where possible, data on the businesses' valuation and revenue information.

For the period of October 1, 2022, through September 30, 2023, Domi reported the following economic impact metrics:

- 221 – Number of total Domi Coworking Members
- 285 – Number of Mentor Sessions

- 66 – Number of new entrepreneurs participating in Domi’s Incubation programs
- 24 companies expanded beyond Domi support

Program Highlights

Domi Station strove to continue to provide high-quality education to new and existing businesses. The incubator continued its program initiatives with Gear Up. Gear Up is open to businesses just starting out to provide the mentorship and education needed to launch a new business, or assist recently created businesses so that they can be as successful as possible. The program runs in six-month intervals and cycles through a business-related theme each month. A Gear Up Lab is conducted virtually every week with a Domi-vetted mentor to present on the selected theme. The participants are also matched with mentors to work through any specific challenges.



Domi’s Gear Up Participants

Partnerships, Support, and Events

Much of Domi’s success can be attributed to its partnerships and sponsors throughout the community. Domi continues to work closely with all of Leon County’s institutions of higher education, including FSU, FAMU, and TCC, as

well as a variety of private or quasi-private organizations like the Greater Tallahassee Chamber of Commerce, Big Bend Minority Chamber, Young Entrepreneurs, Capital City Chamber of Commerce, Florida League of Cities, Thurgood Marshall College Fund, Envision Credit Union, Florida Technology Council, OEV, TalTech Alliance, Launch Tally, COCA, AERO, SBDC at FAMU, Veterans Florida, and the Florida Institute for the Commercialization of Public Research. These partnerships not only validate the important work being done by and in partnership with Domi, but also demonstrate the importance of Leon County's initial investment in the incubator facility to build the entrepreneurial ecosystem. Finally, Domi staff participated in OEV stakeholder meetings, to maintain communication with key economic stakeholders about the status of the local economy and updates on entrepreneurship programming that was still being offered. Domi staff also maintains a partnership with WFSU, to appear on local radio programs and podcasts, about the incubator's services and impact on the local community.

Volunteer mentors also provide direct support to Domi's programs and its members with advisory assistance and services to start-ups across multiple industries and disciplines. Mentors represent a variety of fields from the public, private, and educational entities and offer startups valuable support to help them succeed.

From October 1, 2022, through September 30, 2023, Domi hosted or organized 83 events, including member virtual events and with over 640 attendees.

- Startup Week, a free community week-long event that highlights innovation in multiple industries through a series of presentations and workshops hosted at Challenger Learning Center's facility, one of Domi's community partners.
- First Friday, a networking event free and open to the public on the first Friday of every month to facilitate the introduction of entrepreneurs to mentors, stakeholders, and other connections.
- The Domi Awards is a celebration of entrepreneurship in our community and the impact they have on our community in 5 different categories: Innovation, Community, Sustainability, Influence, and Resilience.
- Domi's Pitch Event allows area innovators to apply and pitch their ideas to an independent panel of judges to win both in-kind and cash prizes.
- Domi's Open House (open and free to the public) was a chance to reveal the updates and renovations done to Domi's facility, as well as the renovations done to the exterior the Amtrak Station and our new neighbor's offices at Visit Tallahassee.



Domi's Open House

Domi Success Stories:

John Wilcox:

John Wilcox of Diatech Diabetes received the JDRF (Juvenile Diabetes Research Foundation) Award. The \$1 million grant and partnership helped accelerate the development of Diatech's technology, SmartFusion™, a novel software platform for insulin pumps and automated insulin delivery systems that monitors insulin pump infusion accuracy, generates remote alerts during infusion set failure, and provides recommendations for improving a person with diabetes' infusion set use experience.

Lanisha Thornton:

Lanisha Thornton was a scholarship recipient to The Signature C.E.O Conference, a three-day conference where she convened and collaborated with forward-thinkers who are redefining how business is

done in the industry. With this year being her fourth year in business, she has also joined the Jim Moran Institute for Global Entrepreneurship Tallahassee Small Business Executive Program (SBEP) Class XIX. In addition to these accomplishments, she hired an additional employee and expanded her services to multiple cities in DC, Texas and Georgia areas.

Juming Delmas:

Juming Delmas and his business *Juming Delmas Studios, LLC* was recognized by Best of Florida for Honorable Mention winner in the Performing Arts Schools, Studios and Instructors category. His new horror short film, *The Ballerina's Curse*, was awarded nine times and selected 13 times worldwide. In 2023, he hired five additional employees and expanded into another office space at INIE (*Institute Nonprofit Innovation and Excellence*) sitting at 180 square feet.

Sunny Ilyas

Program participant Sunny Ilyas opened a new location of his restaurant, Vale Foods, in Boca Raton this past October. This is his ninth location that he has opened in Florida since its founding in 2014.

Domi's Strategic Plan

Domi's planned expansion and "10X" model, seeks to expand the number of entrepreneurs incubated to over 1,000, multiplying its cumulative economic impact to over \$1 billion by 2030. The 10X goal will be pursued through the expansion of virtual and in-person business incubation programs, specialized mentorship, events, the growth and improved utilization of the current Domi Station coworking space, as well as the expansion of partnerships and collaborations across the entrepreneurial ecosystem.

Annual Economic Impact Analyses of Domi Businesses by the Center for Economic Forecasting & Analysis (CEFA) at Florida State University for FY 2023

Total Economic Impacts

Project DOMI	Economic Output (Sales/Revenues)	Employment	Income
Economic Measure			
DOMI Station	\$99,967,801	534	\$35,048,755
Grand Total	\$99,967,801	534	\$35,048,755

* in 2023 \$

Employment

Employment	Direct	Indirect	Induced	Total
DOMI Station	245	160	129	534
Grand Total	245	160	129	534

* in 2023 \$

Output

Output	Direct	Indirect	Induced	Total
DOMI Station	\$52,045,097	\$26,956,477	\$20,966,227	\$99,967,801
Grand Total	\$52,045,097	\$26,956,477	\$20,966,227	\$99,967,801

* in 2023 \$

Income

Income	Direct	Indirect	Induced	Total
DOMI Station	\$18,701,820	\$10,002,724	\$6,344,211	\$35,048,755
Grand Total	\$18,701,820	\$10,002,724	\$6,344,211	\$35,048,755

* in 2023 \$

Economic Impacts Total	Direct	Indirect	Induced	Total
Output	\$52,045,097	\$26,956,477	\$20,966,227	\$99,967,801
Jobs	245	160	129	534
Income	\$18,701,820	\$10,002,724	\$6,344,211	\$35,048,755

Annual Economic Impact Analyses of Domi Businesses by the Center for Economic Forecasting & Analysis (CEFA) at Florida State University for FY 2023

State, Local and Federal Taxes

Project DOMI	DOMI Station	Grand Total
Economic Measure		
State & Local Taxes	\$1,725,790	\$1,725,790
Federal Taxes	\$8,108,614	\$8,108,614
Grand Total	\$9,834,404	\$9,834,404

* in 2023 \$

IMPLAN 2021 Data for TLH MSA

**Leon County
Board of County Commissioners**

Notes for Agenda Item #15

Leon County Board of County Commissioners

Agenda Item #15

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: North Monroe Corridor Charrette Update and Final Report

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement (PLACE)
Lead Staff/ Project Team:	Laurel Harbin, Director, Planning

Statement of Issue:

This item seeks Board acceptance of the North Monroe Corridor Charrette Final Report which will implement the 10 action items identified to enhance the corridor (Attachment #1).

Fiscal Impact:

This item has no fiscal impact. Future implementation of action items identified in the report may have fiscal impacts.

Staff Recommendation:

Option #1: Accept the North Monroe Corridor Charrette Final Report and implement the 10 action items included in the Report (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of the North Monroe Corridor Charrette Final Report (Final Report) which will correspondingly implement the Final Report's 10 action items, detailed further below, to further enhance the corridor (Attachment #1). This item provides a status report on the intensive, multi-day design charrette to work with the community to identify and evaluate a variety of land use/planning strategies and other proposals for the continued improvement of the North Monroe Corridor area that took place October 2-5, 2023.

On February 21, 2023, the Board adopted the North Monroe Corridor Charrette Strategic Initiative (2023-10) to host an intensive, multi-day design charrette ("Charette") to engage citizens to identify and evaluate a variety of land use/planning strategies and other proposals for the continued improvement of the North Monroe Corridor area. The Charrette took place October 2-5, 2023, and resulted in feedback from over 500 community stakeholders. Findings from the Charrette, accompanied by a staff analysis of land use and planning considerations, are included in the North Monroe Charrette Final Report. These findings of the Final Report, detailed in the Analysis Section of this item, resulted in the following ten Action Items:

1. Provide the North Monroe Charrette Final Report to Blueprint for consideration with the North Monroe Gateway project.
2. Provide the North Monroe Charrette Final Report to the Capital Region Transportation Planning Agency to discuss potential Safe Streets and Roads for All funding options for further safety improvements on North Monroe Street.
3. Provide the North Monroe Corridor Charrette Final Report to the consultant for the Land Use and Mobility Element update to the County/City Comprehensive Plan.
4. Have DesignWorks division of the Planning Department conduct an analysis of at least three existing shopping centers on North Monroe Street between Interstate-10 and Capital Circle NW to compare the existing development to potential private redevelopment opportunities. This analysis would identify potential barriers to private redevelopment, opportunities to incorporate the input received from citizens through the charrette process, and potential land development code updates that may encourage private redevelopment.
5. Evaluate the desired uses from the community as compared to allowed uses based on zoning along the North Monroe between Interstate-10 and Capital Circle NW.
6. Identify historic locations along the North Monroe Corridor and evaluate options for providing interpretive signage at these locations.
7. Continue investment in Leon County Park amenities along and adjacent to the corridor and evaluate opportunities for additional amenities at parks in the future.
8. Strategize ways to promote the Corridor's unique character and natural amenities to the broader community.
9. Benchmark transit ridership data for comparison to future conditions following improvements to transit stops and sidewalk improvements.

10. Coordinate with Capital Region Transportation Planning Agency to request that North Monroe Street improvements be included in future updates to the Regional Mobility Plan or other transportation plans where appropriate.

This agenda item advances the following FY2022-FY2026 Strategic Initiatives:

- *Implement the recommendations of the Citizens' North Monroe Street Task Force to reduce crime and improve conditions along the North Monroe Corridor. (2022-30)*
- *Building on the Citizens' North Monroe Task Force Final Report, host an intensive, multi-day design charrette to work with the community to identify and evaluate a variety of land use/planning strategies and other proposals for the continued improvement of the North Monroe Corridor area. (2023-10)*
- *Develop an interactive community web-based tool that documents planned improvements, tracks investments, and identifies enhancement strategies for the North Monroe Corridor area. (2023-14)*

These particular Strategic Initiatives align with the Board's Quality of Life Priority:

- *(Q5) 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.*

The continuous improvement of the North Monroe Corridor is a strategic priority for Leon County and extensive efforts to stimulate corridor improvements have been ongoing for years. Numerous planning efforts guided by the County Commission have focused on the North Monroe Corridor with the goal of improving the roadway's safety and aesthetics, as a gateway into the community, and have resulted in substantial public investment along the corridor.

The next five segments of the Background Section, below, outline previous planning efforts, completed public infrastructure projects totaling over \$15.9 million (including a portion of the \$22.5 million North Monroe Gateway project), planned public infrastructure project for over \$20.7 million in additional projects (including the remainder of the North Monroe Gateway project), an overview of substantial recent private sector investment along the corridor, and a web-based resource designed by the County to share information with the public about these investments and improvements. A summary of all the substantial work that has been done thus far and building up to the Charette process and Final Report, complete this Background Section, as follows.

Previous Planning Efforts

Expansion of the Lake Jackson Branch Library (2012): The Huntington Oaks shopping center on North Monroe Street was renovated by Leon County Government in 2012, along with the opening of the Lake Jackson Branch and the LeRoy Collins Public Library onsite. The shopping center currently has an occupancy rate of over 90%. The new library is nearly double the size of the previous branch and offers amenities for the northwest Tallahassee community along the North Monroe Corridor.

Huntington Sense of Place Plan (2013): The Huntington Sense of Place Initiative was undertaken to redevelop the (former) Huntington Oaks shopping Plaza to house the expanded Lake Jackson Branch Library and new Community Center. The initiative identified strong neighborhoods, community schools, a beloved gathering spot at the library and plenty of retail destinations along North Monroe Street – to become a strong, cohesive and recognizable "Sense of Place," meaning people develop or experience positive emotive bonds in particular locations and environments.

On June 18, 2013, the Board accepted the Lake Jackson Town Center at Huntington "Sense of Place" Initiative and allocated \$100,000 to implement projects in the report. A 2014 status report directed staff to expend these funds on the following projects:

- Jackson View Boat Landing: The Huntington Sense of Place Report specifically identified the need to provide for park facilities (picnic tables and grills, landscaping, etc.) at the boat landing located along North Monroe Street at Lake Jackson. On October 28, 2014, the Board authorized \$50,000 of the \$100,000 authorized for the Huntington Sense of Place Initiative to be utilized for design and permitting services associated with the Jackson View Boat Landing improvements. On October 13, 2015, the Board authorized construction in the amount of \$663,000 and the improved Landing was opened to the public in March 2017. The boat landing includes improved parking and boat ramp, new dock structures, new deck along with an observation pier, and new park signage, restroom facilities, and landscaping.
- North Monroe Median Landscaping Improvements: Building on the recommendations of the Sense of Place Report, the County requested FDOT funding for design and construction of landscaping improvements on North Monroe Street north from Interstate 10 to Cool View Drive. This request led to the inclusion of a landscaping project on North Monroe Street from Interstate 10 north to the Gadsden County line in the FDOT Five-Year Work Program. In FY 2018, the design and construction of landscaping improvements along this section of North Monroe was funded by the FDOT at \$945,000 and improvements were completed.
- Lake Jackson Branch Library and Community Center: Originally opened in 1991 in the Huntington Oaks shopping center on North Monroe Street, the renovated Lake Jackson Branch reopened to the public in the same shopping center in 2012. The library is nearly double the size of the previous branch and includes numerous amenities for the northwest Tallahassee community along the North Monroe Corridor. The reopening precipitated community interest to explore future improvements to the area which led to a sense of place initiative. The County purchased the shopping center and successfully refurbished it. As a result of this action, the shopping center currently has a high occupancy rate of over 90%.

North Monroe Corridor Action and Management Plan (2016): The 2016 North Monroe Corridor planning effort resulted in an action management plan for the segment north of I-10 to Fred George Road, focusing on business and economic revitalization and opportunities to enhance open spaces and amenities. The efforts were led by a citizen Task Force and appointed business owners and residents that met approximately four times over a four-month period. The 2016 Task Force

recommended support for FDOT median projects, signage code improvements, and an improved transit stop at Walmart near Sessions Road.

At the budget workshop on June 14, 2016, the Board accepted the North Monroe Street Corridor Action and Management Plan and authorized \$75,000 to enhance both the north and southbound transit stops at the Lake Jackson Walmart area. Other specific recommendations included measures to "revise the sign code to reduce blight and establish a consistent 'gateway' signage standard for US 27 corridor."

Citizens' North Monroe Task Force (2021): On April 13, 2021, the Board established the Citizens' North Monroe Task Force to convene with community stakeholders, residents, and business owners along the North Monroe Street corridor to identify opportunities to enhance the quality of life along the segment between Fred George Road and Tharpe Street. Specifically, the Task Force was charged with examining opportunities for corridor improvements, strategies to reduce crime, and approaches to respond to issues of homelessness. The Task Force met from June to September 2021 focusing on opportunities to enhance the North Monroe Corridor. To date, 15 of the 16 Citizen's North Monroe Task Force Final Report recommendations have been completed. The remaining recommendation is currently underway as part of the Land Use Element Update to the County/City Comprehensive Plan and is to examine retail land uses and possible amendments to the Lake Protection Land Use Map along the North Monroe Street corridor.

Sign Code Updates (2022): On June 14, 2022, the Board approved updates to the Leon County Sign Code. The updated Sign Code adds the North Monroe Corridor, from North of I-10 and extending to the County jurisdictional line, as a gateway prohibiting new billboards. Additionally, restrictions were added to limit the height and overall square footage of signs along these same designated gateway roads.

Completed Public Infrastructure Projects

Monroe Street Access Management and Lake Ella Implementation Study (2012): In 2012, the (CRTPA) initiated the first phase of a project that focused on opportunities to improve safety and access along the Monroe Street corridor from John Knox Road south to Magnolia Drive.

The study identified an opportunity to install medians from Tharpe Street to Seventh Avenue and the second phase of the study included extensive public input for three areas of Midtown including North Monroe Street. As a result of the public input, emphasis was placed on medians, landscaping and bicycle lanes. Ultimately, this project led to the installation of medians, a new pedestrian crossing, landscaping, and safety enhancements in the Lake Ella area of North Monroe Street (Seventh Avenue to Tharpe Street), representing a total investment of \$1,052,544.

Monroe Street Resurfacing Project (John Knox to Thomasville Road) (2016-2019): From 2016 to 2019, the County, City, Blueprint Intergovernmental Agency and CRTPA worked with FDOT to integrate key improvements into the FDOT Monroe Street resurfacing project consistent with the North Monroe Gateway project. Utility upgrades began in late summer 2018, and resurfacing improvements were completed in 2023. The total project cost was \$6.4 million which included:

- Brick paver-style crosswalk treatments from Tharpe Street to Monroe Street

- New crosswalks added at Monroe Street and Seventh Avenue, and at the intersection of Monroe Street and Thomasville Road
- ADA improvements including sidewalk and curb ramp upgrades throughout corridor
- The addition of new bike lanes from John Knox to Tharpe Street
- New shared lane designations from Tharpe Street to Monroe Street

Monroe Street Medians - Tharpe to Seventh Avenue (2016): The Lake Ella Implementation Study was conducted by the CRTPA in partnership with FDOT in 2012 for the purpose of addressing traffic and travel patterns and to identify network deficiencies, proposed alternatives were identified through a public process. FDOT funded the installation of landscaped medians on North Monroe Street from Tharpe Street to Seventh Avenue. Subsequent to the construction of the medians, a signalized pedestrian crossing was added to provide a safe crossing for pedestrians across North Monroe Street from the Lake Ella areas. Construction began in 2016 and the total project cost was \$970,000.

Monroe Street Northbound Lane Addition - John Knox to Lakeshore Drive (2016): In collaboration with Leon County Government, FDOT completed a third lane northbound on North Monroe Street in 2016 from John Knox Road to Lakeshore Drive. The County contributed \$359,553 for the project design. The total project cost was \$3 million and included the addition of a curb and reconstruction of the sidewalks on the east side of Monroe Street, improving safety for pedestrians and StarMetro users along this route. A new northbound bicycle lane was also added as well as enhanced pedestrian crossings and ADA improvements.

Talpeco Road Intersection Improvements (2018): As part of a \$1.1 million project, FDOT improved the intersection at Talpeco Road including signalization, turn lanes, drainage, sidewalks, crosswalks and landscaping in 2018. The improvement addressed both safety and aesthetics.

Safe Routes to Schools (2019-2020): Under a Local Agency Program (LAP) agreement with the City of Tallahassee, which included approximately \$150,000 in funding, the FDOT provided grant funding for Safe Routes to School projects including approximately 0.7 miles of sidewalk in various locations including Canopy Oaks Elementary School and the School of Math and Sciences on North Monroe Street.

Leon County Infrastructure Investment in Crowder Road (2022): In 2022, the County constructed new sidewalks and stormwater conveyance improvements on Crowder Road for an investment of \$102,970.

Landscaped Medians – Allen Road to Lakeshore Drive (2023-2024): Since the North Monroe Gateway project update provided to the IA Board as part of its FY 2024 Budget Workshops, additional infrastructure improvements along the corridor have begun, and Blueprint has secured several grants to further support area enhancements. The FDOT enhanced landscaped median project from Allen Road to Lakeshore Drive (a project directly resulting from Blueprint leveraging efforts) is underway. These median enhancements represent a \$1.46 million investment.

Planned Public Infrastructure Projects

North Monroe Gateway: The Blueprint sales tax extension approved by Leon County voters in November 2014 included the North Monroe Gateway project. The project is intended to create a northern gateway entrance into Tallahassee that clearly identifies and brands, Tallahassee from I-10 to Seventh Avenue. The project goals include improving safety through pedestrian and bicycle enhancements, promoting reinvestment, and improving the quality of life for residents and daily commuters. A total of over \$22.5 million is being invested in the corridor (over \$18 million by FDOT and approximately \$4.45 million by Blueprint) for improvements consistent with the goals of the North Monroe Gateway Project.

As presented to the IA Board during the FY 2024 Budget Workshops (occurring in 2023), and due to the breadth FDOT investments and improvements, the remaining North Monroe Gateway project components are anticipated to include signage, improved transit stops, enhanced landscaped medians, lighting, and high visibility crosswalks. Blueprint staff has been collaborating with FDOT on improvements to the North Monroe Corridor consistent with the goals of the project. FDOT is currently constructing seven enhanced landscaped medians between Lakeshore Drive and Allen Road, an estimated \$1.46 million investment, and Blueprint is designing and will construct two additional medians with enhanced landscaping between Allen Road and John Knox Road. Blueprint was awarded an FDOT Beautification Grant of approximately \$93,100 for this project. The North Monroe Gateway project has been allocated \$250,000 in funding and the remaining \$4.2 million in funding for signage, improved transit stops, enhanced landscaped medians, lighting, and high visibility crosswalks is planned for construction in 2026.

Midtown Placemaking: The Blueprint Midtown Placemaking Project has approved \$5M funding to implement the Midtown Placemaking Action Plan. The first phase of this project includes streetscaping improvements on Thomasville Road, from Seventh Ave to North Monroe Street, and is currently under design by FDOT which is working in close collaboration with Blueprint staff. Future components of this Blueprint project include Thomasville Road streetscaping improvements from Grape Street to Post Street, streetscaping on North Monroe Street from First Ave to Tharpe Street, and intersection improvements at the 5-points intersection.

Lake Jackson Greenway: The Lake Jackson Greenway was approved as part of the 2015 Leon County Greenways Master Plan and the Blueprint 2020 sales tax extension. The greenway plan provides connectivity for pedestrians and bicyclists from Lake Jackson to Lake Ella along a variety of trails and roads. Blueprint completed a route feasibility study in November 2020 and facilitated community engagement in March 2021. The project was approved for construction by the IA Board at the September 29, 2022 IA Board meeting. Phase 1, from Lake Ella to the Trousdell Center, is anticipated to begin construction in Spring 2024. The total Lake Jackson Greenway investment is estimated to be approximately \$2.44 million.

Monroe Street Sidewalks (John Knox Rd to Lakeshore Dr). The FDOT Work Program has provided approximately \$1.04 million in funding for right-of-way and design of a sidewalk on the west side of North Monroe from John Knox to Lakeshore Drive, with approximately \$5.24 million in construction funding programmed by FDOT for FY 2025. The CRTPA is managing the design

of the project. FDOT is the primary construction manager and planned funding source for the project. There is coordination between FDOT, CRTPA and Blueprint to bring the project and any enhancements to the corridor.

Northwood Mall Redevelopment: The Northwood Center opened in 1969 as Tallahassee's first indoor mall and was home to the community's first Publix. Starting around 1988, the space was used for offices until 2016. Due to issues identified during a state inspection, most of the building was vacant after 2016. The City identified this site as the future home of the Tallahassee Police Department in January 2020 and acquired the land for \$6.8 million. Since 2020, the City has been designing the new TPD headquarters, engaging the community throughout the process, and completing site demolition.

Crowder Road Intersection Improvements: The County is investing in a planned \$480,000 intersection project at Crowder Road that will bring much needed roadway realignment and attention to stormwater and pedestrian infrastructure. The intersection improvement project will enhance the operational capacity of Crowder Road at North Monroe Street. The design of this project is complete and easement acquisition is underway. Construction is anticipated to begin by FY 2025.

Landscaped Medians – John Knox Road to Allen Road: Additional landscaped medians will be constructed at John Knox Road and south of Allen Road, funded by Blueprint and FDOT. In November 2023, Blueprint was notified that FDOT awarded this project a \$93,000 grant to support the improvements, for a total investment of approximately \$300,000. Design is currently underway, managed by Blueprint, and construction is anticipated to begin in Q3 2024.

Private Sector Investment

Centre of Tallahassee (2017): The site formerly known as the "the Tallahassee Mall" began a process of revitalization and was rebranded as the Centre of Tallahassee, with improvements being made across the site to bring more entertainment and retail uses. As improvements were underway, the developer passed away and the project stalled, which pushed the project towards expanding its scope to include additional office and educational uses. Approximately \$7 million has been invested in the site to provide an amphitheater which is no longer operational, parking and building renovations, and rebranding. As a result, the Centre of Tallahassee has achieved a mix of retail, office and education on the former mall site. 450,000 square feet of the Centre of Tallahassee complex were converted over to state offices. The Centre also includes the School of Arts and Sciences charter school. The shift in approach catalyzed nearby parcels fronting North Monroe Street to begin the redevelopment process. The buildings at the corner of Allen Road were demolished and a Culver's restaurant, Slim Chickens, and Cumberland Farms convenience store and gas station have been constructed at the corner of North Monroe Street and Allen Road.

Days Inn and Suites by Wyndham Redevelopment (2017): Formerly a Ramada Inn, the property was refurbished in 2017 including interior renovation, and was reopened as a Days Inn and Suites Hotel and Conference Center.

Seven Hills Suites (2017-2019): After Pax All Suites invested approximately \$4 million from 2017 to 2019, including acquisition of Cabot Lodge, the hotel has been reconstructed offering deluxe two-room flex suites.

Canterfield Assisted Living Facility (2019): The three-story, 72,000 square foot assisted living opened in 2019 and features memory care, assisted living, and independent living units.

Lake Jackson Emergency Room (2019): The Capital Regional Medical Center's Lake Jackson Emergency Room, consisting of a one-story, 10,800 square foot free standing emergency room operated by the Capital Regional Medical Center, was opened in 2019. A new five-foot sidewalk was constructed as part of the project along North Monroe Street including a landscape buffer with street trees up to Okeehoopkee Road. The development includes stormwater and conservation areas in the rear of the site.

Arbor Landing Development (2020): The Arbor Landing at Jackson is an apartment complex constructed in 2020 and includes 120 new multi-family units.

Summerfield Development (2021): The residential component of this development includes 143 homes that have been constructed. The proposed commercial component of this development (known as the Shoppes at Summerfield) is proposed to include five buildings totaling 42,050 square feet of retail and restaurant uses. This site plan for the Shopped at Summerfield was approved by the Board in November 2021.

Oak Valley Shopping Center (2021): Following a Comprehensive Plan amendment and concurrent rezoning in the 2020 amendment cycle, the completion of this redevelopment project in 2021 resulted in a new 66,000 square foot Publix store and significant improvements for stormwater and open space.

Motel 6 Conversion (2023): The developer proposes to convert the former Motel 6 located at 2738 North Monroe Street into 105 studio apartments. The proposed rental rate with all utilities included meets the Housing and Urban Development (HUD) affordable rent limit for low-income individuals earning 60% of the area median income.

North Monroe Corridor Enhancement Plan

Implementing a Leon County Strategic Initiative, the North Monroe Enhancement Plan is a web-based tool documents planned improvements, tracks investments, and identifies enhancement strategies for the North Monroe Corridor area. The Previous Efforts, Completed Public Infrastructure Projects, Planned Public Infrastructure Projects, and Private Investments are included in the North Monroe Corridor Enhancement Plan. This web-based tool is available at www.LeonCountyFl.gov/NorthMonroe.

Summary of Investments and Actions To Date:

The Board's commitment to enhancing the quality of life along the North Monroe Street Corridor is evident in the previous planning efforts and completed infrastructure investments. For the past decade, Leon County has worked with local and state entities to implement infrastructure

improvements that total over \$15.9 million. These completed investments reflect local and state investments, including a portion of the overall \$22.5 million Blueprint North Monroe Gateway project. The results of those efforts are visible in the roadway improvements to North Monroe Street and include new sidewalks, pedestrian crossings, and landscaping enhancements in roadway medians. Over the next five years, plans for over \$20.7 million in additional projects are anticipated to be constructed, which includes the remaining funding for the North Monroe Gateway project. Additional infrastructure investments include new sidewalks in North Monroe Corridor neighborhoods, such as those recently constructed on Crowder Road and those constructed surrounding Canopy Oaks Elementary School and the School of Arts in Sciences as part of the Safe Routes to Schools program. The result of this investment is an improved quality of life for residents and development incentives to invest in privately-owned commercial properties.

As public investment has expanded over the past 10 years, the private market has responded in kind. New places to live, work, and play have developed along the corridor, bringing a visual transformation of once vacant and underutilized properties into modern, new construction developments. From the new homes at Summerfield, Arbor Landing Apartments, and even the Canterfield Assisted Living Facility, the number of new housing options are increasing. These developments are complemented by new shopping centers, such as the Oakfield Shopping Center and Publix on North Monroe, and the redevelopment of the Centre of Tallahassee (Former Tallahassee Mall). In addition, there have been two new hotels and the Lake Jackson Emergency Room constructed during recent years. These new construction projects add visual appeal to North Monroe Street, as well as provide much needed services to Leon County residents and visitors.

Building upon the momentum of the public infrastructure investments and private development, the Board appointed the Citizens North Monroe Task Force in 2021 to identify actions to address crime, homelessness, and corridor improvements. Expanding on the success of the Citizens North Monroe Task Force, the Board directed staff last year to host an intensive, multi-day design charrette to work with the community to identify and evaluate a variety of land use/planning strategies and other proposals for the continued improvement of the North Monroe Street Corridor area. By working directly with community stakeholders in the charrette process, the County was able to expand community engagement to the broader public, allowing all community members access to influence the future of North Monroe Street. A complete detailing of the recent Charrette process, key findings and next steps, are included in the Analysis Section that follows.

Analysis:

North Monroe Charrette

To maintain the focus on the North Monroe Corridor, the County adopted a Strategic Initiative in 2023 to host an intensive, multi-day design charrette focused on land use and planning strategies and corridor improvements. This item describes the recent charrette process that was completed, focusing on the North Monroe Street Corridor between Interstate-10 and Capital Circle NW, and seeks Board for acceptance of the North Monroe Charrette Final Report. The Final Report presents the key findings and recommendations from the charrette process and guides the continued implementation of improvements along North Monroe Street.

A charrette, also known as a design charrette, is a collaborative approach to public engagement and community planning that utilizes an intensive, multi-day event where a project team works with stakeholders and community members to develop a plan in a short period of time. The benefit of this approach is that it maintains a clear focus on an issue (in this case, the improvement of North Monroe Street) with a series of short feedback loops or meetings community to identify and evaluate a variety of land use/planning strategies and other proposals for the continued improvement of the North Monroe Corridor area.

The overall charrette process included the following components:

Project website: Leading up the charrette, the staff project team developed the North Monroe Corridor website (www.LeonCountyFl.gov/NorthMonroe) and posted the North Monroe Corridor Enhancement Plan, a web-based tool that documents planned improvements, tracks investments, and identifies enhancement strategies for the North Monroe Corridor area. The project website also included information about how to participate in the charrette and a survey, detailed below.

North Monroe Survey: The staff project team developed a survey to gain input on the community's perspective of previous and ongoing improvements to the North Monroe Street corridor, as well as what improvements they would like to see in the future. The survey was posted on July 5, 2023, several months before the charrette was held and was made available both online and as a printed version. By posting the survey ahead of the charrette, the project team was able to gain preliminary input from the community and used that input as a starting point for collaboration with the community during the actual charrette meetings. As detailed further in the "Charette Findings" section, below, the survey posed questions and solicited citizen input designed to gauge the respondents' perception of the corridor and recent improvements to the corridor, and to seek their input as to what could be done to further improve North Monroe Street, allowing respondents with opportunities to provide specific details as to "how." The survey remained up for the duration of the charrette and remained active throughout the month of October so people could continue to provide input for several weeks following the charrette. The survey received a total of 520 responses. The results of the survey are included below and used in the development of the North Monroe Charrette Final Report (Attachment #1).

Stakeholder Interviews: The Planning Department also identified five key stakeholders to interview as part of the Charrette in order to obtain detailed, first-hand accounts from those who have a vested interest in the area. The selection of stakeholders was determined based on the need to have varied viewpoints and included the following: Two North Monroe Residents, Huntington Plaza Business Owner, a Leon County School Administrator working in the Corridor study area, and a member of the 2021 Citizens' North Monroe Task Force. The stakeholders interviewed were Neil Mooney, Russ Browning, Marcus Thompkins, Jessica Locke, and Staci Mortham. These in-depth conversations complemented survey results and community discussions that occurred at the Charrette and provided some more in-depth perspectives on issues raised. Their collective input is included in the North Monroe Charrette Final Report.

Multi-day Design Charrette: The charrettes took place the week of October 2nd, 2023 with eight community events. The schedule of events included:

- Oct 2 Community Kick-Off Meeting at the Lake Jackson Community Center
- Oct 3 Pop-Up Event at Canopy Oaks Park
- Oct 3 Pop-Up Event at Parwez Alam Park
- Oct 3 Pop-Up Event at Lake Jackson Branch Library
- Oct 3 Public Open House at Frenchtown Renaissance Center
- Oct 4 Community BBQ at J. Lee Vause Park
- Oct 5 Virtual Open House
- Oct 5 Final Community Open House at Lake Jackson Community Center

These eight events resulted in broad stakeholder participation, capturing both in-person and virtual feedback. The benefit of the in-person community events is that they facilitated face-to-face interaction with stakeholders who live, work, and frequent the schools and businesses of North Monroe Street. The results of these efforts include targeted feedback from stakeholders on opportunities for improvement.

The North Monroe Charrette Findings

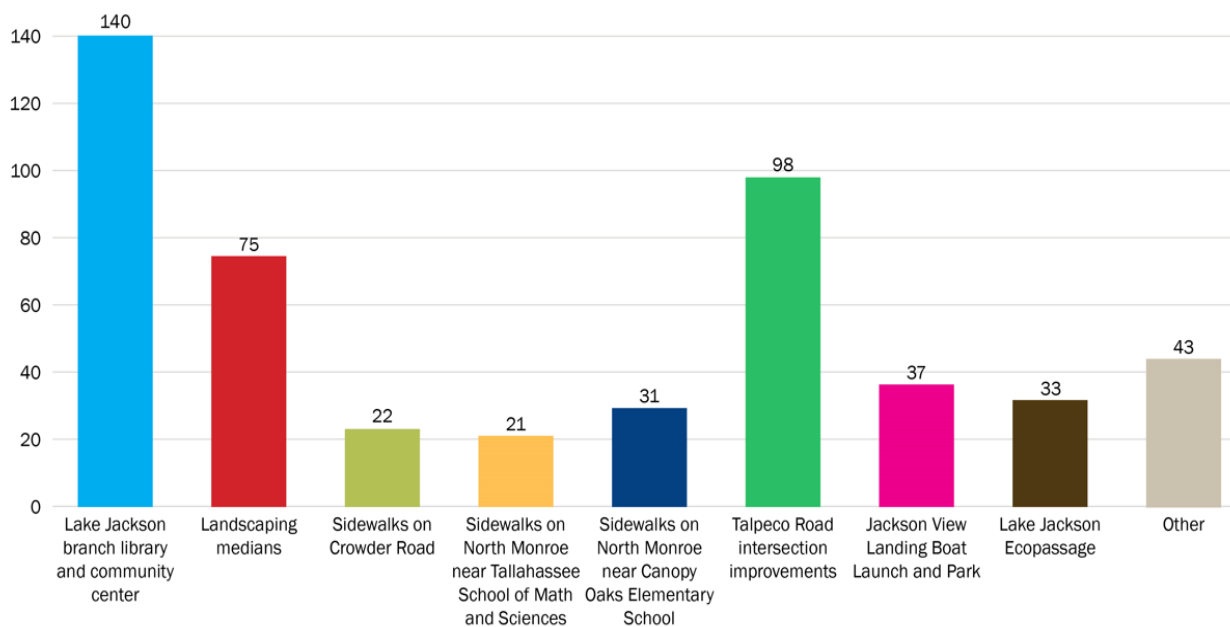
As described above, community engagement took many forms: a project website, North Monroe Street survey, stakeholder interviews, and a charrette with eight events. The survey was especially helpful in gaining insight from both Leon County residents that participated at in-person events, and those who were unable to attend but completed the survey online. The survey was designed to have only six focused multiple-choice questions, to make it short and user-friendly, but allowed for open ended responses as well. Results of the survey helped to focus the action items resulting from the charrette (detailed below) on the types of improvements most valued by the stakeholders. The survey responses also identified preferred development types and transportation needs amongst those most familiar with the corridor.

Once the charrette commenced, the initial responses to the online survey were shared with participants to initiate discussion and community dialogue about potential corridor enhancements. The community engagement process found that the needs and priorities identified in the survey were consistent with the comments obtained at the in-person events. The survey included a total of 520 responses between July and October 2023 (note: not every survey respondent answered every question). The results are shown below, starting on the next page, and included in the attached North Monroe Street Charrette Final Report.

Survey Responses:

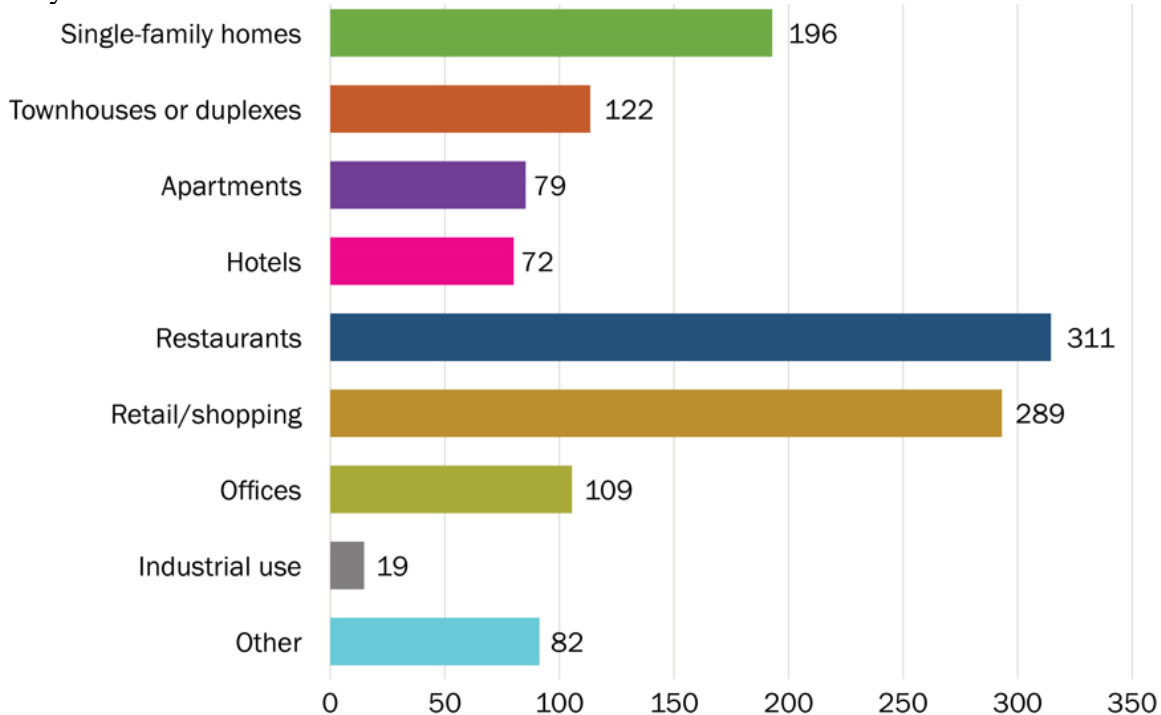
Question 1

What previous improvement has had the biggest impact on enhancing the North Monroe Street Corridor north of Interstate 10?



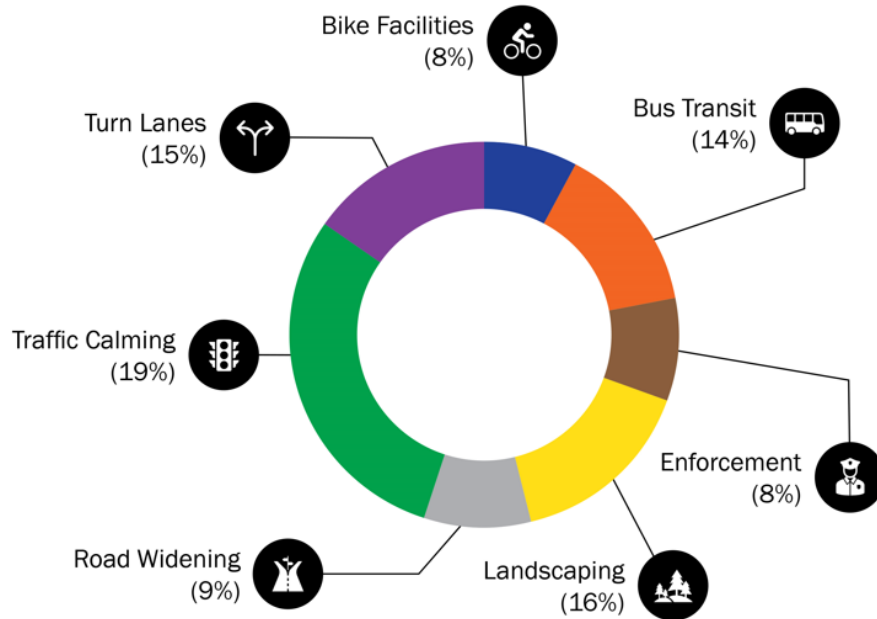
Question 2

As private development or redevelopment occurs on North Monroe Street, what type of land use(s) would you like to see more of north of Interstate 10?



Question 3

Are there any transportation enhancements you would recommend to improve conditions for people driving on North Monroe Street north of Interstate 10?



Question 4

Are there any transportation enhancements you would recommend to improve conditions for people walking or using mobility devices on North Monroe Street north of Interstate 10?



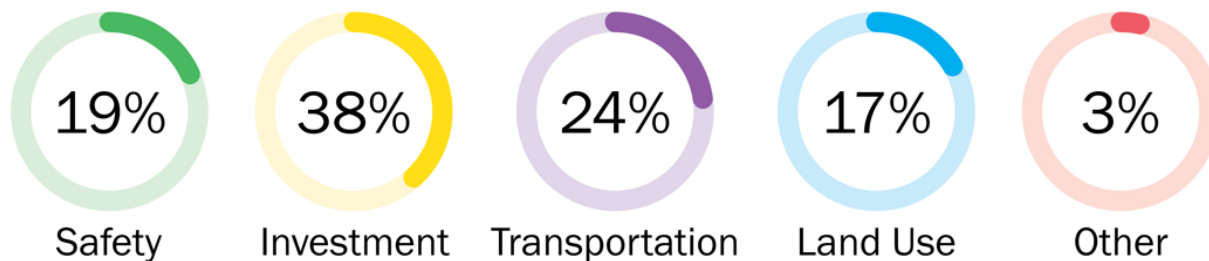
Question 5

Are there any transportation enhancements you would recommend to improve conditions for people riding bicycles on North Monroe Street north of Interstate 10?

"Not safe on the roadway"
"Clearly marked bicycle lanes"
"Always more bike lanes"
*"Bike Lanes with protected area
for cyclists"*
*"Need more bicycle infrastructure,
it's nearly non-existent"*
"Multi-modal trails"

Question 6

If you could do any one thing on North Monroe Street north of Interstate 10 to improve the area, what would it be?



As noted previously, these online survey results complemented stakeholder interviews and the various events that made up the multi-day charrette.

Overall Survey and Charette Findings: The cumulative results of the survey, the stakeholder interviews, and the input received during the charrette focused on four distinct categories:

- Beautification: Trees, landscaping, infrastructure maintenance, etc.
- Mobility: Bicycle and pedestrian facilities, transit facilities, traffic congestion, etc.
- Development: Allowable uses, redevelopment, affordable housing, etc.
- Natural amenities: Parks, lakes, trails, etc.

Through the charrette process, the findings culminated in 10 focused action items representing immediate strategies for corridor improvements that address the four distinct categories listed above.

Action Items

For continued improvement along the North Monroe Corridor, the following 10 action items were identified in the North Monroe Charrette Final Report based on stakeholder input and participation. The progress of these action items will be tracked and reported back to the Board through the twice-a-year strategic initiative updates.

1. Provide the North Monroe Charrette Final Report to Blueprint for consideration with the North Monroe Gateway project.
 - Analysis: The Blueprint IA Board is currently considering a substantial amendment to expand the North Monroe Gateway project to include additional areas north of Interstate-10 that overlap with the study area for the North Monroe Corridor Charrette. Providing the North Monroe Corridor Charrette Final Report to Blueprint ensures the community input gathered are incorporated into the current and future work on their North Monroe Gateway project.
 - Next Steps: Upon Board approval, staff will conduct this action immediately.
2. Provide the North Monroe Charrette Final Report to the Capital Region Transportation Planning Agency to discuss potential Safe Streets and Roads for All funding options for further safety improvements on North Monroe Street.
 - Analysis: CRTPA is currently developing the North Monroe Street Safety Implementation Plan and may apply for Safe Streets and Roads for All (SS4A) funding. The CRTPA project team is aware of the North Monroe Corridor Charrette and has indicated that the Final Report is beneficial to its efforts. With Board action on this Final Report, staff will collaborate further with CRTPA toward identifying new safety improvements and projects they can implement aligned with the findings of the Final Report.
 - Next Steps: Upon Board approval, staff will conduct this action immediately.
3. Provide the North Monroe Corridor Charrette Final Report to the consultant for the Land Use and Mobility Element update to the County/City Comprehensive Plan.
 - Analysis: As directed by the Board and City Commission, a consultant team is currently conducting data analysis and community engagement to support updates to the Land Use and the Mobility Elements of the Tallahassee-Leon County Comprehensive Plan. Many of the comments received from the public regarding land uses, development, and redevelopment along the corridor would be topics addressed by the updates to the Land Use and Mobility Elements. Collaboration with the consultant team would communicate the community's support for land use policies that promote quality growth on the North Monroe Street Corridor.
 - Next Steps: Upon Board approval, staff will conduct this action immediately.
4. Have DesignWorks division of the Planning Department conduct an analysis of at least three existing shopping centers on North Monroe Street between Interstate-10 and Capital

Circle NW to compare the existing development to potential private redevelopment opportunities. This analysis would identify potential barriers to private redevelopment, opportunities to incorporate the input received from citizens through the charrette process, and potential land development code updates that may encourage private redevelopment.

- Analysis: Numerous comments received during the charrette expressed a desire to see private reinvestment and redevelopment of existing shopping centers in the study area. To determine how reinvestment and redevelopment could be further encouraged or incentivized, a further evaluation is needed to compare existing conditions, current allowable development under the current land development regulations, and opportunities for future regulatory modifications that may stimulate redevelopment aligned with the findings of the Final Report. Staff is prepared to conduct this review, as detailed in “next steps,” below. This evaluation would identify potential barriers or disincentives for private redevelopment (to meet finding of the Final Report) under the current land development regulations, and would identify potential solutions and updates to the land development regulations (such as increasing allowable densities and intensities, adjusting setbacks, allowing additional uses, etc.) to support private reinvestment in or redevelopment of existing shopping centers that may benefit from private reinvestment.
 - Next Steps: The DesignWorks division of the Planning Department, working with DSEM, would create a visual model to demonstrate the potential private redevelopment opportunities for existing shopping centers on North Monroe Street north of I-10 that reflect the community desire for updated and visually appealing commercial redevelopment, as found in the Final Report. Staff would identify potential solutions and options that could be incorporated into the County’s Land Development Code regulations to support private investment and redevelopment of existing shopping centers, and report back to the Board in a future agenda item.
5. Evaluate the desired uses from the community as compared to allowed uses based on zoning along the North Monroe between Interstate-10 and Capital Circle NW.
- Analysis: Throughout the charrette process, the project team received community input about what land uses are desired by the community along the North Monroe Corridor. This action item would be completed by having Planning staff conduct an analysis of the different zoning districts that are in place along the North Monroe Corridor between Interstate-10 and Capital Circle NW. The analysis would compare the uses permitted by these zoning districts to the uses desired by the community. This analysis could identify the need to update existing zoning districts, establish new zoning districts or zoning overlays, or support the rezoning of properties on North Monroe Street.
 - Next Steps: Planning staff will perform the work outlined above and report back to the Board in a future agenda item.
6. Identify historic locations along the North Monroe Corridor and evaluate options for providing interpretive signage at these locations.

- Analysis: Input received during the charrettes indicated a community desire to identify opportunities to promote a sense of place along the North Monroe Corridor. Historic and archeological resources along the corridor offer opportunities to promote the sense of place. Planning staff in collaboration with the Tallahassee Trust for Historic Preservation would work to identify historic and archeological resources along the North Monroe Corridor and identify strategies to leverage them for placemaking. These strategies could include informing the owners or managers of these historic resources of the process and benefits to obtaining a local historic designation (the Historic Preservation Overlay), the process and benefits of being listed on the National Register of Historic Places, and opportunities through the Florida Department of State's Florida Historical Marker program. As historic resources are identified and marked with signage, they can be leveraged to promote and attract visitors to North Monroe Street.
 - Next Steps: Planning staff will perform the work outlined above and report back to the Board in a future agenda item.
7. Continue investment in Leon County Park amenities along and adjacent to the corridor and evaluate opportunities for additional amenities at parks in the future.
- Analysis: This action item builds upon the multitude of existing park amenities, such as the trails and outdoor amenities, boat landings, and ball fields at the many Leon County Parks in North Leon County that are proximate to the North Monroe Street corridor. During the charrette, events were held at Canopy Oaks Community Park, Parwez Alam Park, and J. Lee Vause Park. The area parks, boat landings, Lake Jackson Branch Library, and Lake Jackson Community Center all contribute to a high quality of life on North Monroe Street and the surrounding neighborhoods. During the charrette process, community input indicated potential additional amenities, such as community gardens, was desired. For this action item, the Office of Resource Stewardship would evaluate the existing amenities at the numerous parks in North Leon County, determine the feasibility of additional amenities, and seek grants, community partnerships, and other funding opportunities to enhance these community assets.
- Next Steps: The Office of Resource Stewardship would evaluate the existing amenities at the numerous parks in North Leon County that are near the North Monroe Street Corridor to determine the feasibility of additional amenities. Staff will report back to the Board on this matter during the annual budget development process as well as intermittently as grant and other funding opportunities to enhance these community assets may arise.
8. Strategize ways to promote the Corridor's unique character and natural amenities to the broader community.
- Analysis: As noted previously, North Monroe Street has numerous community assets including archeological sites, community parks, boat landings, and more. Many of these assets were highlighted throughout the charrette process. There are opportunities to continue highlighting these assets, that exist near a primary

gateway to Leon County, to both the broader community as well as to visitors. Leon County Community and Media Relations (CMR) and the Leon County Division of Tourism (Visit Tallahassee) can feature the natural beauty of the North Monroe Corridor, including the mature tree canopy and waterfront parks, when sharing community updates, news items, and developing marketing collateral. These amenities could also be identified on the North Monroe website at LeonCountyfl.gov/NorthMonroe/.

- Next Steps: Upon Board approval, staff will conduct this action immediately.
9. Benchmark transit ridership data for comparison to future conditions following improvements to transit stops and sidewalk improvements.
- Analysis: Transit was a major theme in the input received during the charrettes. While there are many benefits to enhancing transit, there is also a need to coordinate with transit providers including StarMetro and Big Bend Transit. Transit improvements would also come with a financial cost to Leon County. This action item establishes a benchmark for future data-driven evaluations of transit improvements along North Monroe Street. This action item would collect current ridership data from StarMetro as a means to establish a benchmark to which future conditions could be compared. As other improvements are made along North Monroe Street, including improvements to existing transit stops, the construction of sidewalks, and land use changes, ridership data would be collected from StarMetro and compared to this benchmark. If a notable increase in ridership or any significant trends are identified in the data analysis, further coordination and analysis would be conducted to evaluate the feasibility additional transit improvements on the corridor.
 - Next Steps: Upon Board approval, Planning will establish a transit ridership benchmark and begin tracking this data and utilizing data analysis when considering future transit improvement opportunities.
10. Coordinate with Capital Region Transportation Planning Agency to request that North Monroe Street improvements be included in future updates to the Regional Mobility Plan or other transportation plans where appropriate.
- Analysis: Because North Monroe Street is a state-highway, transportation improvements to the corridor are coordinated with the Florida Department of Transportation. As the region's metropolitan planning organization, the CRTPA serves as the liaison between the local government and the State. As noted in Action Item #2 above, CRTPA is currently developing the North Monroe Street Safety Implementation Plan and may apply for Safe Streets and Roads for All (SS4A) funding. In addition to this study, CRTPA updates the Regional Mobility Plan, the local long-range transportation plan, the Safe Routes to Schools studies, bicycle and pedestrian master plans, trails plans, area other transportation plans and programs. By coordinating with CRTPA, many of the improvements identified through the charrette process and in the Final Report can be incorporated into these

plans and programs to enhance eligibility for state and federal funding for new projects as well as, or in addition to, the SS4A opportunity.

- **Next Steps:** Upon Board approval, Planning will immediately engage with CRTPA toward achieving this goal. As part of that effort, Planning staff will work with CRTPA staff to document all existing North Monroe Street corridor improvements that are currently identified in the various CRTPA planning documents (noted in the analysis above) and then identifying and tracking further projects and improvements the CRTPA may pursue that would further enhance the corridor.

Upon acceptance of the North Monroe Corridor Charrette Final Report, staff will proceed with implementation of these 10 action items further advancing the Board's commitment to enhancing the North Monroe Street Corridor. These action items implement the feedback received from stakeholders during the charrette community engagement and advance the Board's ongoing Strategic Initiatives related to North Monroe Street. Leon County has a long history of working with citizens to improve the North Monroe Corridor through the development of action plans and sense of place plans, Task Forces, and public meetings, workshops, and charrettes. This active collaboration with the public continues to result in visible and tangible improvements to the North Monroe Corridor. The Final Report also reflects the substantial county infrastructure investment that has, in turn, generated a proven private sector response for over the past decade.

This item recommends acceptance of the North Monroe Corridor Charrette Final Report (Option #1). Following the Board's acceptance, staff will begin implementing the incorporated 10 Action Items to advance upon recent progress in the corridor by implementing planning activities, projects, infrastructure investments, and to explore land use policy updates to further support quality growth and development on Leon County's northside. As detailed in the analysis, above, the implementation of each Action Items will be pursued as detailed. In addition, a status will be provided to the Board twice a year during regular updates to the County's Strategic Initiatives.

Options:

1. Accept the North Monroe Corridor Charrette Final Report and implement the 10 action items included in the Report (Attachment #1).
2. Do not accept the North Monroe Corridor Charrette Final Report (Attachment #1).
3. Board direction.

Recommendation:

Option #1

Attachment:

1. North Monroe Corridor Charrette Final Report



NORTH MONROE CORRIDOR

A CAPITAL GATEWAY



NORTH MONROE CHARRETTE

FINAL REPORT
FEBRUARY 20, 2024



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NORTH MONROE CORRIDOR

A CAPITAL GATEWAY

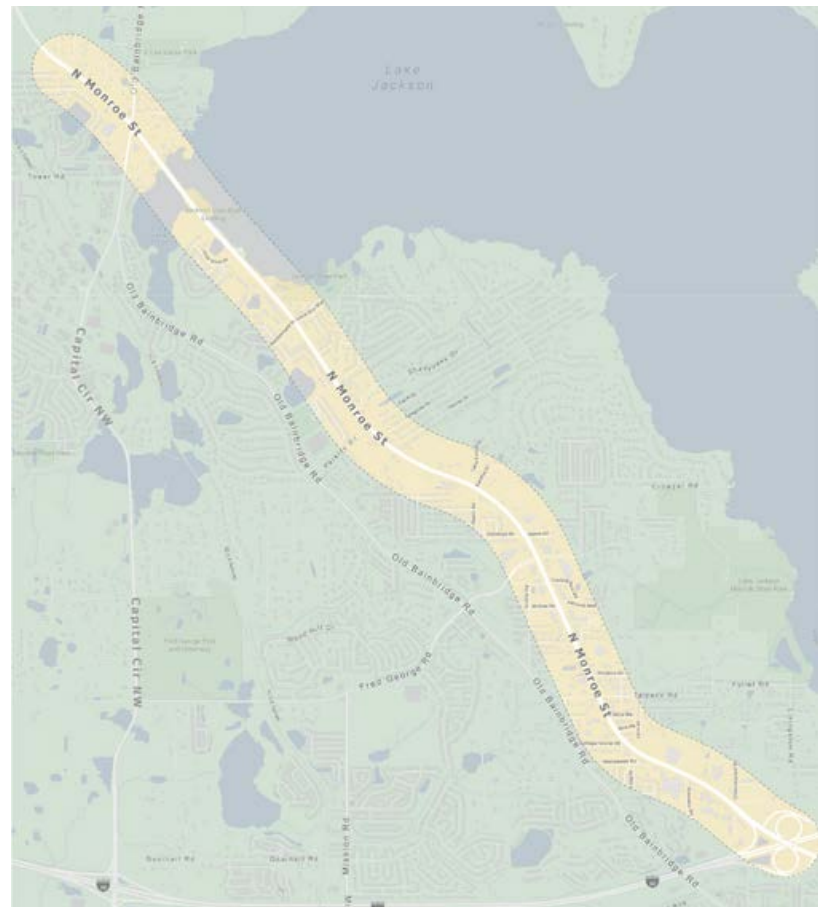
OVERVIEW

The North Monroe Charrette was identified as a Leon County Strategic Initiative in 2023. The initiative was to host an intensive, multi-day design charrette to work with the community to identify and evaluate a variety of land use/planning strategies and other proposals for the continued improvement of the North Monroe Corridor area.

In this document, you will find an overview of the design charrette that was led by the Tallahassee-Leon County Planning Department with engagement from many members of the community. Events primarily took place on-site at various locations throughout the corridor, with additional information and data collection located on the [North Monroe Corridor Charrette Website](#). Findings of these efforts, including the feedback from community members that live or work along the corridor, are included with recommendations for continued improvement.



NORTH MONROE CORRIDOR STUDY AREA





STRATEGIC INITIATIVES

QUALITY OF LIFE
THE NORTH MONROE CORRIDOR

FY 2022-2026
Leon County Strategic Plan

-
- Q5. 2022-30 *Implement the recommendations of the **Citizen’s North Monroe Street Task Force** to reduce crime and improve conditions along the North Monroe Corridor. Completed 2021*
- Q5. 2023-10 *Building on the Citizens North Monroe Task Force Final Report, host an intensive, multi-day **design charrette** to work with the community to identify and evaluate a variety of land use/planning strategies and other proposals for the continued improvement of the North Monroe Corridor area.*
- Q5. 2023-14 *Develop an **interactive community web-based tool** that documents planned improvements, tracks investments, and identifies enhancement strategies for the North Monroe Corridor area.*



THE CHARRETTE PROCESS

OCTOBER 2-6, 2023

The North Monroe Charrette took place the week of October 2nd 2023, with eight community events scheduled over five days. The Charrette also included a [project website](#) with an online survey. This resulted in broad stakeholder participation, capturing both in-person and virtual feedback. The benefit of the in-person community events is that they facilitated face-to-face interaction with stakeholders who live, work, and frequent the schools and businesses of North Monroe St. The results of these efforts include targeted feedback from stakeholders on opportunities for improvement.

CHARRETTE AT A GLANCE

*Learn. Visualize.
Reflect. Share.*

- July 5 Website Launch
- July 5 Online Survey Published
- Oct 2 Community Kick-Off Meeting
- Oct 3 Pop-Up at Canopy Oaks park
- Oct 3 Pop-Up at Parwez Alam Park
- Oct 3 Pop-Up at Lake Jackson Branch Library
- Oct 3 Public Open House
- Oct 4 Community BBQ
- Oct 5 Virtual Open House
- Oct 5 Final Community Open House

GETTING THE WORD OUT.

The Planning Department partnered with Leon County's Community and Media Relations Office to develop strategic communications for reaching stakeholders in the North Monroe Corridor Study Area and the surrounding neighborhoods.

PROJECT WEBSITE



VARIABLE MESSAGE BOARDS



SOCIAL MEDIA POSTS



FLYERS AT VARIOUS LOCATIONS



EVENT SIGNAGE



EMAILS & "NEXTDOOR" APP MESSAGES



COMMUNITY KICK-OFF MEETING

OCTOBER 2ND



POP-UP AT LAKE JACKSON BRANCH LIBRARY

OCTOBER 3RD



POP-UP AT PARWEZ ALAM PARK

OCTOBER 3RD



PUBLIC OPEN HOUSE AT THE PLANNING DEPARTMENT

OCTOBER 3RD



COMMUNITY BBQ AT J LEE VAUSE PARK

OCTOBER 4TH



FINAL OPEN HOUSE AT LAKE JACKSON COMMUNITY CENTER

OCTOBER 5TH





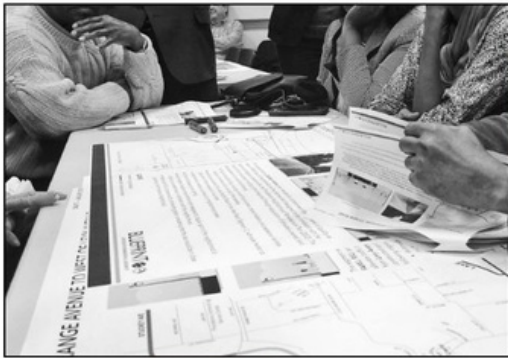
NORTH MONROE CORRIDOR

A CAPITAL GATEWAY

CHARRETTE GUIDE

LEARN

Engage with staff and visit the North Monroe Corridor maps to learn more about the land use, zoning, transportation, and ongoing investment that shapes the area today.



VISUALIZE

Participate in the hands-on mapping exercise to help envision what you'd like to see on the corridor now and into the future.

REFLECT

Provide your input on what has worked and what you'd like to see more of on the corridor by submitting your comments and completing the survey.



SHARE

Tell your neighbors and fellow community members about the Charrette! Encourage participation in the online survey and to join the Charrette events.

LEARN.

At each community event, staff engaged with participants and shared information about context maps and ongoing project efforts in the North Monroe Corridor area. Information on these projects was also posted on the [North Monroe Corridor Enhancement Plan Webpage](#).

MAJOR DEVELOPMENTS MAP DISCUSSION

COMMUNITY BBQ OCT 4TH



ZONING MAP DISCUSSIONS

KICK-OFF MEETING OCT 3RD



TRANSPORTATION MAP DISCUSSION

OPEN HOUSE OCT 4TH



STAKEHOLDER FEEDBACK AND SURVEY RESPONSE DISCUSSION

KICK-OFF MEETING OCT 3RD



VISUALIZE.

The Charrette attendees were invited to participate in a hands-on mapping exercises led by DesignWorks staff, a division of PLACE specializing in urban design solutions, at each of the community events. This engagement allowed community members to record their specific areas of interest and concern along the corridor at the time of the meeting.

The results of the mapping exercise identified Beautification as the primary

focus for improvements. Specifically, community feedback called for improvements to roadway and building maintenance, landscaping enhancements, and the modernization of commercial buildings along the corridor. Additional feedback identified the need for increased pedestrian safety, additional public park spaces, increased mobility options, and the desire to accommodate growth while preserving existing character.



REFLECT.



520

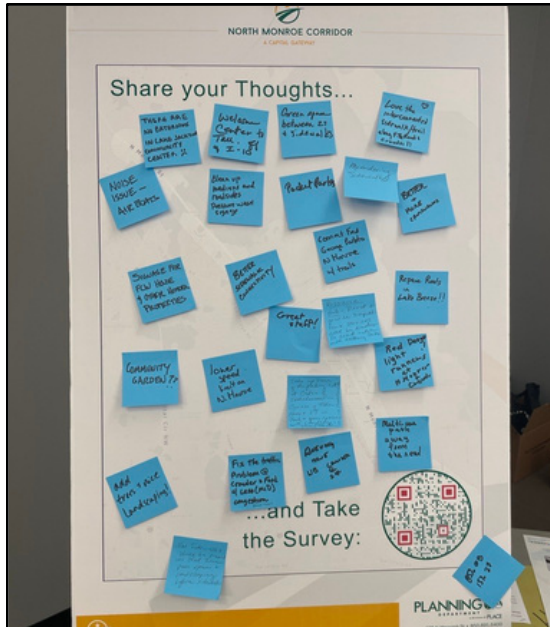
SURVEY RESPONSES

The online survey to collect community input on the North Monroe Corridor was open from July 5, 2023 to October 14, 2023. Initial results of the survey were shared as an infographic at the charrette community events. Additional survey responses were collected both in-person and online for a total of 520 responses.

'SHARE YOUR THOUGHTS' BOARDS

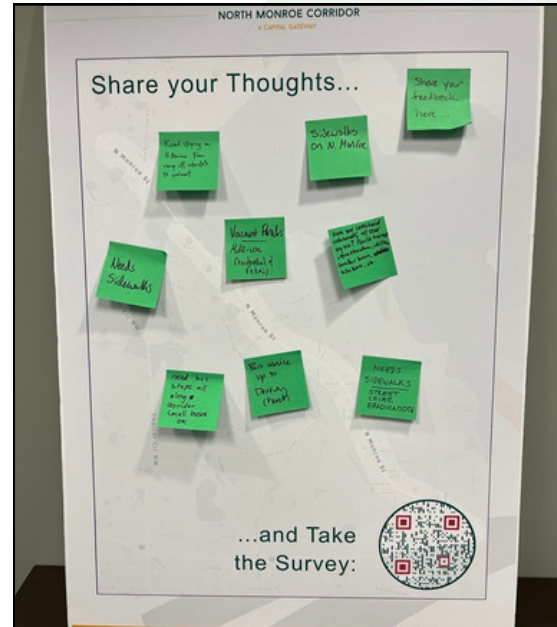
KICK-OFF MEETING

OCTOBER 2ND



OPEN HOUSE

OCTOBER 3RD



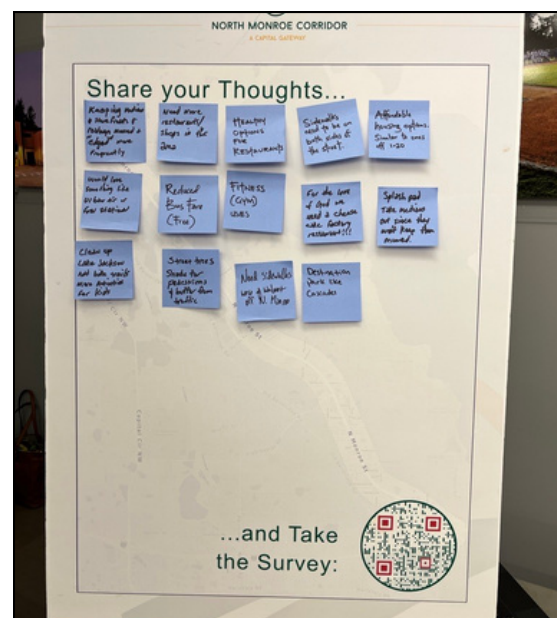
COMMUNITY BBQ

OCTOBER 3RD

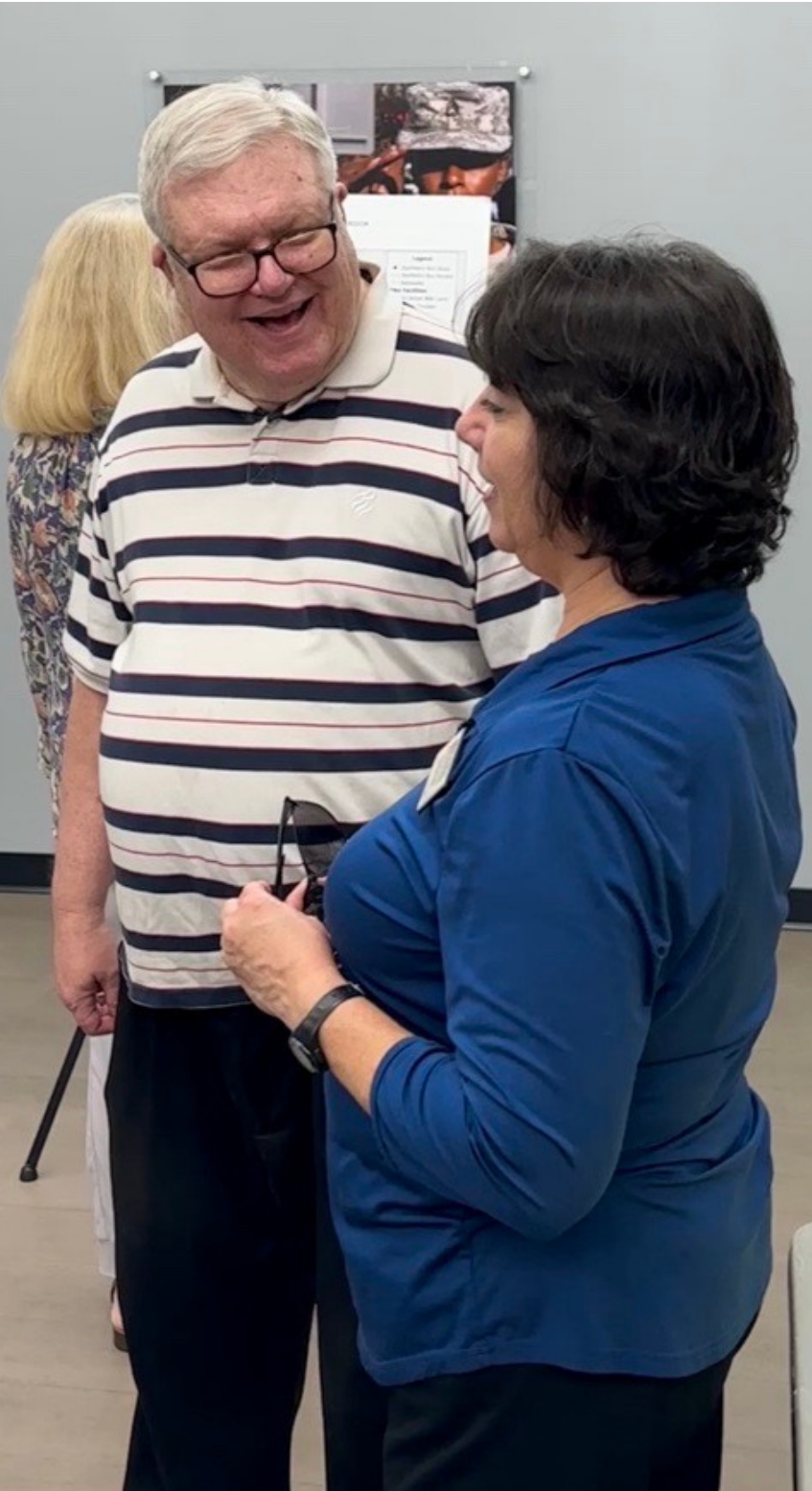


FINAL OPEN HOUSE

OCTOBER 5TH



REFLECT.



5

STAKEHOLDER INTERVIEWS

The Planning Department identified 5 key stakeholders to interview as part of the North Monroe Corridor Charrette in order to obtain detailed, first-hand accounts from those who have a vested interest in the area. The selection of stakeholders was determined based on the need to have varied viewpoints and included the following:

- North Monroe Residents (2)
- Business Owner in Huntington Plaza
- Leon County School Administrator Working in the Corridor Area
- North Monroe Task Force Member



North Monroe Street in 1948 Floridamemory.com

CONTEXT & HISTORY

The development of North Monroe Street has coincided with patterns of growth in Leon County over the past 50 years. Prior to the construction of I-10 in 1974, Monroe Street north of the Centre at Tallahassee ("Tallahassee Mall") functioned as an arterial roadway, providing access to single-family subdivisions with associated low-density residential zoning, in addition to agricultural land uses.

Over time, an increasing number of commercial uses were developed along North Monroe Street. These included retail stores, large-acre shopping centers and malls, grocery stores, restaurants, financial institutions, offices, hotels, and gas stations and convenience stores.

As a result, North Monroe Street was adapted to serve the market demand for interchange-oriented businesses meeting the needs of travelers through North Monroe and Interstate-10, in addition to those who live and work in the North Monroe area. The growth of the corridor steadily continued until the 1990s when almost all of the property was developed for commercial uses.

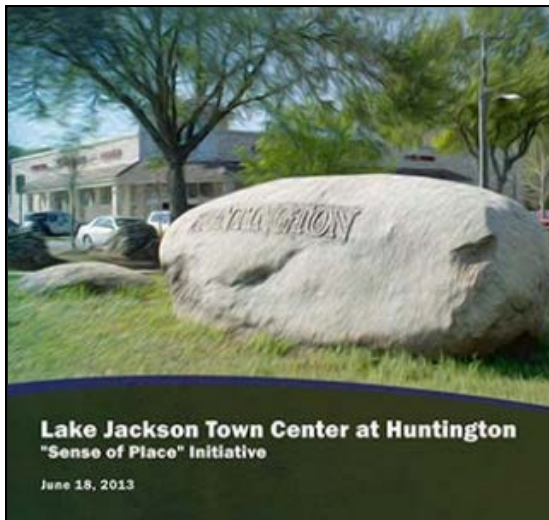
Today, the North Monroe Corridor serves as an important gateway into Tallahassee and acts as a regional transportation connector between the city center and the more suburban areas of northwest Leon County.

PREVIOUS PLANS

An overview of existing plans and resulting projects is included in the "Citizens' North Monroe Task Force 2021 Final Report - Findings & Opportunity"

HUNTINGTON SENSE OF PLACE PLAN

2013



NORTH MONROE CORRIDOR ACTION & MANAGEMENT PLAN

2016



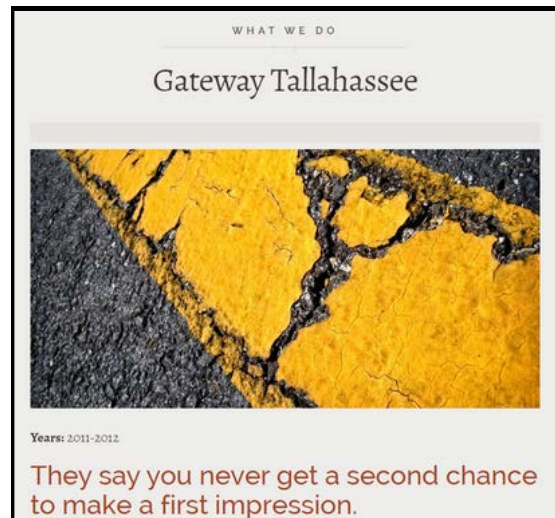
MONROE STREET ACCESS MANAGEMENT & LAKE ELLA IMPLEMENTATION STUDY

CRTPA 2012



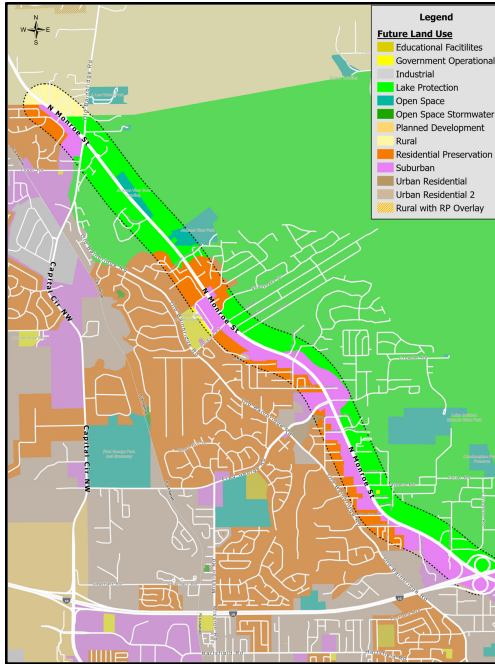
GATEWAY TALLAHASSEE

KCCI 2011-2012

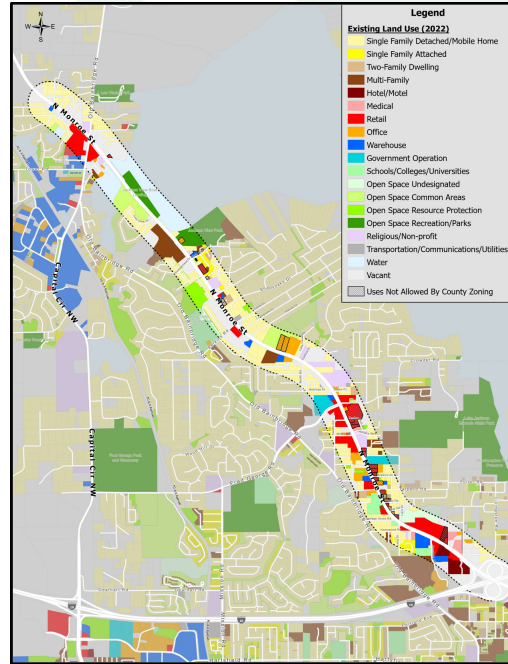


CONTEXT MAPS

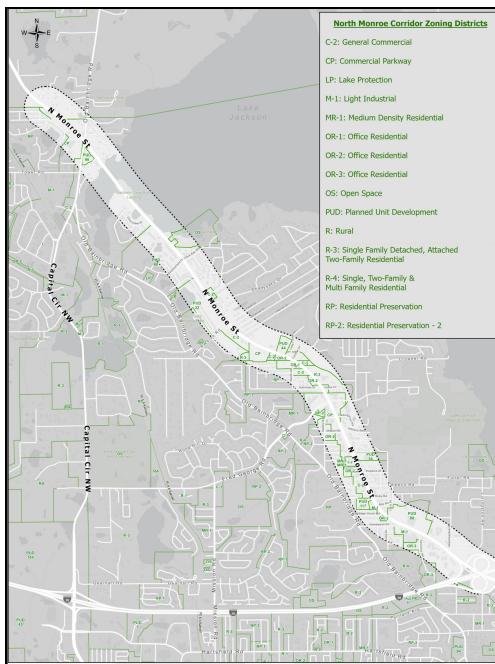
FUTURE LAND USE MAP



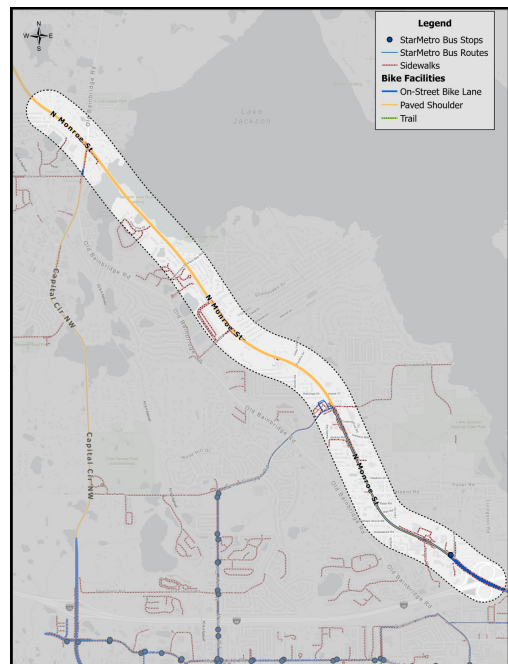
EXISTING LAND USE MAP



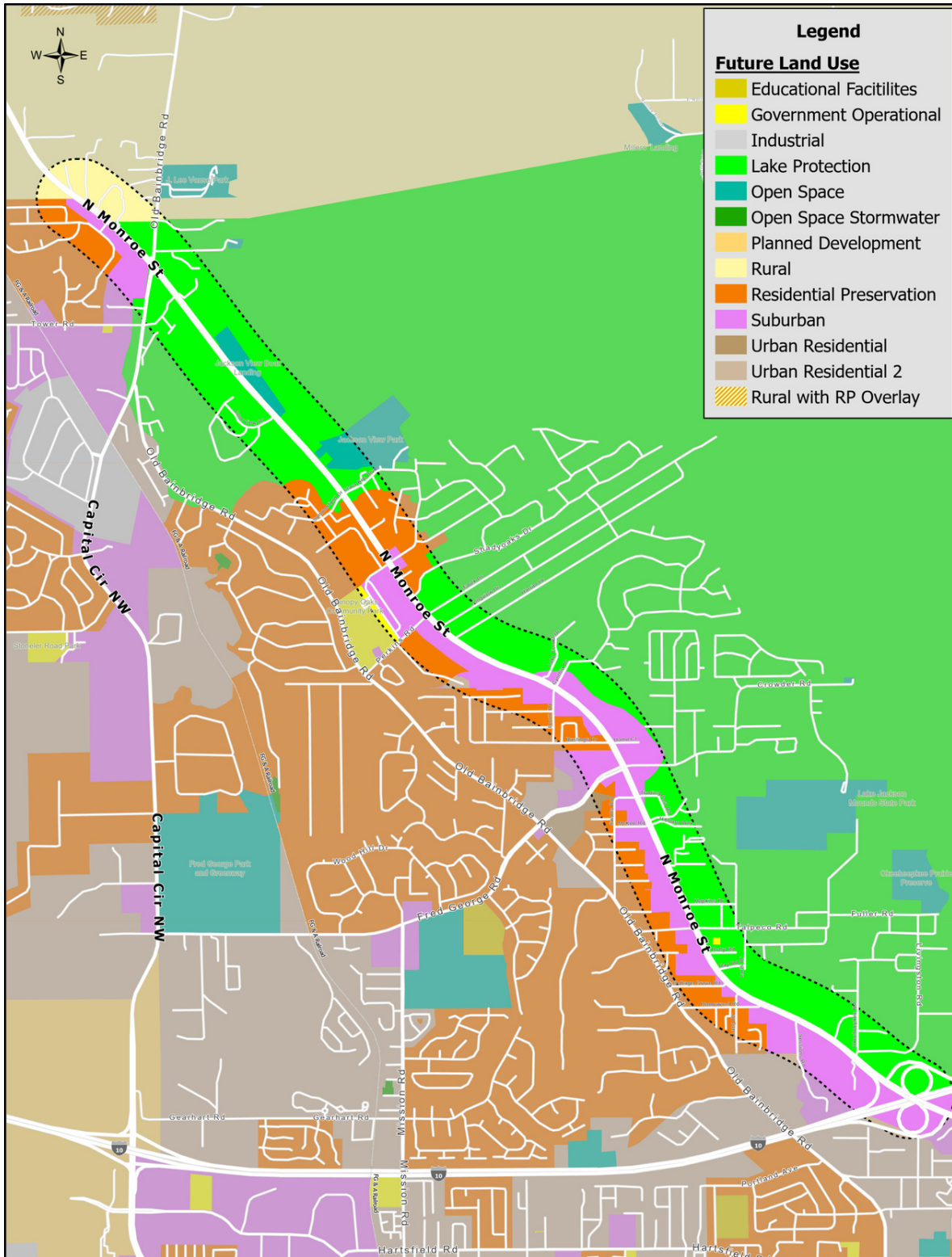
ZONING MAP



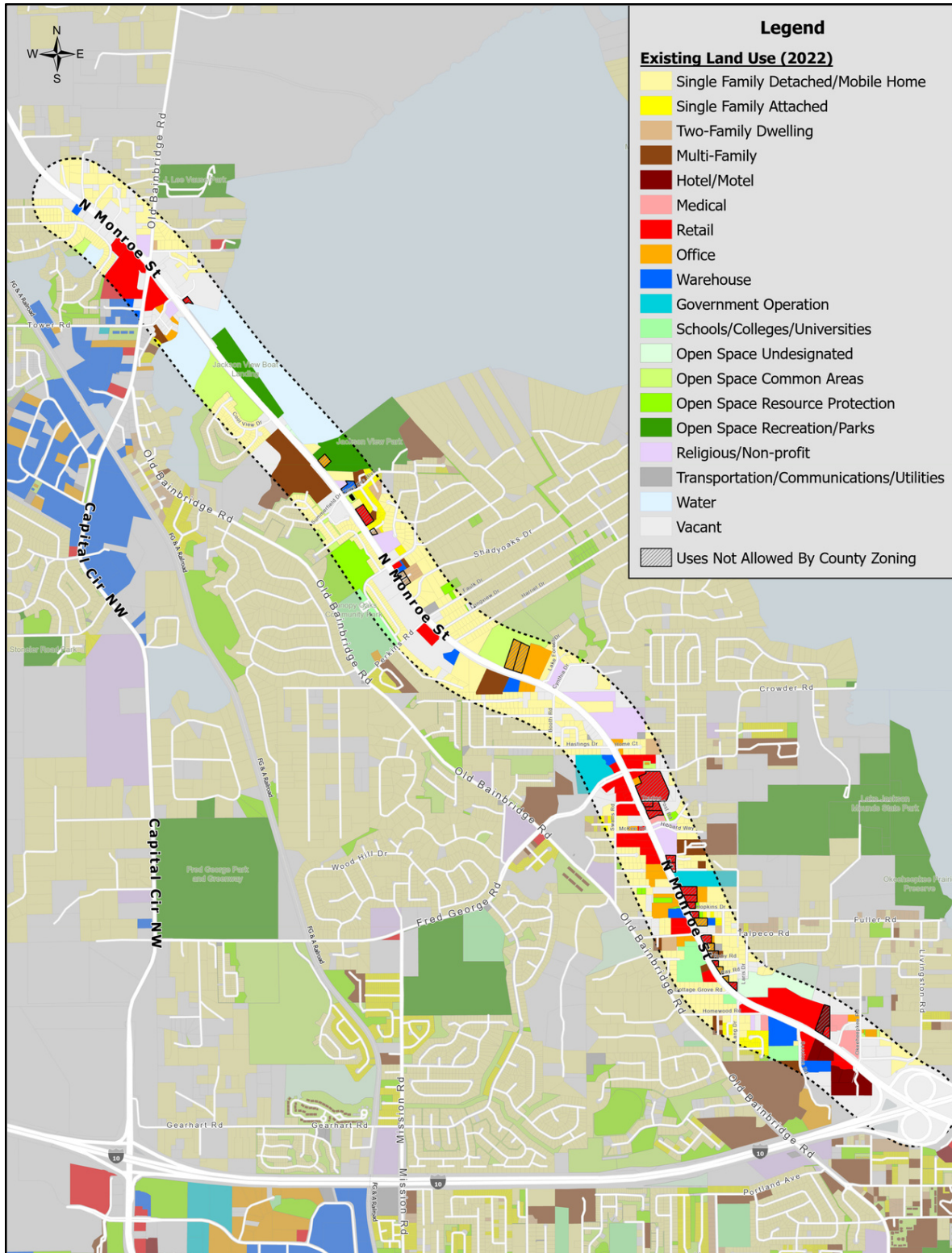
TRANSPORTATION MAP



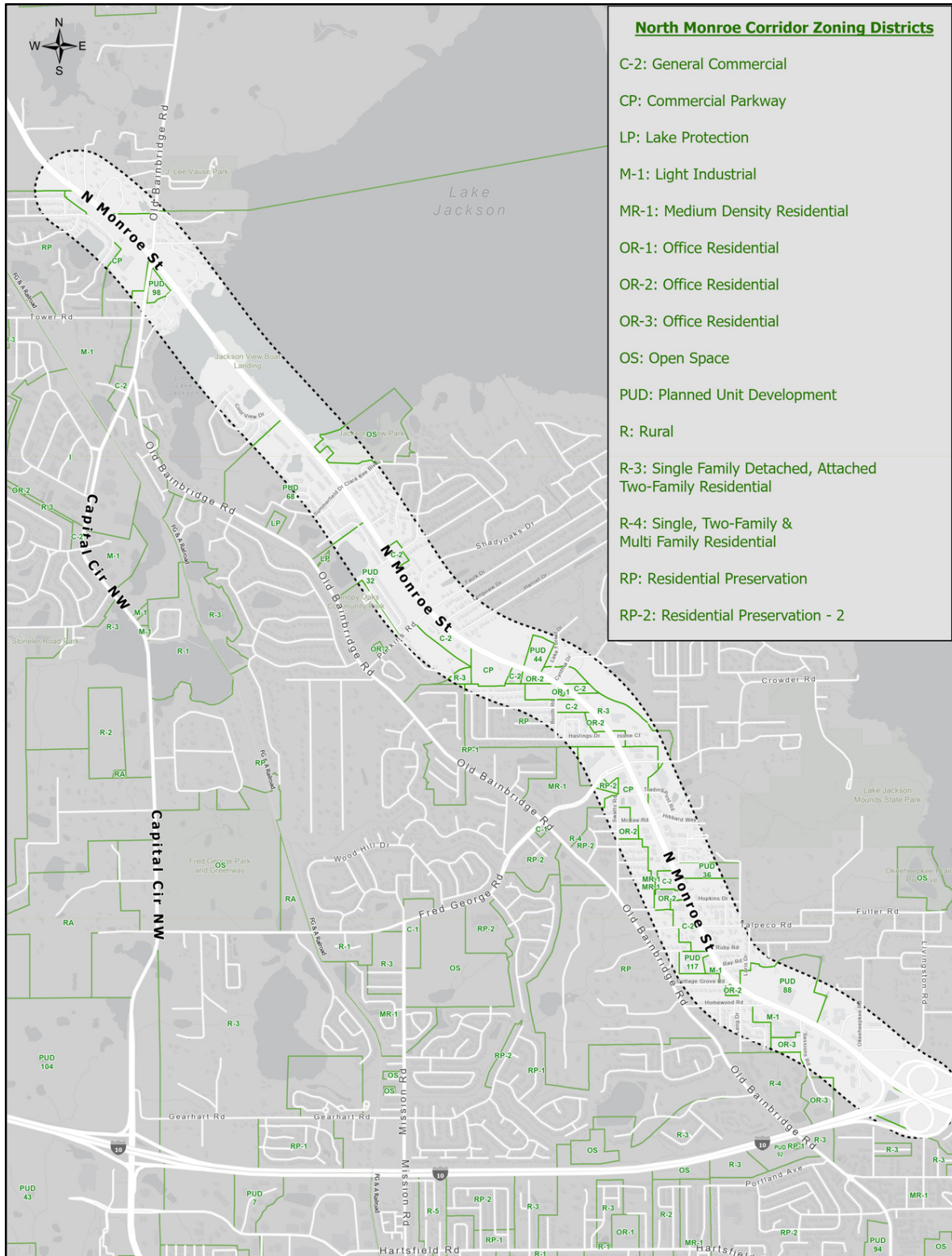
FUTURE LAND USE MAP



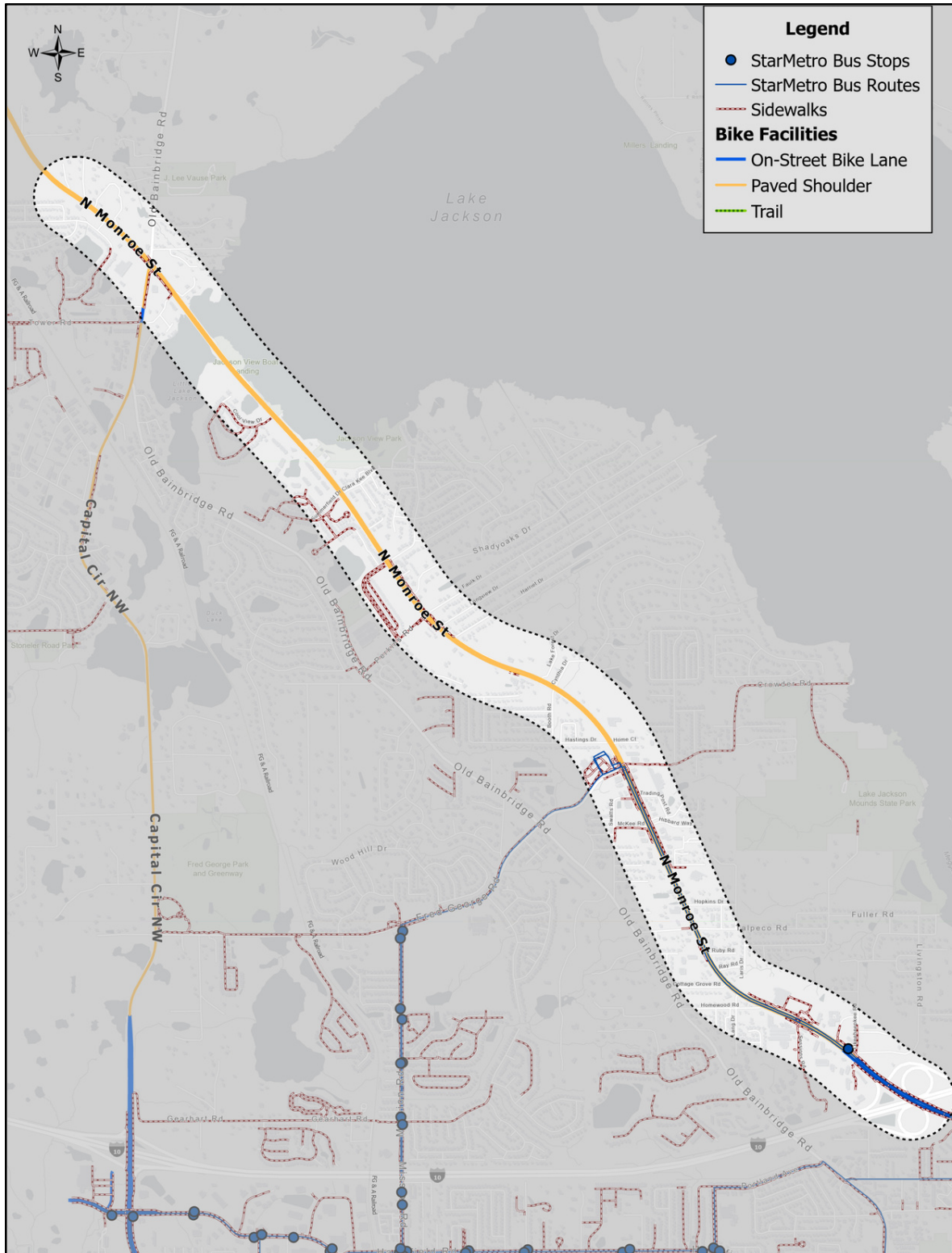
EXISTING LAND USE MAP



ZONING MAP



TRANSPORTATION MAP





PUBLIC FEEDBACK

NORTH MONROE CHARRETTE

Public feedback was received in multiple formats throughout the Charrette process, both online and in-person. What we heard during the public engagement was that stakeholders are focused on four areas of improvement: beautification, strengthening mobility, promoting quality development, and building upon existing natural amenities. The following section summarizes this feedback and evaluates how land planning plays a role in these focus areas.

FEEDBACK METHODS

Community Engagement.

Online	Online Survey June - Oct 2023
In-Person	Paper Copy Survey
In-Person	'Share Your Thoughts' Boards
In-Person	Stakeholder Interviews
In-Person	Mapping Exercises
Online	Email Responses



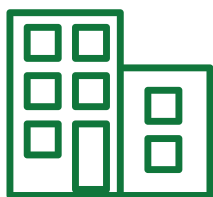
BEAUTIFICATION

Charrette participants and survey respondents identified corridor enhancements, such as maintenance and landscaping, as top priorities for improving North Monroe. They also identified the need to modernize buildings, signage, and landscaping.



MOBILITY

Mobility was a recurring theme throughout the charrette, as participants emphasized the need for additional sidewalks, trails, and transit options. They also recommended improving the safety and connectivity of existing sidewalk networks.



DEVELOPMENT

Participants noted a decline in the appearance of commercial buildings along the corridor, and sought redevelopment of these buildings for the long-term viability of the area. Some participants cited constraints that should be addressed in the existing Lake Protection land use standards as obstacles to redevelopment.



NATURAL AMENITY

Natural amenities on the corridor, such as mature growth oak trees, were identified as assets to the community; however, participants were also looking for ways to expand natural beauty through additional park space and enhanced landscaping.

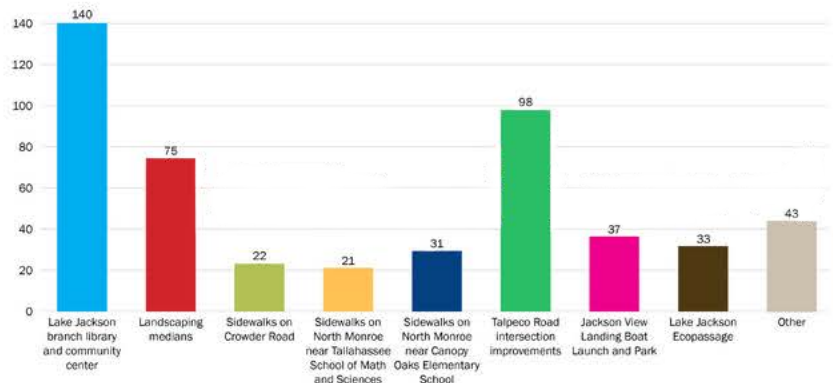
SURVEY RESPONSES

Survey responses were collected online through the North Monroe Charrette project website beginning July 5, 2023. Additional survey responses were collected in hard-copy at the community events. A total of 520 responses were received. Results of the survey were published on the Charrette website and are summarized below.

PART 1: LOOKING BACK

Question 1

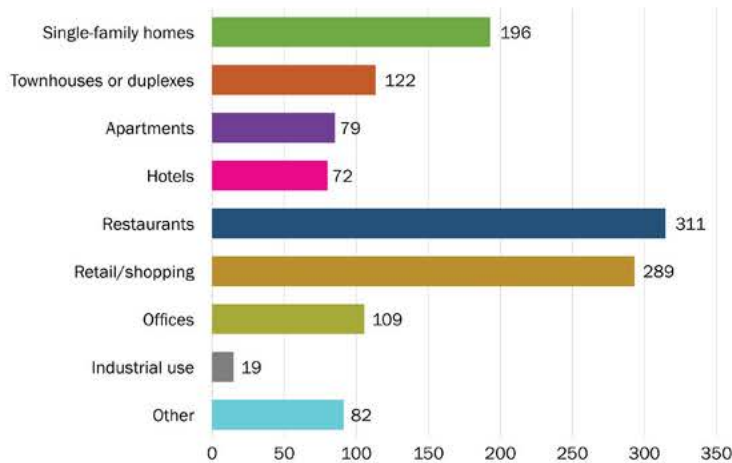
What previous improvement has had the biggest impact on enhancing the North Monroe Corridor north of Interstate-10?



PART 2: LOOKING FORWARD

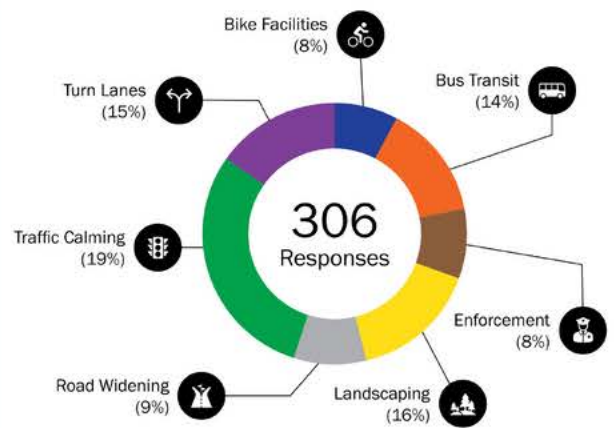
Question 2

Land Use: As private development or redevelopment occurs on North Monroe, what type of land use(s) would you like to see more of north of Interstate-10?



Question 3

Vehicular Transportation: Are there any transportation enhancements you would recommend to improve conditions for people driving on North Monroe Street north of Interstate-10?



SURVEY RESPONSES CONT...

Question 4

Pedestrian Transportation: Are there any transportation enhancements you would recommend to improve conditions for people walking or using mobility devices on North Monroe Street north of Interstate-10?

345
Responses

USERS COMPLETE SIDEWALK NETWORK BETTER WAYKEEPING CROSSING
SIGNS DAYS BREEZEWAY PEDESTRIAN CLEAR
SEPARATED PROPOSED SAFETY MONROE ENTIRETY TREES BETTER
SIDEWALKS
STREET WEST MAKE FACILITIES CAN SIDE
AREA USE CORRIDOR SIDEWALK FEEL THROUGH CROSSWALK
SHADE CROSSWALKS CONNECT

Question 5

Bicycle Transportation: Are there any transportation enhancements you would recommend to improve conditions for people riding bicycles on North Monroe Street north of Interstate-10?

310
Responses

Latest Responses

- "Not safe on the roadway"
- "Clearly marked bicycle lanes"
- "Always more bike lanes"
- "Bike Lanes with protected area for cyclists"
- "Need more bicycle infrastructure, it's nearly non-existent"
- "Multi-modal trails"

PART 3: ONE BIG IDEA

Question 6

If you could do any one thing on North Monroe Street north of Interstate-10 to improve the area, what would it be?

449
Responses



STAFF COLLECTS SURVEYS FROM PARTICIPANTS AT THE COMMUNITY BBQ



LEONCOUNTYFL.GOV/NORTHMONROE

'SHARE YOUR THOUGHTS...'



DISCUSSION BOARDS

Stakeholder feedback took many forms, including the collection of input directly relating to the corridor on the 'Share Your Thoughts' Discussion Boards. This allowed participants who were less likely to engage in mapping or the survey, an opportunity to provide open-ended feedback and to have their voices heard. Examples of the feedback received falls within the four categories of improvement.

'SHARE YOUR THOUGHTS...'



BEAUTIFICATION

- ENHANCE LANDSCAPING
- SHADE TREES ON SIDEWALKS
- SHADED BUS STOPS
- MORE FREQUENT MOWING AND EDGING OF MEDIANS AND PUBLIC RIGHT-OF-WAY ON N MONROE ST.
- PRESSURE WASH SIGNAGE
- BETTER MAINTENANCE OF STOREFRONTS
- REFRESH ROAD STRIPING
- SIGNAGE AT HISTORIC BUILDINGS AND LANDMARKS



MOBILITY

- IMPROVE SIDEWALK CONNECTIVITY
- PLAN FOR SIDEWALKS ON BOTH SIDES OF ROADWAYS
- ADD BIKE LANES ON N MONROE ST.
- ADD A MULTIUSE PATH PARALLEL TO N MONROE ST.
- ADD BUS SERVICE AND BUS STOPS FURTHER NORTH ON N MONROE ST.
- ADDRESS TRAFFIC CONGESTION AT INTERSECTIONS
- ADD STREET TREES TO CREATE A SAFETY BUFFER FOR PEDESTRIANS



DEVELOPMENT

- REDEVELOP VACANT PARCELS
- ADDRESS BLIGHTED PROPERTIES THROUGH MAINTENANCE OR REDEVELOPMENT
- ALLOW MIXED-USE, RESIDENTIAL, AND RETAIL
- ADD RESTAURANTS AND SHOPS
- ADD AFFORDABLE HOUSING OPTIONS
- ATTRACT DESTINATION AND ENTERTAINMENT USES FOR FAMILIES



NATURAL AMENITY

- ADD POCKET PARKS
- CREATE A COMMUNITY GARDEN
- CLEAN UP LAKE JACKSON AND REDUCE NOISE FROM AIR BOATS
- ADD TRAILS AND MEANDERING SIDEWALKS
- CREATE A DESTINATION PARK LIKE CASCADES
- ADD TENNIS AND BASKETBALL COURTS TO PARKS
- ADD A SPLASH PAD AND OTHER AMENITIES FOR KIDS
- CONTINUE LAKE JACKSON GREENWAY PROJECT

STAKEHOLDER INTERVIEWS

The Planning Department identified 5 key stakeholders to interview as part of the North Monroe Corridor Charrette in order to obtain detailed, first-hand accounts from those who have a vested interest in the area. The range of viewpoints and experiences of the interviewed stakeholders helped to create a balanced understanding of how stakeholders view and experience the corridor.



INTERVIEW HIGHLIGHTS

**North Monroe
Neighborhood
Resident**

Values **corridor character** and sees opportunities to beautify existing commercial areas and right-of-way to include branding and **sense of place** elements. Seeks additional destinations on the corridor with improvements to **pedestrian facilities**. Concerned about traffic and homelessness.

**Leon County School
Administrator Working
in the Corridor Area**

Appreciates the addition of **new commercial uses** along the corridor and **quality parks** and sidewalks around school areas. Looks forward to **aesthetic improvements** to dated buildings and additional sidewalks. Concerned about safety, stormwater management, and homelessness/panhandling.

**North Monroe
Neighborhood
Resident**

Interested in **redevelopment** with additional destination uses, improved **landscaping**, and **lot maintenance** of commercial properties. Supports additional **housing options**, including multifamily, and more sidewalks. Concerned about declining aesthetics, perceptions of crime, and school zones.

**Business Owner in
Huntington Plaza**

Primary concern is **safety**. Looking for opportunities to increase “eyes on the street” and reduce crime and transient presence at business entrances. Values quality park spaces, **sidewalks and landscaping**. Would like to see fewer auto-oriented uses on the corridor and more sidewalks and **community play areas** that are safe for families.

**North Monroe Task
Force Member**

Prioritizes **infrastructure investments** to the roadway and landscaping surrounding North Monroe St. Values **mixed-use redevelopment**, housing options, and **support for homeless individuals**. Sees opportunities to re-green parking lots and support pedestrian **mobility**.



INTERVIEW INSIGHTS

STRENGTHS

- COMMUNITY FACILITIES: LAKE JACKSON COMMUNITY CENTER AND LIBRARY; J. LEE VAUSE PARK
- NEW RESIDENTIAL DEVELOPMENT/HOUSING OPTIONS
- LARGE CANOPY TREES A DEFINING CHARACTER FEATURE

OPPORTUNITIES

- DESTINATION OR POCKET PARKS
- BUILDING FAÇADE ENHANCEMENTS
- ENHANCED AND BETTER MAINTAINED LANDSCAPING
- ADDITIONAL BUS ROUTES AND IMPROVED BUS STOPS
- ENHANCED CROSSWALKS
- MORE RESTAURANTS AND RETAIL
- INCREASE BIKE/PED SAFETY AND CONNECTIVITY

WEAKNESSES

- VACANT AND DILAPIDATED COMMERCIAL PROPERTIES
- LACK OF AMENITIES FOR KIDS
- AUTO-ORIENTED DEVELOPMENT PATTERN
- INCOMPLETE SIDEWALK NETWORK

THREATS

- LAND DEVELOPMENT REGULATIONS THAT RESTRICT REDEVELOPMENT
- UNHOUSED AND TRANSIENT POPULATION

CHARRETTE MAPPING EXERCISE

The multi-day Charrette included several opportunities for stakeholders to engage with DesignWorks staff to help visualize areas of significance and opportunities for improvement along the corridor through interactive mapping exercises. The results included insights on how to improve North Monroe St. from those individuals who live, shop, and travel on the corridor.



VISUALIZING THE CORRIDOR

Throughout the Charrette, the Planning Department's DesignWorks team worked with stakeholders to visualize priority areas on the North Monroe corridor and identify areas of improvement. The results were insightful, and allowed our planning teams to better understand conditions and opportunities from the viewpoint of community members living, working, and frequenting business along the corridor.

COMMON THEMES



BEAUTIFICATION OF THE CORRIDOR: INCREASED ROADWAY AND RIGHT-OF-WAY MAINTENANCE, ENHANCED LANDSCAPING, MODERNIZED COMMERCIAL FACADES AND SIGNAGE, REDUCED VISUAL CLUTTER ALONG ROADWAYS



IMPROVE PEDESTRIAN CONNECTIONS WITH ADDITIONAL SAFETY FEATURES AND PROTECTIONS FROM VEHICLE TRAFFIC



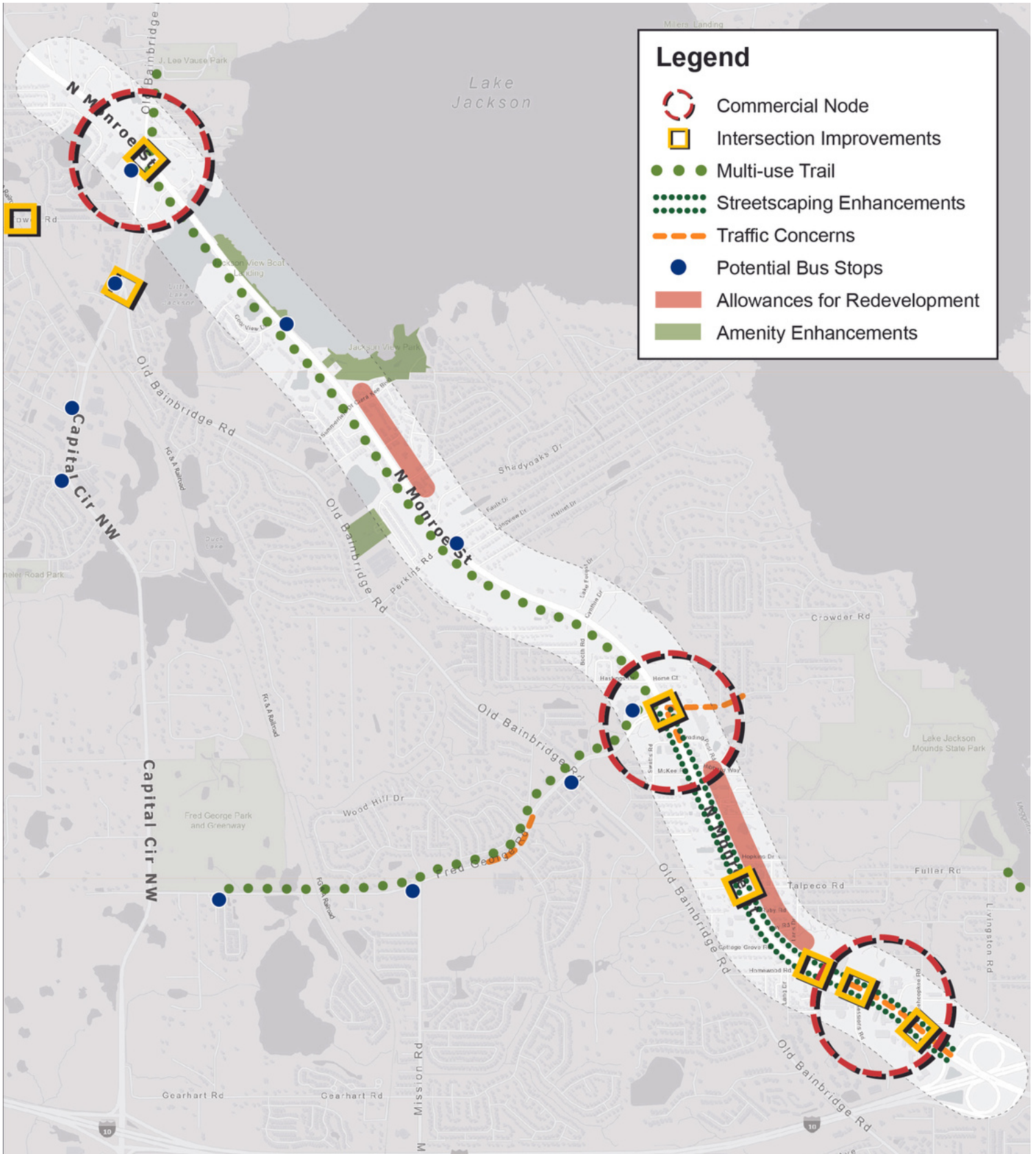
INCREASE ACCESSIBILITY TO PUBLIC AND NATURAL AMENITIES THAT THE AREA HAS TO OFFER, INCLUDING PARKS AND GREENWAYS



EXPAND MOBILITY OPTIONS TO INCLUDE MULTI-USE TRAILS AND PUBLIC TRANSIT OPTIONS



ACCOMMODATE GROWTH AND REDEVELOPMENT WHILE PRESERVING CHARACTER



WHAT STAKEHOLDERS WANT TO SEE MORE OF ON THE CORRIDOR

Consistent feedback from Charrette participants called for improvements to the aesthetics, mobility options, development opportunities, and natural amenities that enhance the existing corridor character and quality of life. Signs of progress are already visible and can be supported by future planning and projects.



LANDSCAPING AND SHADE
TREES IN PARKING AREAS



DEFINED PEDESTRIAN-
FRIENDLY CROSSINGS
AND SIDEWALKS ON
NORTH MONROE ST.



NEW COMMERCIAL
DEVELOPMENT AND
SHOPPING OPPORTUNITIES



CONTINUED INVESTMENT
IN PUBLIC PARK SPACES,
AND ADDITIONAL TRAILS
AND SHADE TREES



NEXT STEPS

NORTH MONROE CHARRETTE

Corridor Improvements

The North Monroe Charrette provided meaningful feedback from community stakeholders that donated their time and experience to guide future planning of the North Monroe Street Corridor. Since the Charrette, this feedback has been studied for opportunities to improve the corridor in ways that reflect community needs and values. The following analyses and recommendations are presented to assist elected officials in determining the path forward for investing in and shaping future growth along North Monroe.

- Land Use Analysis
- Beautification Opportunities
- Mobility Considerations
- Development Trends
- Implementation Recommendations

LAND USE MATTERS

In order to address stakeholder feedback regarding commercial property maintenance, building façade improvements, and redevelopment, a review of current land use policies and land development codes affecting the corridor were evaluated.

Future Land Use

The west side of North Monroe St. is primarily designated as **Suburban on the Future Land Use Map** of the Tallahassee-Leon County Comprehensive Plan. The Suburban Land Use category is intended to create an environment for economic investment or reinvestment through mutually advantageous placement of employment and shopping opportunities with convenient access to low- to medium-density residential uses. This development pattern allows residential development to include single- and multi-family housing types, up to 20 dwelling units per acre, as well as mixed-use retail, commercial, and office uses.

Properties on the west side of North Monroe St. can operate, improve, or redevelop as needed and maintain consistency with the Future Land Use policy.

The east side of North Monroe St. is primarily designated as **Lake Protection on the Future Land Use Map**.

The Lake Protection category is intended to ensure that development within the Lake Jackson drainage basin occurs in a sustainable and environmentally sound manner with minimal impact to water quality.

The Lake Protection Land Use allows residential density up to one dwelling unit per two acres. A residential density bonus may be allowed of up to two dwelling units per acre within developments designed as Clustered Subdivisions.

Commercial and office uses are not allowed in this future land use category, except at designated nodes:

- Highway 27 N & Sessions Rd
- Highway 27 N & Capital Circle NW/Old Bainbridge Rd
- Highway 27 N & Fred George Rd
- Bannerman Rd & Bull Headley

This means that no new commercial and office uses are allowed to develop. It also creates limitations on what changes or redevelopments that owners can do to improve and enhance the appearance of their existing commercial buildings and properties.

LAKE PROTECTION FUTURE LAND USE IMPACTS

The **Lake Protection Future Land Use category was written and applied with the first adopted Tallahassee-Leon County Comprehensive Plan in 1990**. It primarily impacts commercial and office properties located on the east side of North Monroe St.

Although the Lake Protection Future Land Use does not allow commercial and office uses, many structures supporting these uses exist today because they were constructed and operating prior to the adoption of the Comprehensive Plan and associated Lake Protection Future Land Use category.

Upon being designated Lake Protection, these existing businesses became legally non-conforming uses. This is also true for residential properties within the Lake Protection Future Land Use that exceed one unit per two acres.

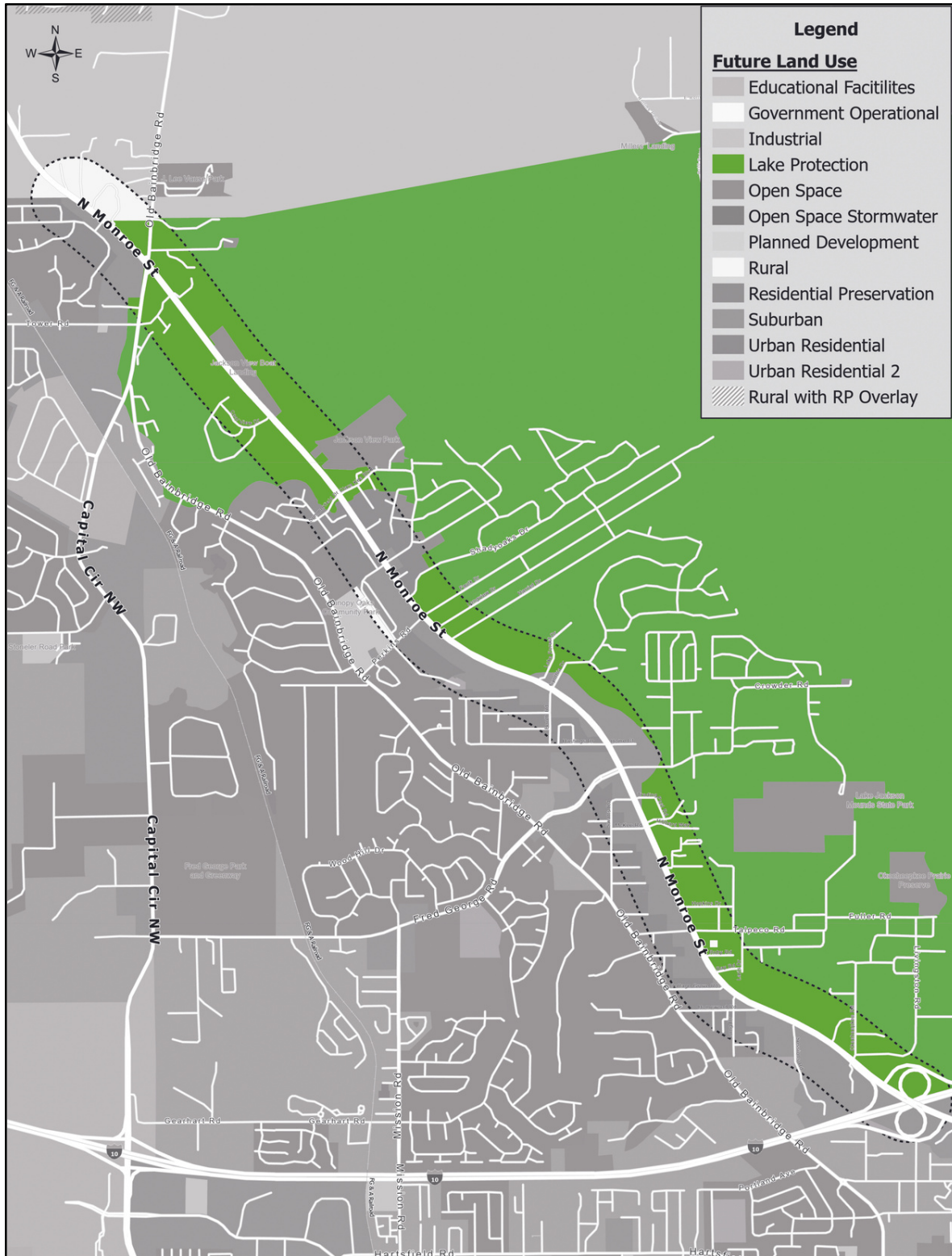
Legally Non-Conforming

For those pre-existing properties with legally non-conforming status, the property owners may continue to operate as-is, but often have difficulty obtaining permitting for improvements to their properties. Financing can also be difficult to obtain for non-conforming properties.

The result is that these properties may decline over time until they are no longer operable. Owners may sell or redevelop the property, but only in conformance with the Future Land Use Category. The unintended consequence is that properties remain stagnant and unimproved for extended periods of time, resulting in a declining aesthetic on the corridor.

While the Lake Protection Future Land Use Category has been an important regulatory tool to prevent degradation and improve water quality at Lake Jackson, it does create barriers to the improvement and redevelopment of commercial properties on the east side of North Monroe St.

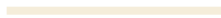
LAKE PROTECTION LAND USE





BEAUTIFICATION OPPORTUNITIES

IMPROVING AESTHETICS
AND HONORING SENSE OF PLACE



Public Projects *Aesthetic improvements to North Monroe will include investments into the public realm, such as median and landscaping updates to the public right-of-way and common areas on North Monroe St.*

Redevelopment *Many of the older commercial buildings and shopping centers on North Monore St. are ripe for redevelopment, which will introduce new uses and facade improvements sought after by community stakeholders. To make this happen, land use restrictions that prevent redevelopment need to be addressed.*

Natural Amenities *The North Monroe Corridor has a unique character, defined by mature trees and lake front views that set J. Lee Vause Park and similar recreation areas apart from others in Leon County. The addition of green spaces to future development in these areas to supplement the existing Leon County parks will help to grow the quality of life in this area.*

MOBILITY CONSIDERATIONS

Complete the Sidewalk Network

Sidewalks on North Monroe St. have been constructed in phases, leaving gaps in the network. A significant opportunity exists to develop the sidewalk network on North Monroe St. to link existing segments will improve accessibility and connectivity.

Expand Bus Routes and Add Bus Shelters

Bus service is provided by the City of Tallahassee's StarMetro transportation system and currently extends as far north as Huntington Plaza. Expansion of the bus service outside the City limits requires coordination with the City of Tallahassee. The addition of bus shelters on the existing route creates opportunities to enhance user comfort and safety.

Add Multiuse Trails for Transportation and Recreation

The addition of multiuse trails are complementary to the aesthetics and natural amenities of the corridor. Current plans for the Lake Jackson Greenway Project will help to realize this request from the community stakeholders.

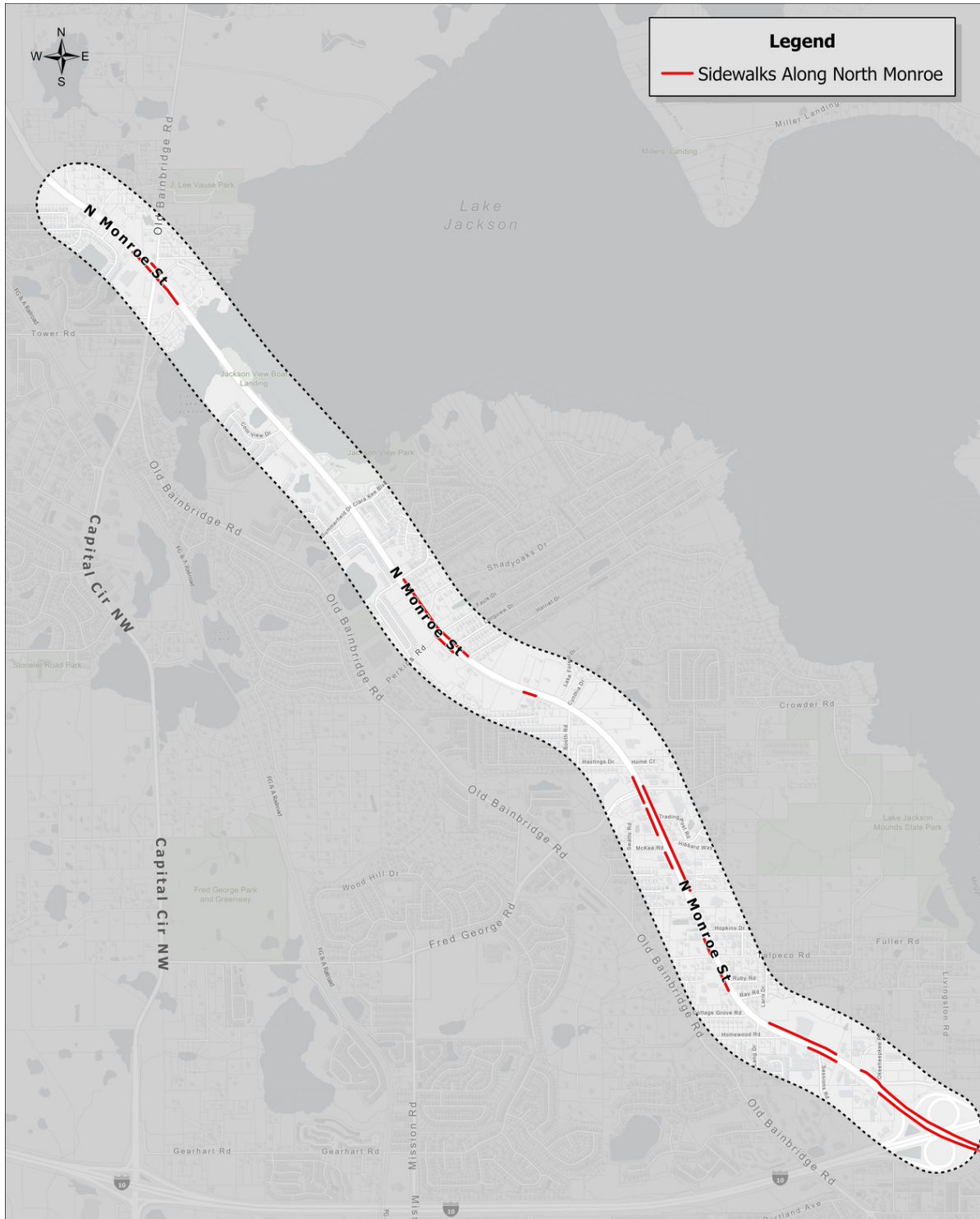
PROJECT SNAPSHOT: Blueprint IA Project

The **Lake Jackson Greenway Project** will create a 5.1-mile multimodal connection from Lake Ella to Lake Jackson Mounds Archaeological State Park. This project will provide connectivity to neighborhoods and several existing parks through sidewalks, on-street cycle routes, and shared-use paths for bicyclists, pedestrians and other non-motorized users. The Lake Jackson Greenway Project will improve the safety and connectivity of pedestrians and cyclists.



SIDEWALK NETWORK

There are currently **33,682 linear feet of sidewalks** in the North Monroe Corridor study area, reflecting a **25.7% coverage area** of sidewalk facilities. Existing sidewalks make up 22.1% coverage on the west side and 29.3% coverage on the east side of North Monroe St.



NEXT STEPS

DEVELOPMENT TRENDS

Zoning and Land Use

The feedback from community stakeholders during the Charrette indicates a need for new development and aesthetic improvements to the commercial areas along North Monroe St. The first step in promoting private investment of commercial areas is to reduce the indirect impacts of the **Lake Protection Future Land Use category** on legally non-conforming uses that has negatively affected property maintenance and redevelopment.

Private Developments

New residential development and commercial shopping areas at the north end of the study area, such as Summerfield and the Oak Valley Shopping Center, bring new life to the corridor. These, in addition to the newly constructed Lake Jackson ER, bring much needed uses and modern aesthetics to the corridor. Future considerations include ensuring a balance of investment so that land use policy doesn't concentrate private development in certain areas, such as the west side of North Monroe St., at the expense of residents and business owners on the east side.

Public Projects

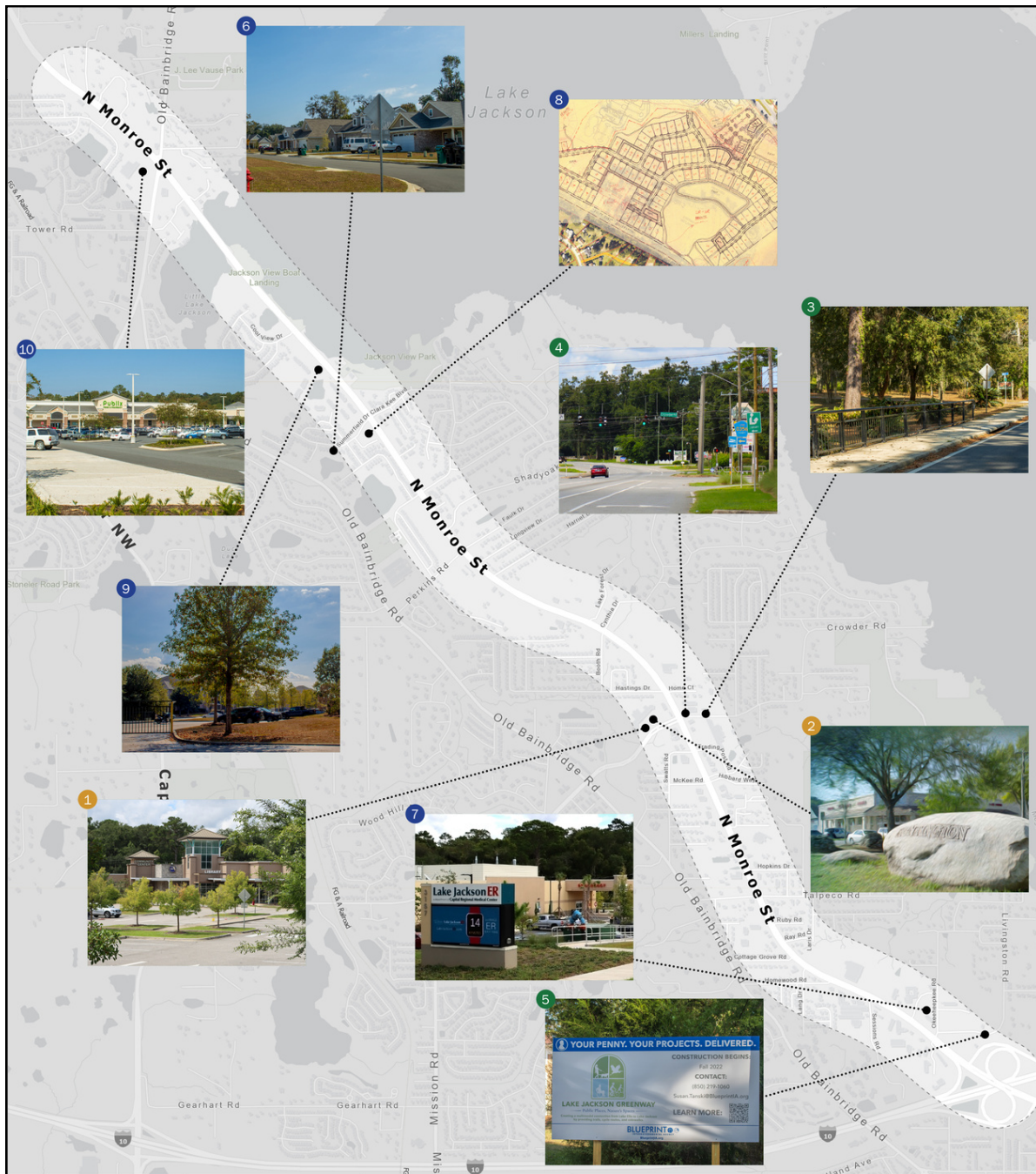
Additional sidewalks and intersection improvements are ongoing and greatly supported by the Charrette participants. Expansion of these efforts are recommended for future public investment.

LAND USE AND ZONING CONSIDERATIONS

Vision 2025: Tallahassee-Leon County Comprehensive Plan Land Use & Mobility Update

This active project, led by the Tallahassee-Leon County Planning Department, looks at land use policy county-wide. With the support of a consultant team, this project creates opportunities to evaluate the effectiveness of the Lake Protection Land Use Category and develop recommendations that balance the environmental protection intent of the policy, while eliminating barriers to investment.

PUBLIC AND PRIVATE INVESTMENTS MAP



Scan QR code to view Story Map

PREVIOUS EFFORTS

1. Expansion of the Lake Jackson Branch Library 2012
2. Huntington Sense of Place Plan 2013

PUBLIC INVESTMENTS

3. Crowder Road Sidewalk
4. Intersection Improvement at Intersection of North Monroe and Crowder Road
5. Lake Jackson Greenway

PRIVATE INVESTMENTS

6. Summerfield Development
7. Lake Jackson ER
8. Shoppes at Summerfield
9. Arbor Landing Development
10. Oak Valley Shopping center

NORTH MONROE CORRIDOR

A CAPITAL GATEWAY

IMPLEMENTATION

Implementation of the North Monroe Charrette Findings requires coordination between various governmental agencies and community partners. The following recommendations are narrow and focused to identify immediate and feasible strategies for corridor improvement among various entities.

Recommendations for Continued Corridor Improvement

A. Invest in Public Infrastructure

Create a budgeted infrastructure project to expand and connect the existing sidewalk network on North Monroe St. and enhance pedestrian crossings, landscaping, and medians with the purpose of beautifying the corridor and creating safe pedestrian mobility and access to homes and businesses.

B. Remove Barriers to Commercial Property Investment

Utilize the existing Comprehensive Plan Land Use and Mobility Element Update Project to identify alternatives to the Lake Protection Future Land Use category that meet the intent of environmental conservation while allowing for redevelopment.

C. Identify Opportunities to Promote the Unique Sense of Place

Expand existing natural amenities and park options, while also recognizing significant and historic structures on the corridor.

D. Enhance Transit Options

Identify methods of providing additional bus service and bus stops on North Monroe St. that extend beyond the City limits to service additional neighborhoods and shopping areas.



For questions about this report, please contact the Tallahassee-Leon County Planning Department at (850) 891-6400; planning@talgov.com or visit the North Monroe Corridor website at: <https://www.leoncountyfl.gov/northmonroe>

ANALYSIS

Invest in Public Infrastructure

The Blueprint IA Board is currently considering a substantial amendment to expand the North Monroe Gateway project to include additional areas north of Interstate-10 that overlap with the study area for the North Monroe Corridor Charrette. Providing the North Monroe Corridor Charrette Final Report to Blueprint ensures the community input gathered are incorporated into the current and future work on their North Monroe Gateway project.

Action Item

Provide the North Monroe Charrette Final Report to Blueprint for consideration with the North Monroe Gateway project.

The Capital Regional Transportation Planning Agency is currently developing the North Monroe Street Safety Implementation Plan and may apply for Safe Streets and Roads for All (SS4A) funding. The CRTPA project team is aware of the North Monroe Corridor Charrette and has indicated that the Final Report is beneficial to its efforts. With Board action on this Final Report, staff will collaborate further with CRTPA toward identifying new safety improvements and projects they can implement aligned with the findings of the Final Report.

Action Item

Provide the North Monroe Charrette Final Report to the Capital Region Transportation Planning Agency to discuss potential Safe Streets and Roads for All funding options for further safety improvements on North Monroe Street.

Remove Barriers to Commercial Property Investment

As directed by the Board and City Commission, a consultant team is currently conducting data analysis and community engagement to support updates to the Land Use and the Mobility Elements of the Tallahassee-Leon County Comprehensive Plan. Many of the comments received from the public regarding land uses, development, and redevelopment along the corridor would be topics addressed by the updates to the Land Use and Mobility Elements. Collaboration with the consultant team would communicate the community's support for land use policies that promote quality growth on the North Monroe Street Corridor.

Action Item

Provide the North Monroe Corridor Charrette Final Report to the consultant for the Land Use and Mobility Element update to the County/City Comprehensive Plan.

ANALYSIS

Remove Barriers to Commercial Property Investment

Numerous comments received during the charrette expressed a desire to see private reinvestment and redevelopment of existing shopping centers in the study area. To determine how reinvestment and redevelopment could be further encouraged or incentivized, a further evaluation is needed to compare existing conditions, current allowable development under the current land development regulations, and opportunities for future regulatory modifications that may stimulate redevelopment aligned with the findings of the Final Report. Staff is prepared to conduct this review, as detailed in "next steps," below. This evaluation would identify potential barriers or disincentives for private redevelopment (to meet finding of the Final Report) under the current land development regulations, and would identify potential solutions and updates to the land development regulations (such as increasing allowable densities and intensities, adjusting setbacks, allowing additional uses, etc.) to support private reinvestment in or redevelopment of existing shopping centers that may benefit from private reinvestment.

Action Item

Have DesignWorks division of the Planning Department conduct an analysis of at least three existing shopping centers on North Monroe Street between Interstate-10 and Capital Circle NW to compare the existing development to potential private redevelopment opportunities. This analysis would identify potential barriers to private redevelopment, opportunities to incorporate the input received from citizens through the charrette process, and potential land development code updates that may encourage private redevelopment.

Throughout the charrette process, the project team received community input about what land uses are desired by the community along the North Monroe Corridor. This action item would be completed by having Planning staff conduct an analysis of the different zoning districts that are in place along the North Monroe Corridor between Interstate-10 and Capital Circle NW. The analysis would compare the uses permitted by these zoning districts to the uses desired by the community. This analysis could identify the need to update existing zoning districts, establish new zoning districts or zoning overlays, or support the rezoning of properties on North Monroe Street.

Action Item

Evaluate the desired uses from the community as compared to allowed uses based on zoning along the North Monroe between Interstate-10 and Capital Circle NW.

ANALYSIS

Identify Opportunities to Promote the Unique Sense of Place

Input received during the charrettes indicated a community desire to identify opportunities to promote a sense of place along the North Monroe Corridor. Historic and archeological resources along the corridor offer opportunities to promote the sense of place. Planning staff in collaboration with the Tallahassee Trust for Historic Preservation would work to identify historic and archeological resources along the North Monroe Corridor and identify strategies to leverage them for placemaking. These strategies could include informing the owners or managers of these historic resources of the process and benefits to obtaining a local historic designation (the Historic Preservation Overlay), the process and benefits of being listed on the National Register of Historic Places, and opportunities through the Florida Department of State's Florida Historical Marker program. As historic resources are identified and marked with signage, they can be leveraged to promote and attract visitors to North Monroe Street.

Action Item

Identify historic locations along the North Monroe Corridor and evaluate options for providing interpretive signage at these locations.

This action item builds upon the multitude of existing park amenities, such as the trails and outdoor amenities, boat landings, and ball fields at the many Leon County Parks in North Leon County that are proximate to the North Monroe Street corridor. During the charrette, events were held at Canopy Oaks Community Park, Parwez Alam Park, and J. Lee Vause Park. The area parks, boat landings, Lake Jackson Branch Library, and Lake Jackson Community Center all contribute to a high quality of life on North Monroe Street and the surrounding neighborhoods. During the charrette process, community input indicated potential additional amenities, such as community gardens, was desired. For this action item, the Office of Resource Stewardship would evaluate the existing amenities at the numerous parks in North Leon County, determine the feasibility of additional amenities, and seek grants, community partnerships, and other funding opportunities to enhance these community assets.

Action Item

Continue investment in Leon County Park amenities along and adjacent to the corridor and evaluate opportunities for additional amenities at parks in the future.

ANALYSIS

Identify Opportunities to Promote the Unique Sense of Place

As noted previously, North Monroe Street has numerous community assets including archeological sites, community parks, boat landings, and more. Many of these assets were highlighted throughout the charrette process. There are opportunities to continue highlighting these assets, that exist near a primary gateway to Leon County, to both the broader community as well as to visitors. Leon County Community and Media Relations (CMR) and the Leon County Division of Tourism (Visit Tallahassee) can feature the natural beauty of the North Monroe Corridor, including the mature tree canopy and waterfront parks, when sharing community updates, news items, and developing marketing collateral. These amenities could also be identified on the North Monroe website at LeonCountyfl.gov/NorthMonroe.

Action Item

Strategize ways to promote the Corridor's unique character and natural amenities to the broader community.



Parwez Alam Park at Okeeheepkee Prairie Preserve

ANALYSIS

Enhance Transit Options

Transit was a major theme in the input received during the charrettes. While there are many benefits to enhancing transit, there is also a need to coordinate with transit providers including StarMetro and Big Bend Transit. Transit improvements would also come with a financial cost to Leon County. This action item establishes a benchmark for future data-driven evaluations of transit improvements along North Monroe Street. This action item would collect current ridership data from StarMetro as a means to establish a benchmark to which future conditions could be compared. As other improvements are made along North Monroe Street, including improvements to existing transit stops, the construction of sidewalks, and land use changes, ridership data would be collected from StarMetro and compared to this benchmark. If a notable increase in ridership or any significant trends are identified in the data analysis, further coordination and analysis would be conducted to evaluate the feasibility additional transit improvements on the corridor.

Action Item

Benchmark transit ridership data for comparison to future conditions following improvements to transit stops and sidewalk improvements.

Because North Monroe Street is a state-highway, transportation improvements to the corridor are coordinated with the Florida Department of Transportation. As the region's metropolitan planning organization, the CRTPA serves as the liaison between the local government and the State. As noted in Action Item #2 above, CRTPA is currently developing the North Monroe Street Safety Implementation Plan and may apply for Safe Streets and Roads for All (SS4A) funding. In addition to this study, CRTPA updates the Regional Mobility Plan, the local long-range transportation plan, the Safe Routes to Schools studies, bicycle and pedestrian master plans, trails plans, area other transportation plans and programs. By coordinating with CRTPA, many of the improvements identified through the charrette process and in the Final Report can be incorporated into these plans and programs to enhance eligibility for state and federal funding for new projects as well as, or in addition to, the SS4A opportunity.

Action Item

Coordinate with Capital Region Transportation Planning Agency to request that North Monroe Street improvements be included in future updates to the Regional Mobility Plan or other transportation plans where appropriate.

NORTH MONROE CORRIDOR

A CAPITAL GATEWAY

ACTION ITEMS

A. Invest in Public Infrastructure

1. Provide the North Monroe Charrette Final Report to Blueprint for consideration with the North Monroe Gateway project.
2. Provide the North Monroe Charrette Final Report to the Capital Region Transportation Planning Agency to discuss potential Safe Streets and Roads for All funding options for further safety improvement on North Monroe Street.

B. Remove Barriers to Commercial Property Investment

3. Provide the North Monroe Corridor Charrette Final Report to the consultant for the Land Use and Mobility Element update to the County/City Comprehensive Plan.
4. Have DesignWorks division of the Planning Department conduct an analysis of at least three existing shopping centers on North Monroe Street between Interstate-10 and Capital Circle NW to compare the existing development to potential private redevelopment opportunities. This analysis would identify potential barriers to private redevelopment, opportunities to incorporate the input received from citizens through the charrette process, and potential land development code updates that may encourage private redevelopment.
5. Evaluate the desired uses from the community as compared to allowed uses based on zoning along the North Monroe between Interstate-10 and Capital Circle NW.

C. Identify Opportunities to Promote the Unique Sense of Place

6. Identify historic locations along the North Monroe Corridor and evaluate options for providing interpretive signage at these locations.
7. Continue investment in Leon County Park amenities along and adjacent to the corridor and evaluate opportunities for additional amenities at parks in the future.
8. Strategize ways to promote the Corridor's unique character and natural amenities to the broader community.

D. Enhance Transit Options

9. Benchmark transit ridership data for comparison to future conditions following improvements to transit stops and sidewalk improvements.
10. Coordinate with Capital Region Transportation Planning Agency to request that North Monroe Street improvements be included in future updates to the Regional Mobility Plan or other transportation plans where appropriate.



For questions about this report, please contact the Tallahassee-Leon County Planning Department at (850) 891-6400; planning@talgov.com or visit the North Monroe Corridor website at: <https://www.leoncountyfl.gov/northmonroe>

**Leon County
Board of County Commissioners**

Notes for Agenda Item #16

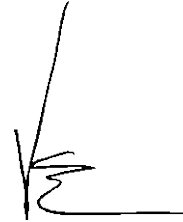
Leon County Board of County Commissioners

Agenda Item #16

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Status Report on Intersection Sightline Standards and the Maintenance of County Intersections

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff/ Project Team:	Tim Barden, Administrative Services Manager

Statement of Issue:

This item provides a status report on the sightline safety standards established by the State of Florida and the County's actions to ensure the maintenance of clear sight distances at intersections on County-maintained roads.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on intersection sightline standards and the maintenance of County intersections.

Report and Discussion

Background:

On October 10, 2023, the Board directed staff to provide a status report regarding the removal of brush and ensuring clear sight distance at intersections. This item provides a status report on the sightline safety standards established by the State of Florida and the County's actions to ensure the maintenance of clear sight distances at intersections on County-maintained roads.

There are 660 miles of County roads with 2,645 intersections that the County maintains to ensure safe road clearing and visibility in accordance with the State guidelines and safety standards for intersections. There are 373 additional intersections within the City limits which are maintained by the City. Of note, the County's maintenance of 2,645 intersections is divided into two categories, normal intersections (2,446) and intersections on canopy roads (199). The County does not maintain intersections located in private subdivisions. Those intersections are maintained by the individual homeowners or Homeowners' Associations (HOA). This item provides an overview of the State requirements and the County's efforts to maintain those standards at intersections along County-maintained roadways.

Analysis:

The removal of brush and other objects from intersections to ensure clear sightlines are part of the routine maintenance functions performed by Leon County on an annual basis. Leon County follows the requirements of the Florida Department of Transportation (FDOT) Green Book, the FDOT Design Manual, and the Leon County Driveway and Street Connection Guidelines and Procedures Manual for sight distance and standards at roadway intersections.

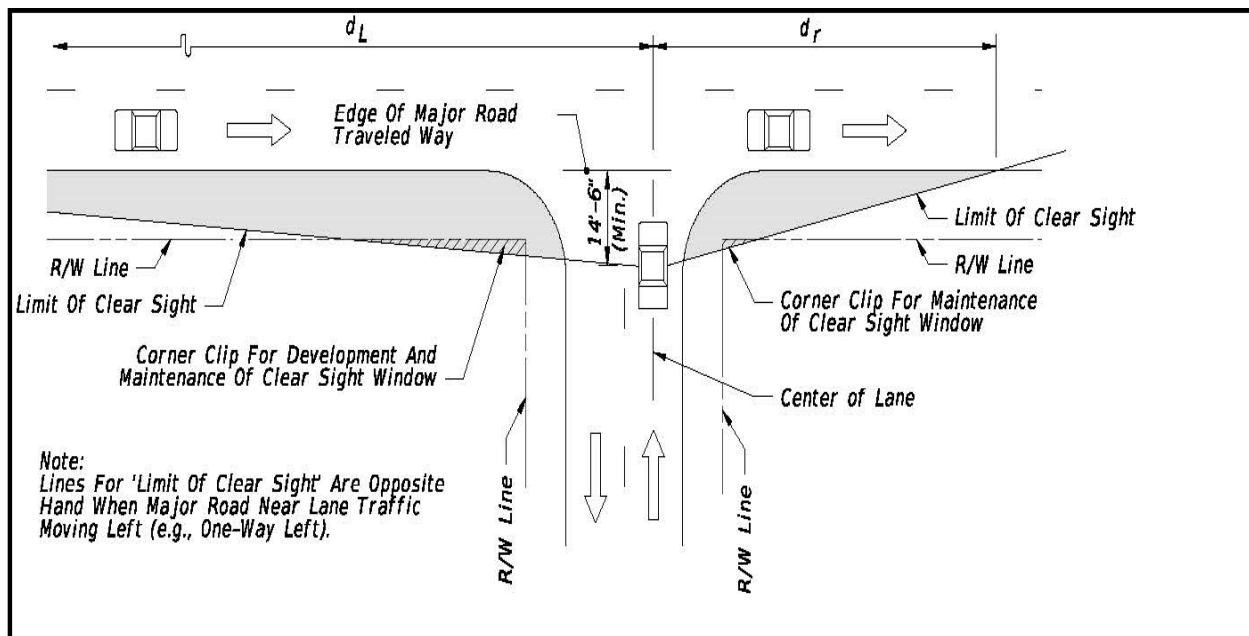
The FDOT Greenbook is the common name for the FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways. The purpose of this manual is to provide uniform minimum standards and criteria for the design, construction, and maintenance of all transportation facilities off the State Highway System, roads, highways, bridges, sidewalks, curbs and curb ramps, crosswalks, bicycle facilities, underpasses, and overpasses used by the public for vehicular and pedestrian traffic. The FDOT Design Manual sets forth geometric and other design criteria for roadways and includes the guidelines on how to develop the clear sight triangles. The Leon County Driveway and Street Connection Guidelines and Procedures Manual follows the established FDOT standards for roadways and intersections with exception to the operation of canopy roads as explained later in this item.

As stated, there are 2,645 intersections that are maintained by the County along County maintained roads. Of those, 2,446 are traditional intersections which do not include or intersect with canopy roads. Sight distance at intersections is the length of roadway visible to a driver when stopped at a roadway intersection. Objects such as walls, trees, bushes, hedges, signs, and other objects within and outside of the right-of-way can affect sight distance. The driver of a vehicle approaching or departing from an intersection should have an unobstructed view of the intersection or clear sight triangle. Sight triangles provide the driver approaching an intersection an unobstructed view of any conflicting vehicles or pedestrians to permit the driver to anticipate and

avoid potential collisions by stopping. Leon County follows the requirements of the FDOT Green Book and FDOT Design Manual for sight distance at traditional intersections.

The shaded areas in Figure 1 illustrate the clear sight triangles on a typical two-lane road to two-lane road intersection. Sight distance requirements are based on the posted speed limit. When the posted speed limit is higher, the required sight distance will be longer. This sight distance requirement is the same for all intersections, with the only exception being connections to a designated canopy road as discussed later in this item. In all cases, roadway connections are required to be located to either meet or maximize the available sight distance for the intersection.

Figure 1: Clear Sight Triangles, FDOT Green Book and Design Manual



Every intersection is unique because of the geometry, landscaping, speed limit, and road features such as on-street parking, signals, and curb and gutter. There should be no obstructions within the sight triangles so a clear line of sight between vehicles at intersection stop locations and vehicles on the highway.

Scheduled maintenance of County-maintained roadways includes mowing of rights-of-way, clear zone maintenance of roadside shoulders and ditches, and the inspection and removal of high-risk trees and branch obstructions. Since intersections on County-maintained roads are within the County's right-of-way, brush removal and other routine maintenance functions fall within the annual maintenance schedule. In addition to the maintenance schedule, the County responds to citizen requests if an issue arises with an intersection's sight distance. In instances where sight distance issues occur when a County road intersects a State or City road, the County works with those entities to resolve the issue to ensure driver and pedestrian safety.

Canopy Roads

There are 199 intersections along all of the County canopy roads in the unincorporated area. The canopy roads are primarily owned and maintained by Leon County. Management of the canopy road system is a joint effort by the County and the City and is guided by the Canopy Roads Management Plan. Intersection connections to designated canopy roads should meet the Canopy Roads Review Criteria in the Leon County Driveway and Street Connection Guidelines and Procedures Manual. For canopy roads, the sight triangles are determined during the development review process using the Leon County Driveway and Street Connection Guidelines and Procedures Manual. The sight triangles are smaller on canopy roads to minimize the tree impact while still ensuring public safety. However, driver and pedestrian safety is paramount so objects such as trees, berms, slopes, and other characteristics of the canopy roads are managed appropriately including cut back or removal. If any obstructions are deemed to create a sight distance hazard and a public safety issue, they are addressed. Other considerations to ensure intersection safety include signalization, speed adjustments, and additional signage.

In summary, 660 miles of roadways are routinely and proactively maintained in Leon County including all of the intersections with County roadways to ensure clear intersection sightlines. The maintenance of these roadways ensures that all intersections meet the FDOT Green Book, FDOT Design Manual, or Leon County Driveway and Street Connection Guidelines and Procedures Manual if it is a canopy road. In the last three years, the County has performed 114 road shoulder miles of clear zone maintenance as needed, 74.2 miles of inspection and removal of high-risk wood on canopy roads, and mowed 7,598 miles of County right-of-way. In addition, the County continues to work with partners at the State and the City to ensure that obstructions on intersections that intersect with County maintained roads are cleared to provide safe conditions for drivers and pedestrians.

Options:

1. Accept the status report on intersection sightline standards and the maintenance of County intersections.
2. Do not accept the status report on intersection sightline standards and the maintenance of County intersections.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #17

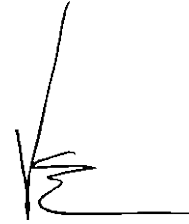
Leon County Board of County Commissioners

Agenda Item #17

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Status Report on the Tallahassee-Leon County Local Broadband Technology Planning Efforts

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement (PLACE)
Lead Staff/ Project Team:	Keith Bowers, Director, Office of Economic Vitality (OEV) Lila Stewart, Deputy Director, OEV Kevin Gehrke, Business Development Manager, OEV

Statement of Issue:

As requested by the Board, this item provides an update on the Tallahassee-Leon County Local Broadband Technology Planning Team's efforts to expand broadband access and includes information on the Biden Administration's plan for a National Spectrum Strategy to grow radio spectrum access for wireless communication by establishing a National Spectrum Strategy.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Status Report on the Tallahassee-Leon County Local Broadband Technology Planning Efforts and information on the National Spectrum Strategy to grow radio spectrum access.

Report and Discussion

Background:

On November 14, 2023, the Board requested an update on local efforts to expand broadband access to unserved areas of Leon County, including the recently released information on the Biden Administration's plan for a National Spectrum Strategy to grow radio spectrum access (which is one of the technologies that can be used to provide broadband service). This item provides a status report on local broadband technology planning efforts, recent success in securing the State grant funds for broadband projects in Leon County, and the federal government's ongoing development of the National Spectrum Strategy.

Since 2022, the State has awarded three grants totaling \$6.5 million for broadband expansion projects in rural Leon County. These projects represent \$15 million in new broadband investment by Comcast over the next two years in Leon County. Construction will begin as early as June 2024, and will expand broadband to 3,000 new households. Broadband, or high-speed Internet access, allows users to access the Internet and Internet-related services at significantly higher speeds than those available through "dial-up" services. Broadband allows users to access information via the Internet using one of several high-speed transmission technologies.

The Tallahassee-Leon County Office of Economic Vitality (OEV) serves as the locally designated lead and conduit for the Florida Commerce Office of Broadband and all federal initiatives aimed at increasing access to broadband and closing the digital divide (the term used for unequal access to digital technology). OEV is the local lead for this effort because of the importance broadband has with education and workforce development, business recruitment and retention, and business development and expansion, as well as the alignment with the Economic Development Strategic Plan and Targeted Industries (which include Applied Sciences & Innovation, Manufacturing & Transportation/Logistics, Professional Services & Information Technology, and Health Care). In short, having a vibrant and competitive local economy relies heavily on the availability of broadband services.

OEV has managed the coordination of broadband planning for expansion since 2021 and leads the Tallahassee-Leon County Local Broadband Technology Planning Team's (LTPT) efforts. Established by Florida Statute in 2020, LTPTs are county-level teams devoted to technology and broadband planning for the community. LTPTs consist of representatives from diverse backgrounds and industries, including libraries; K-12 education; colleges and universities; local health care providers; private businesses; community organizations; economic development organizations; local governments; tourism; parks and recreation; and agriculture. Locally, the Tallahassee-Leon County LTPT was created in 2021 and consists of representatives from Inspired Technologies, AT&T, Metronet, Comcast, Lumen Technologies, the City of Tallahassee, Leon County, Visit Tallahassee, United Partners for Human Solutions, Leon County Public Library, Greater Tallahassee Chamber of Commerce, Big Bend Minority Chamber of Commerce, the Capital City Chamber of Commerce, Bond Community Health Care, Tallahassee Memorial Hospital, HCA Florida Capital Hospital, Leon County Schools, Tallahassee Community College, Lively Technical College, Florida State University, and Florida A&M University.

The March 8, 2022 status report detailed the federal and state government initiatives aimed at expanding broadband infrastructure and the LTPT's efforts in developing a strategy to address the lack of reliable high-speed internet access to the rural areas of the community. As a result of those efforts, the LTPT assessed the community's resources and infrastructure to ascertain whether an area had sufficient access to high-speed internet. The LTPT engaged with Internet Service Providers (ISPs) to facilitate community outreach and gather coverage data through community and business surveys. OEV synthesized the data and feedback from community and business engagement and developed the County's Broadband Plan, submitted to the State in June 2022.

OEV continues to lead the LTPT's efforts in identifying state and federal funding allocated to broadband expansion and supports the ISPs in their pursuit of funding opportunities. As described in the Analysis section, these efforts have resulted in over \$6.5 million in grant awards to extend broadband to an area south of Chaires, the entire Miccosukee area, and nine other unserved areas across the County.

In addition to providing an update on the ongoing efforts to expand broadband to unserved areas of Leon County, this item also provides information requested by the Board on the recently released Biden Administration Plan which is intended to expand broadband opportunities.

Acceptance of this update advances the following FY2022-FY2026 Strategic Initiative:

- *Pursue Federal funding to provide broadband to underserved rural communities. (2022-41)*

This 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.*

Analysis:

As requested by the Board at its November 14, 2023, meeting, the following analysis includes; information on the recently announced National Spectrum Strategy to grow radio spectrum access for wireless communication by establishing a National Spectrum Strategy, and how this national effort relates to local broadband efforts; and an update on the Tallahassee-Leon County Local Broadband Technology Planning Team's efforts to expand broadband access including the awarding of over \$6.5 million in grants to expand broadband services in Leon County.

National Spectrum Strategy

Radio spectrum (spectrum) is a critical resource for wireless technologies and refers to the entire range of electromagnetic frequencies used for transmitting data wirelessly. The spectrum encompasses a broad range of frequencies, from very-low to extremely-high frequencies. Different parts of the spectrum are allocated for various purposes, such as radio broadcasting, television broadcasting, mobile communication, satellite communication, Wi-Fi, Bluetooth, and many other wireless technologies.

On November 13, 2023, the Biden Administration unveiled a National Spectrum Strategy (Attachment #1) and Presidential Memorandum (Attachment #2) to modernize and increase access and management of the spectrum. The National Spectrum Strategy comes in response to an increasingly digital, mobile, and technological economy that has pressured the currently available range of frequencies. As detailed in a Fact Sheet (Attachment #3) issued alongside the Presidential Memorandum, the National Spectrum Strategy includes a two-year study by the National Telecommunications Information Administration (NTIA), which jointly manages the spectrum with the Federal Communications Commission (FCC), to assess the potential of repurposing spectrum to meet modern demands. In short, the Biden Administration's plan involves reviewing the way the spectrum is currently used and evaluating ways the spectrum could be used differently to expand wireless broadband networks and technologies.

The National Spectrum Strategy, released in November 2023, outlines goals and initiatives, each with its potential timeframe and implementation steps. These goals and initiatives include a two-year study on repurposing spectrum, creating a National Spectrum Consortium to facilitate public-private collaboration, skilled workforce development, and frameworks for testing and developing new technologies. This Strategy seeks to expand access to advanced wireless broadband networks and technologies to meet growing demand. Federal efforts to develop an implementation plan are currently underway, with an anticipated release in March of this year. The specific timelines for different initiatives will become more apparent with the release of the implementation plan. The release of the National Spectrum Strategy marked a significant step in advancing radio spectrum access; however, the implementation is expected to be a long-term, multi-year process.

If the federal government is successful in implementing the National Spectrum Strategy, benefits to the residents, businesses, and local public service providers in Leon County could include:

Increased access to wireless broadband: The National Spectrum Strategy could lead to more affordable and widely available wireless broadband service, benefiting rural communities and low-income residents.

Improved connectivity for critical services: The National Spectrum Strategy could improve connectivity for essential services such as public safety, health care, and education.

Boosted economic growth: The National Spectrum Strategy could stimulate economic growth by creating new jobs and businesses in the wireless technology sector.

The current scope of the National Spectrum Strategy is to conduct a two-year study on how to repurpose the spectrum currently used by federal agencies. Depending on the study's results, access to the radio spectrum may or may not change. There are currently no funding opportunities associated with the National Spectrum Strategy. If opportunities to leverage new federal funding result from the National Spectrum Strategy, OEV staff will evaluate those opportunities with local broadband partners and report back to the Board.

Next Steps: The White House anticipates rolling out the initial framework of the National Spectrum Strategy Implementation Plan in March of this year. The specific timelines for different initiatives

will become more apparent with the release of the Implementation Plan. Given that the FCC and the Biden Administration are still developing the National Spectrum Strategy, guidance has yet to be provided on how local communities can leverage resulting programs to improve access to broadband. While there are no funding opportunities under the current auspices of the National Spectrum Strategy, OEV staff and the LTPT remain at the forefront of this developing federal initiative to pursue opportunities for collaboration with ISPs, federal and state agencies, higher education institutions and the private sector to further Leon County's Broadband Plan.

OEV and the Tallahassee-Leon County Local Broadband Technology Planning Team Efforts

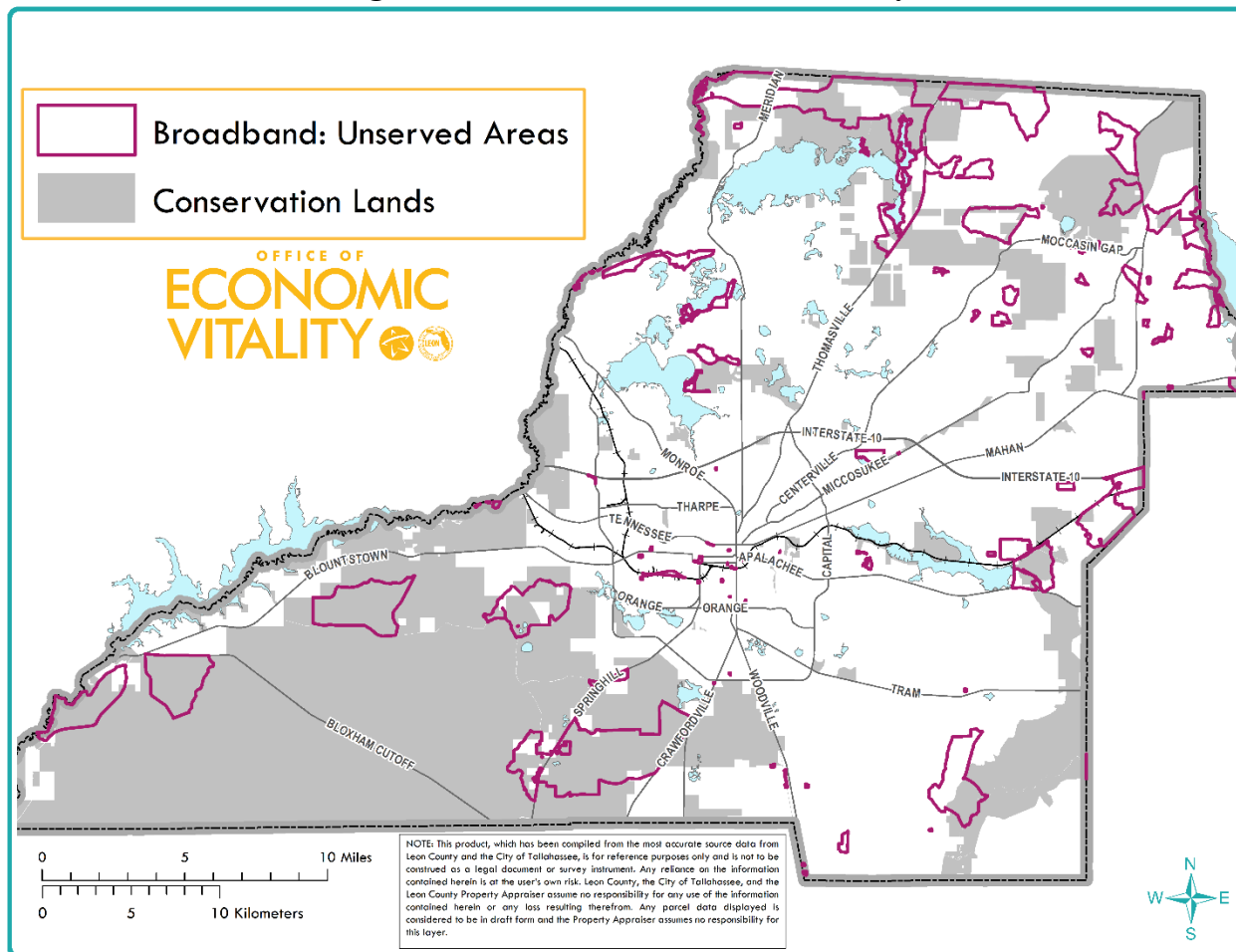
As previously noted, broadband or high-speed Internet access allows users to access the Internet and Internet-related services at significantly higher speeds than those available through "dial-up" services. Broadband continues to be critical to economic opportunity by connecting individuals and businesses to a global marketplace, enabling the participation in e-commerce, online entrepreneurship, and remote work opportunities. Broadband access fosters innovation, entrepreneurship, and economic growth by providing access to information, resources, and markets previously inaccessible to rural communities.

In June 2022, the LTPT submitted the County's Broadband Plan to the State. The County's Broadband Plan identified areas that are unserved in Leon County, as shown in Figure 1, meaning that any part of a census block has access to download speeds of 9.99 megabytes per second or slower.

Members of the LTPT submitted applications for grant funding offered through the State's Broadband Opportunity Program and the federal Capital Projects Fund Broadband Infrastructure Program to extend broadband infrastructure to populated areas of Leon County that lack access.

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Figure 1: Unserved Areas in Leon County



An update on each program and application status is detailed below:

Broadband Opportunity Program

Administered by the Florida Department of Commerce’s Office of Broadband, the Broadband Opportunity Program (BOP) is a statewide competitive reimbursement grant program to expand broadband internet service to unserved and underserved areas of Leon County. The funding will be utilized to install and implement the high-speed fiber optic network in those identified areas.

In November 2022, the BOP application window opened. In April 2023, Comcast was awarded \$236,300 to extend broadband infrastructure to an area south of Chaires (Attachment #4).

In May 2023, Comcast submitted two applications for the second round of BOP funding, the first encompassing the entire Miccosukee area (Attachment #5) and the second including nine unserved areas across Leon County (Attachment #6). On February 2, 2024, both round two applications were awarded with a cost-sharing allocation between Comcast and the State to extend broadband to unserved areas. The grant award for the Miccosukee area will extend 1GB of internet service

to 1,383 residences and businesses. The ISP will install 136 miles of fiber optical cable. The grant award is for \$3,220,351 with the total project cost being \$7,156,335. The other BOP grant award is for \$3,030,593, with the total project cost being \$7,576,483, to extend 1GB of internet service to 1,681 residences and businesses. This ISP will install 149 miles of fiber optic cable across nine unserved areas in Leon County.

In total, the State has already awarded \$6.5 million in grant funding toward broadband expansion projects in Leon County's rural areas with total project costs representing \$15 million in broadband investment in Leon County. The Florida Commerce Office of Broadband and Comcast have begun negotiating the three BOP award agreements to extend service to these unserved areas. Negotiations include the verification of the unserved locations based on local and federal service maps. It is anticipated that agreements will be finalized in March 2024, then Comcast will initiate permitting and construction which should take 18-24 months. Construction is expected to begin as early as June 2024, and will expand broadband to 3,000 new households across Leon County in the next two years. The deadline to expend the BOP grant funds awarded is December 31, 2026.

Capital Projects Fund Broadband Infrastructure Program

The Florida Department of Commerce's Office of Broadband also administers the Capital Projects Fund Broadband Infrastructure Program (CPFBIP) which was designed to expand last-mile access to homes in communities throughout Florida. The program's application through the local ISPs is similar to that of BOP; the ISPs apply for funding and install and implement the high-speed access per the approved plan.

In February 2023, the application window for CPFBIP opened. In April 2023, Comcast submitted two CPFBIP applications to expand last-mile access, one in the Meridian/Red Hills area (Attachment #7), the other covering approximately six areas across the County (Attachment #8). Neither application was awarded funding, and this program has no future funding opportunities. Funding was not awarded to Comcast from this program because federal funds from the Rural Digital Opportunity Fund were provided to a different ISP, Conexon Connect, for our region. The CPFBIP program prohibits awarding projects to locations within areas with prior federal commitments. Conexon Connect is an ISP that generally partners with Electric Cooperatives. Conexon Connect is not offering service in Leon County at this time, but is currently working to establish a partnership with Talquin Electric Cooperative and use the Rural Digital Opportunity Fund grant to expand into Leon County.

The LTPT will continue seeking other opportunities to extend broadband to these areas such as the Broadband Equity, Access, and Deployment Program described in the next section or any future opportunities that may result from the National Spectrum Strategy.

Broadband Equity, Access, and Deployment Program

The Broadband Equity, Access, and Deployment (BEAD) Program rollout by Florida Commerce's Office of Broadband is expected to be in the fall of 2024. BEAD is the newest program to extend infrastructure to underserved and unserved areas. The Federal government has allocated \$1.16 billion to Florida to distribute to counties and municipalities, along with ISPs.

In preparation for this rollout, the LTPT will expand to include members specializing in community engagement and digital literacy. Members of the LTPT will work together to submit applications for the BEAD when the application window opens.

Conclusion

OEV and the Tallahassee-Leon County Local Broadband Technology Planning Team continue to aggressively pursue opportunities to extend broadband access to areas that are unserved, underserved, or have no service in Leon County. As previously noted, OEV and the LTPT have been successful in obtaining state and federal dollars to this end. Building on prior County efforts, the State has awarded \$6.5 to support broadband expansion projects in Leon County's rural areas with total project costs representing \$15 million in new broadband investment over the next two years. Construction is expected to begin as early as June 2024, and will expand broadband service to 3,000 new households across Leon County. In addition, the recently released National Spectrum Strategy could result in additional opportunities for Leon County as it develops over the next few years. OEV and the LTPT will continue monitoring the progress of the National Spectrum Strategy and the implementation plan currently being developed by the federal government. While there are no funding opportunities under the current auspices of the National Spectrum Strategy, OEV staff will actively monitor the progress over the next two years to stay informed of future funding opportunities to deliver broadband internet to unserved and underserved Leon County residents.

Options:

1. Accept the Status Report on the Tallahassee-Leon County Local Broadband Technology Planning Efforts and information on the National Spectrum Strategy to grow radio spectrum access.
2. Do not accept the Status Report on the Tallahassee-Leon County Local Broadband Technology Planning Efforts and information on the National Spectrum Strategy to grow radio spectrum access.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. National Spectrum Strategy
2. White House Memorandum on U.S. Spectrum Policy and Establishing a National Spectrum
3. White House Fact Sheet
4. Broadband Opportunity Program - Round 1 Application Area
5. Broadband Opportunity Program – Round 2 Application Area 1
6. Broadband Opportunity Program – Round 2 Application Areas 2
7. Capital Projects Fund Broadband Infrastructure Program - Application Area 1
8. Capital Projects Fund Broadband Infrastructure Program - Application Areas 2

NATIONAL SPECTRUM STRATEGY



THE WHITE HOUSE
WASHINGTON



THE NATIONAL SPECTRUM STRATEGY

November 13, 2023

President Biden has called radio frequency spectrum one of “our Nation’s most important national resources.” To promote innovation and U.S. leadership in wireless technologies, the Biden-Harris Administration has committed to careful planning and cooperation among government agencies and the private sector. As required by the Presidential Memorandum titled *Modernizing United States Spectrum Policy and Establishing a National Spectrum Strategy*, the Secretary of Commerce, through the National Telecommunications and Information Administration (NTIA), prepared this National Spectrum Strategy to both promote private-sector innovation and further the missions of federal departments and agencies, submitting it to the President through the Assistant to the President for National Security Affairs, the Assistant to the President for Economic Policy, and the Director of the Office of Science and Technology Policy.

The Strategy reflects collaboration with the Federal Communications Commission (FCC), recognizing the FCC’s unique responsibilities with respect to non-Federal uses of spectrum, and coordination with other Federal departments and agencies (referred to collectively here as “agencies”). In carrying out this task, NTIA conducted extensive public outreach through a request for comment, two public listening sessions, two Tribal Nation consultations, and one-on-one meetings with stakeholders. NTIA has made this information, as well as supplemental comments filed by stakeholders, publicly available. NTIA also sought and received written comments and guidance from Federal agencies and hosted a Government-only listening session to gather additional feedback.

The result is a comprehensive strategy to modernize spectrum policy and make the most efficient use possible of this vital national resource to enhance the quality of life for all Americans. This Strategy will expand access to advanced wireless broadband networks and technologies, whether terrestrial-, airspace-, satellite- or space-based, for all Americans. And it will drive technological innovation (including innovative spectrum sharing technologies); boost U.S. industrial competitiveness; protect the security of the American people; foster scientific advancements; promote digital equity and inclusion; and maintain U.S. leadership in global markets for wireless equipment and services, as well as innovative spectrum-sharing technologies—all essential priorities for the Biden-Harris Administration.



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INTRODUCTION

Radio frequency spectrum plays a significant—but often unacknowledged—role in Americans’ daily lives. The radio waves that carry data and voice communications to smartphones and other devices are, after all, invisible. But consumers, businesses, and governments at every level rely upon spectrum to complete a significant, untold number of tasks, from the mundane to the critical.

Indeed, wireless services have become essential for citizens to function in the 21st Century. Wireless connectivity provides increasingly reliable and affordable high-speed internet access, helping to eliminate coverage gaps and to enable diversity, equity, and inclusion for all Americans, even in hard-to-reach areas, including Tribal Nations, underserved communities, and U.S. territories. Wireless capabilities also have become integral to public safety, medical care, education, multimodal transportation, and an array of industrial operations. Critical U.S. Government services and missions also increasingly depend on spectrum access. Essential government missions rely on wireless systems on the ground, in the air, at sea, and in space to protect our national security and to provide services that deliver important public benefits.

As a result of ongoing innovations in wireless technologies, demand for spectrum access is growing rapidly. In the private sector, next-generation Wi-Fi networks, large satellite constellations in low-Earth orbit, rapidly increasing space launch cadences, aggregated data transfer requirements, 5G and 6G broadband networks, private wireless networks, autonomous vehicles, and other advanced systems drive demand. Dynamic spectrum sharing is one key to meet these growing demands, and the United States is uniquely positioned to embrace a whole-of-Nation approach to advance the state of technology for dynamic forms of sharing.

The United States needs a comprehensive strategy to modernize spectrum policy and make the most efficient use possible of this vital national resource.

In general, technological innovations in communications, passive sensors, radars, and other applications are integral to the Federal Government’s priorities for national security, critical infrastructure, transportation, emergency response, public safety, climate monitoring, weather forecasting, scientific discovery, and economic growth. A growing number of applications and technologies, such as Global Navigation Satellite Systems (GNSS) (including the Global Positioning System or GPS), serve both governmental and nongovernmental users. All of these uses and spectrum demands are important to the Nation and must be protected from harmful radio frequency interference to ensure a high level of service availability and to best serve the public interest. Yet spectrum access is not unlimited, which increases the importance of embracing opportunities to expand dynamic spectrum access for all users.



This Strategy draws heavily upon the information received during NTIA’s outreach efforts. It represents a high-level blueprint that articulates our national objectives for spectrum policy and charts a whole-of-Nation approach to achieving those objectives. The Strategy recognizes that its implementation must be consistent with, and in no way limit, (1) the FCC’s statutory role as an independent agency that is the exclusive regulator of non-Federal spectrum use; or (2) NTIA’s statutory role as the sole agency responsible for authorizing Federal spectrum use. The Strategy further recognizes the statutory roles and responsibilities of Federal agencies to carry out missions that rely on spectrum access.

The Strategy adopts and describes four *pillars* with several corresponding *strategic objectives* for immediate and sustained attention and effort:

- Pillar One: A Spectrum Pipeline to Ensure U.S. Leadership in Advanced and Emerging Technologies
- Pillar Two: Collaborative Long-Term Planning to Support the Nation’s Evolving Spectrum Needs
- Pillar Three: Unprecedented Spectrum Innovation, Access, and Management through Technology Development
- Pillar Four: Expanded Spectrum Expertise and Elevated National Awareness

An essential element supporting each of these four pillars and cutting across all aspects of this Strategy will be the creation and execution of an improved national framework for collaboration on spectrum policy. Simply put, the United States needs a better and more consistent process for bringing the public and private sectors together to work through the difficult issues surrounding access to spectrum, including dynamic forms of spectrum sharing. The U.S. Government will build upon existing constructs to enable consistent, robust, and transparent engagement among stakeholders and will publish an implementation plan with details about responsible parties and timelines to achieve specific outcomes associated with each strategic objective identified herein. This will help to address spectrum challenges facing the Nation, including charting a path to satisfy current and future spectrum access requirements.



Pillar One | A Spectrum Pipeline to Ensure U.S. Leadership in Advanced and Emerging Technologies

U.S. leadership in next-generation technologies and services requires greater spectrum access for both the private and public sectors. To continue our Nation’s economic growth, to maintain and improve our global competitiveness, and to support critical public services and missions, we must make spectrum available for innovative new uses and to meet growing demand. This Strategy considers such a “spectrum pipeline” to encompass spectrum bands that are in various stages of consideration for repurposing (allowing new or additional uses through relocation and/or sharing) to satisfy non-Federal and Federal needs.¹

The long-term spectrum planning process discussed in Pillar Two will strategically and systematically evaluate and respond to projected private sector and public sector spectrum requirements well into the future. But we must also take immediate action to meet existing and reasonably anticipated near- and mid-term spectrum needs. To that end, this Strategy identifies five spectrum bands totaling 2,786 megahertz of spectrum for in-depth, near-term study to determine suitability for potential repurposing to address the nation’s ever-evolving needs. These spectrum bands are a mix of Federal and shared Federal/non-Federal bands—with an emphasis on mid-band frequencies—that will be studied for a variety of uses, including terrestrial wireless broadband, innovative space services, and unmanned aviation and other autonomous vehicle operations.

Strategic Objective 1.1 | Ensure sufficient spectrum access to support Federal agency missions now and into the future.

The U.S. Government needs access to spectrum for an array of critical missions that advance America’s economic prosperity, scientific endeavors, technology leadership, public safety, and national security.

This Strategy reaffirms existing U.S. policy, as set forth in relevant statutes, regulations, and Office of Management and Budget guidance, that—when feasible—the Federal Government will procure commercial products and services to support its operations. Similarly, some Government missions depend on nongovernmental, federally supported organizations, activities, and facilities, which also require access to spectrum. However, when relying on nongovernmental entities or services is infeasible or would be materially detrimental to national interests, NTIA (in coordination with the FCC, as necessary) will ensure that sufficient spectrum resources are available to agencies and

¹ The National Spectrum Strategy’s effort to create new sharing opportunities pertains to bands with Federal allocations that are being newly considered for more intensive Federal or non-Federal use. It will not examine bands that were previously made available for non-Federal use by the FCC, nor will it affect the rights of existing non-Federal users or otherwise constitute a modification of an existing license under 47 U.S.C. § 316 of the Communications Act.



their supporting entities to conduct their missions and to protect their operations from experiencing harmful interference.

When Federal agencies identify requirements for additional spectrum access, NTIA, in collaboration with those agencies, will first assess the spectrum resources (both Federal and non-Federal) allocated to support the particular agency's current and future spectrum-dependent operations. Through this process, NTIA will further consider (1) the agency's operational requirements and the nature of its mission(s); (2) existing authorities and conformity to international allocations for similar applications; and (3) the potential for improved efficiency and mission effectiveness through new technological developments (such as compression and modulation technology) and coexistence techniques.

Several other considerations, in addition to the factors identified above, must be accounted for when making these spectrum requirements assessments. First, Federal operations often do not fully occupy their spectrum assignments at all times; however, the nature of an agency's mission may require constant *availability* of a spectrum assignment for immediate use. Second, the metrics for assessing the "efficiency" of a Federal agency's spectrum usage must be tailored to the operational requirements for the spectrum usage and the agency's mission. Third, decision-makers would benefit from increased transparency and additional data regarding Federal spectrum usage when making these decisions—to the extent permitted by law and subject to necessary operational security protections.

Federal agency collaboration, as well as information and data sharing, is critical to the success of these evaluations. Accordingly, to engage fully in band assessments to ensure the agencies' needs are met (including efforts to improve efficiency of use as well as potential sharing studies), agencies will prioritize and leverage available funding for assessing their spectrum requirements, as well as alternative funding sources where applicable (such as Spectrum Relocation Fund resources).

Strategic Objective 1.2 | Ensure spectrum resources are available to support private sector innovation now and into the future.

Future demand for spectrum-based services and technologies is expected to grow substantially across many, if not all, of our Nation's commercial sectors. According to one estimate, data traffic on macro cellular networks is expected to increase by over 250 percent in the next 5 years, and over 500 percent in the next 10 years. Next-generation wireless technologies such as 5G, 6G, and Wi-Fi necessitate additional spectrum resources with the capacity for wider channels, resulting in benefits beyond increased capacity, including enhanced energy efficiency, improved reliability, and reduced latency. Meanwhile, demand for satellite-based services is exploding, with domestic firms filing license applications for constellations—some with tens of thousands of satellites—to support consumer broadband, in-space assembly and manufacturing, earth observation and imaging, cislunar activities, and a host of other uses.

The U.S. Government is already taking steps to identify spectrum bands for potential repurposing in the near-term to meet these growing demands. Within the past year alone, the FCC has led several notable efforts to repurpose spectrum or study it for potential repurposing (see Table 1).



Table 1: Ongoing Efforts to Study Spectrum Bands

Focus	Status
Supplemental Coverage from Space	In March 2023, the FCC proposed a new regulatory framework for supplemental terrestrial wireless coverage from space, through which satellite operators and terrestrial providers would coordinate to operate space stations on currently licensed, flexible-use spectrum to expand coverage to the terrestrial provider’s subscribers.
5030-5091 MHz	In January 2023, the FCC sought comment on service rules to support safety-critical unmanned aircraft system (UAS) communications links, including control and non-payload communication (CNPC) operations in the band, noting that service rules to facilitate UAS likely will require development in phases.
12 GHz	In May 2023, the FCC took steps to expand the use of 1,050 megahertz of mid-band spectrum by a diverse set of users. Specifically, the FCC ensured that current and future satellite services will be preserved and protected in the 12.2-12.7 GHz band (the “Lower 12 GHz band”), while exploring expanded fixed licensed or unlicensed use of the band. The FCC is further considering options for flexible use of the 12.7-13.25 GHz band (the “Upper 12 GHz band”), which has in-band and adjacent-band federal operations that may need to be protected.
42 GHz	In June 2023, the FCC began the next phase of a proceeding to explore how spectrum in the 42 GHz band (42-42.5 GHz) might be made available through one of several innovative, non-exclusive spectrum access models.
60 GHz	In May 2023, the FCC adopted rules expanding opportunities for unlicensed mobile radar operations in the 57-71 GHz band. The new rules permit mobile field disturbance sensor operations throughout the 60 GHz band and established technical rules for pulse radars. The rule changes also allow unlicensed radars to operate on unmanned aircraft in the 60-64 GHz segment of the band when operated at certain low-flying altitudes.

The FCC has recently taken other, broader actions to address spectrum efficiency, including (1) revising its rules to promote spectrum efficiency among non-geostationary satellite orbit, fixed-satellite service systems; (2) issuing a policy statement establishing core principles to inform the FCC’s future actions and stakeholder expectations, including those of Tribal Nations, about interference; and (3) initiating a technical inquiry into how the FCC can obtain more sophisticated knowledge of commercial spectrum usage by leveraging new data sources, methods, and technologies. Federal users also have contributed to efforts to increase spectrum efficiency and effectiveness and to improve access to spectrum resources for both Federal and non-Federal users, including enabling the reallocation and auction of the 3450-3550 MHz band and the ongoing implementation of a sharing framework in the 3.5 GHz band as part of the Citizens Broadband Radio Service.



While these efforts are significant, our economic prosperity, national security, and industrial readiness require still more. To ensure U.S. leadership in spectrum-based services now and into the future, detailed studies of additional spectrum bands must be performed in the near term to determine whether they may be repurposed for expanded or more efficient uses.

In identifying spectrum bands for in-depth study, NTIA evaluated input received through a public-facing process from a variety of sources, including terrestrial wireless broadband providers, the Wi-Fi and unlicensed wireless community, satellite- and space-based service providers, Tribal Nations, academics, public interest groups, and others as to current and future spectrum needs. NTIA also reviewed information from its Federal agency partners on current and future spectrum requirements.

Taken together, this input has led to the identification of the following five spectrum bands meriting in-depth study in the near term. This approximately 2,790 megahertz of spectrum represents a mix of bands for potential expanded governmental and non-governmental use for an array of advanced, next-generation applications and services:

- Lower 3 GHz (3.1-3.45 GHz): Pursuant to the Infrastructure Investment and Jobs Act of 2021, the Department of Defense (DoD) has studied the possibility of sharing this 350 megahertz of spectrum with the private sector. DoD's studies helped to determine whether this band should be reallocated for shared Federal and non-Federal use and licensed through auction. DoD determined that sharing is feasible if certain advanced interference-mitigation features and a coordination framework to facilitate spectrum sharing are put in place. The Departments of Commerce and Defense will co-lead any follow-on studies to the Emerging Mid-band Radar Spectrum Study (EMBRSS) that focus on future use of the 3.1-3.45 GHz band. Additional studies will explore dynamic spectrum sharing and other opportunities for private-sector access in the band, while ensuring DoD and other Federal mission capabilities are preserved, with any necessary changes.
- 5030-5091 MHz: The FCC, in coordination with NTIA and the Federal Aviation Administration, is expected to take near-term action to facilitate limited deployment of UAS in this band. Thereafter, this 61 megahertz of spectrum will be studied so that the FCC can optimize UAS spectrum access across the band while avoiding harmful interference to other protected in-band and adjacent-band operations.
- 7125-8400 MHz: This 1,275 megahertz of spectrum will be studied for wireless broadband use (on a licensed and/or unlicensed basis), though some sub-bands eventually may be studied for other uses. There are, however, a variety of mission-critical Federal operations in this band (including Fixed, Fixed Satellite, Mobile, Mobile Satellite, Space Research, Earth Exploration Satellite, and Meteorological Satellite services) that will make it challenging to repurpose portions of the band while protecting incumbent users from harmful interference.



- 18.1-18.6 GHz: This 500 megahertz of spectrum will be studied for expanded Federal and non-Federal satellite operations, consistent with the U.S. position at the 2023 World Radiocommunication Conference (WRC-23), which would add space-to-space allocations to this band (among others). Fixed Satellite Service downlink operations are currently authorized in the band. In addition, non-Federal Fixed Service is authorized in the 18.1-18.3 GHz segment of the band.
- 37.0-37.6 GHz: Building on prior collaborative efforts of NTIA, DoD and the FCC, this 600 megahertz of spectrum will be further studied to implement a co-equal, shared-use framework allowing Federal and non-Federal users to deploy operations in the band.

Identifying this quantity of spectrum is based (in part) on recognizing that the United States must now invest time and resources into studying spectrum bands that are more encumbered and complex than in the past. Because the spectrum is congested—and as “greenfield” spectrum becomes harder to find—U.S. policy (and stakeholders) must recognize that “studying” a band for potential repurposing to enable more efficient use does not prejudice the outcome of the study (i.e., that all, part, or none of the band ultimately will be repurposed as a result of the study).

Strategic Objective 1.3 | Maintain the spectrum pipeline by applying guiding principles and leading program management practices to identify additional bands for study.

The strategic objectives in Pillar Two of this Strategy, once implemented, will create a permanent framework for conducting activities that support long-term spectrum planning in the United States that will ensure the ongoing viability of the spectrum pipeline. But certain planning components are needed immediately to help assess how the pipeline is satisfying stakeholders’ spectrum needs in the near term and to monitor the success of study and repurposing efforts, including the impact on the mission effectiveness of Federal incumbents in the bands selected for in-depth study. Once developed, these core planning components can be leveraged and carried forward into the framework established under Pillar Two. Specifically, spectrum assessments by the U.S. Government should be guided by certain enduring principles that facilitate a comprehensive, documented, and appropriately transparent, end-to-end process for evaluating incumbent and potential new or different Federal and non-Federal spectrum uses.

One such principle is that relevant and timely information from all stakeholders—with appropriate safeguards for the collection and use of confidential or sensitive data—is often necessary to sustain decision-making processes in support of the pipeline. Data-driven processes are essential for long-term spectrum planning that increases transparency into current and future Federal and non-Federal spectrum use, anticipates and enables technological advances to facilitate spectrum access, and fully accounts for essential Federal missions. Relatedly, spectrum management relies upon unbiased technical, scientific, mission, and economic analyses. To provide greater visibility into, and acceptance of, key studies, and to reduce contention and disputes of findings, the U.S. Government will formalize its best practices for conducting these analyses in support of spectrum management decisions. Studies should be peer-reviewed, and the underlying findings should be published to the greatest degree possible.



Another principle is that once a spectrum band is identified to be repurposed, U.S. spectrum-regulating agencies (i.e., NTIA and the FCC) should seek to follow best practices as they plan for transition of the band, coordinate between incumbents and new entrants, and execute the planned transition. Specifically, the U.S. Government will implement leading program-management practices to plan and monitor the success of spectrum repurposing objectives underpinning the spectrum pipeline, consistent with prior recommendations from the Government Accountability Office. These best practices will involve tracking progress, identifying risks, and addressing issues early to minimize any disruption to implementation.

Finally, similar principles will apply to monitoring the ongoing sufficiency of the spectrum pipeline. U.S. spectrum-regulating agencies will jointly assess the spectrum pipeline on an ongoing basis and periodically will perform a detailed assessment of the pipeline to ensure its sufficiency, suitability, viability, and feasibility for all stakeholders until the long-term spectrum planning process outlined in Pillar Two is established and implemented. If this joint assessment shows that additional spectrum bands need to be studied for potential repurposing, then NTIA will collaborate with the FCC and coordinate with the Federal agencies to develop a transparent and data-driven process to identify and assess potential impacts to incumbent spectrum users. This process, if additional band studies are needed, will evaluate both quantitative and qualitative factors related to incumbent spectrum usage, including Federal agencies' mission requirements.



Pillar Two | Collaborative Long-Term Planning to Support the Nation's Evolving Spectrum Needs

America's security, safety, technological leadership, and economic growth depend, in no small measure, on sufficient access to spectrum. For more than a century, the Nation has worked to make spectrum resources available for the growing number of spectrum-dependent technologies and services used for both public and private applications. But as the demands for spectrum access continue to increase, the Nation must implement a long-term planning process in which stakeholders work together openly, consistently, and transparently (subject to national security and competition constraints) to address users' current and future spectrum requirements. Establishing a new framework for collaboration will facilitate robust and regular dialogue and interchanges of data, building trust and transparency among all stakeholders. Moreover, setting U.S. band allocation preferences for new or evolving uses through better planning processes and data can also have a positive impact on national planning for international spectrum negotiations and help secure our Nation's leadership in the development of spectrum-related technologies.

Strategic Objective 2.1 | Establish a persistent strategic spectrum planning process guided by the best available science and data.

Several advisory groups have been established to provide input to the Assistant Secretary of Commerce for Communications and Information on a broad range of spectrum issues. These include two Federal-only entities—the Interdepartment Radio Advisory Committee and the Spectrum Advisory Council, which replaces the Policy and Plans Steering Group—as well as a non-Federal committee, the Commerce Spectrum Management Advisory Committee. Additionally, NTIA and the FCC have formalized their cooperative relationship and ongoing coordination through a revised Memorandum of Understanding (MOU) dated August 1, 2022, “to ensure improved and effective communications between the agencies, to emphasize the importance of evidence-based spectrum policymaking and reliance on data, analyses, and engineering best practices, and to promote effective, long-range planning by both agencies, taking into account the implications of spectrum policy and strategy.” This Strategy acknowledges and reaffirms the independent statutory responsibilities of the FCC and NTIA as the U.S. spectrum regulating agencies and the continuing operation of the processes established in the MOU.

NTIA and the FCC have taken similar steps to include the U.S. Department of the Interior, entering a separate MOU dated November 23, 2022, that ensures communication and planning in coordinating policies and developing initiatives to encourage the participation of Tribal Nations and the Native Hawaiian community. This expands spectrum access and promotes the deployment, coordination, and development of broadband and other wireless communications services on Tribal lands and Hawaiian homelands.



The existing advisory structures and interagency coordination mechanisms (Federal and non-Federal, including state, local, and Tribal governments) provide valuable input; however, they operate independently from each other. The United States needs a process for bringing all stakeholders together for advanced planning, so they can generate recommendations earlier, based on the combined knowledge and perspectives of both the Federal Government and the private sector.

The U.S. Government will develop an architecture for a new collaborative framework that leverages these existing advisory groups, identifies new groups that would aid long-term planning, and defines the interactions among them, including roles and responsibilities and desired outputs. The U.S. Government will adhere to existing interagency MOUs and will engage all stakeholders, including unserved and historically underserved populations, Tribal Nations, and the Native Hawaiian community, in this new collaborative process. The collaborative framework, once implemented, will give stakeholders the opportunity to share their perspectives on future spectrum policies that could affect them and engage early and often in national-level spectrum planning. This framework will also build on existing efforts, in which the U.S. spectrum regulating agencies have increased their participation in cross-agency advisory groups as a means of fostering proactive technical exchange and engagement with industry and other Federal agencies.

“America’s security, safety, technological leadership, and economic growth depend, in no small measure, on sufficient access to spectrum.”

Thus, the U.S. Government will establish a national spectrum planning process that better incorporates future, as well as near- and mid-term, spectrum needs into the decision-making process. The goal is to expand opportunities for spectrum access and harmonious coexistence, by whatever licensing or allocation mechanism, for all sectors (e.g., terrestrial, satellite, in-space, launch, aviation, public safety, scientific research, Federal missions). Changes to spectrum allocations and other major spectrum decisions require sufficient lead-time for proper planning and implementation. This process will be informed by long-standing legal responsibilities and, if necessary, technical, scientific, mission, and economic analyses will be peer reviewed.

The U.S. Government will work within the collaborative framework to determine the key elements needed to plan spectrum allocations that will position our country to meet the Nation’s spectrum needs and maintain its place as a global technology leader. This includes implementing an ongoing process for solicitation of new and future spectrum requirements. Users will articulate their future needs through an agreed-to, standardized submission process that includes, at a minimum, a description of requirements, accompanied by supporting data, to ensure they are considered as part of the envisioned long-term planning process. Regularly assessing and optimizing spectrum allocations to address evolving Federal and non-Federal user requirements will help ensure spectrum utilization is providing the greatest benefits to the American people, especially those in rural and Tribal communities.



To ensure the on-going health of U.S. spectrum policy, the U.S. Government—with input gathered through this new collaborative framework—will regularly update the Nation’s spectrum strategy. Updates will be initiated as required, recognizing that a formally documented U.S. spectrum policy promotes a symbiotic relationship between domestic and international technical and policy work in which the United States participates (to support a better-coordinated approach, where possible, and without limiting flexibility in either venue).

Strategic Objective 2.2 | Develop and document an evidence-based national spectrum decision-making methodology.

In today’s increasingly congested environment, there are no easy spectrum allocation choices. The Nation must have forward-looking, robust decision-making based on a full understanding of the operational impacts of allocation decisions, including the risks and benefits of additional spectrum access. Accordingly, the U.S. long-term spectrum planning process, consistent with President Biden’s *Memorandum on Restoring Trust in Government Through Scientific Integrity and Evidence-Based Policymaking*, dated January 27, 2021, will rely on an evidence-based methodology.

Systematic and rigorous analysis of relevant data is required for the timely, evidence-based decision-making needed to best serve the public interest. Leveraging our Nation’s intellectual capacity, the U.S. Government will develop models that use a value-based framework to assess the potential impacts of spectrum reallocation options. The societal value of the spectrum will be calculated based on a quantifiable estimation of the direct and indirect benefits of the different uses of the spectrum to the Nation. This approach will enable clearly articulated national priorities to drive policy decisions, based on trustworthy data, in a manner that balances both near-term and long-term costs and benefits, while also recognizing the inherent uncertainty of the future. Additionally, this methodology will help ensure that reallocation decisions continue to, and are better able to, factor in aspects such as expanding wireless service to unserved and underserved communities, federally recognized Tribes, and the Native Hawaiian community, to help address the digital divide.

“In today’s increasingly congested environment, there are no easy spectrum allocation choices.”

The methodology will incorporate best practices, developed through the new collaborative framework, for conducting technical and economic analyses that are data-driven, science-based, and peer-reviewed. Best practices will include, at a minimum, greater transparency around reported findings to the extent practicable (subject to information security restrictions). Using best practices developed through collaboration between Federal and non-Federal stakeholders, and in compliance with existing law and policy, will serve to ensure better acceptance and fewer disputes over findings.

In addition, NTIA and the FCC will leverage the commitments in their MOU to foster improved and effective communication on matters that relate to the management of the Nation’s spectrum resources. As set forth in the MOU, they will engage in ongoing engineering collaborations, share information that is of a quality that complies with best engineering practices and any mutually



agreed standards and procedures, and provide relevant and appropriate information in a timely manner, in consultation with Tribal Nations (as applicable). Moreover, NTIA will solicit the views of stakeholder Federal agencies in a timely fashion, providing sufficient time and procedures for agencies to present their views (and supporting technical information) to NTIA as well as written feedback on how agency views will be incorporated into the position that NTIA communicates to the FCC.

Strategic Objective 2.3 | Define requirements and implement capabilities to capture essential data and information on spectrum use.

Spectrum management relies upon trustworthy data. That means validating current uses and representing future access needs in a comparable manner across stakeholders and uses. Evidence-based decisions require standardized, granular data to ensure that requests for expanded spectrum access are justified by current or likely future needs and to understand the criticality of those operations. The U.S. Government will work to modernize spectrum management capabilities that include tools suitable for both public and private sectors, to collect and use higher-fidelity data, including, but not limited to, time of use, waveforms, and area of operation. NTIA's effort to modernize its spectrum management infrastructure represents a positive first step towards this goal.

Data about current real-world usage, the purpose and type of use (active or passive), as well as occupancy in the time, frequency, and geography domains, is needed as the basis for assessing the potential for increased capacity. Using the new collaborative framework, stakeholders also will develop a structured schema for documenting and identifying future spectrum access requirements and a recurring process to solicit future requirements, enabling long-term planning. Such a strategic, forward-looking process is important to provide sufficient lead-time for proper planning and implementation of changes to authorized spectrum use.

Besides improving the available data, compatibility studies will seek to employ new or modified validated models, developed through best practices and real-world measurements as appropriate. If determined necessary, stakeholders (working through the same collaborative framework) will articulate to the research and development community gaps in capabilities and needs related to improved modeling to inform the decision-making process. Using new or upgraded validated models will bolster stronger acceptance of the results of studies assessing the potential for coexistence.

Of course, maintaining U.S. spectrum leadership internationally often requires bold and decisive action. As we work to bolster our modeling and measurement capabilities, we will not let the desire for more perfect information take precedence over this critical national interest.



Pillar Three | Unprecedented Spectrum Innovation, Access, and Management through Technology Development

Embracing and promoting innovative technologies that can expand the overall capacity or usability of spectrum is vital to our Nation. To accelerate innovation and improve our Nation's understanding of electromagnetic phenomena, it is imperative for the spectrum research community to enhance the coordination of U.S. research and development endeavors and address areas where innovation is critical, including improving spectrum coexistence. As part of a whole-of-Nation endeavor, the U.S. will set measurable goals for advancing the state of technology for spectrum access, with an emphasis on dynamic forms of sharing. Specifically, it will—within 12-18 months—complete a “moonshot” effort, in collaboration with industry, to advance research, create investment incentives, and set forth measurable goals for advancing the state of technology for spectrum access, with an emphasis on dynamic forms of spectrum sharing for all users. By doing so, we can amplify the impact of collective efforts and foster important advancements. Our Nation's spectrum policies also must be designed to optimize flexible use and support emerging technologies. The United States consistently has been a leader in scientific breakthroughs, including in spectrum-based technologies. By pursuing the below objectives, our Nation will uphold and extend its longstanding leadership in this dynamic sector.

Strategic Objective 3.1 | Improve spectrum efficiency and bolster coexistence by facilitating investments in new and emerging technologies.

Improving the efficient and effective use of spectrum requires enhancing the frameworks, processes, and tools for spectrum access and management. Informed investments in emerging technologies will bolster spectrum efficiency and coexistence capabilities of systems utilizing spectrum, as well as those systems that regulate and manage their access. To ensure U.S. economic competitiveness, the U.S. Government will identify key motivating factors that encourage investments in emerging technologies, such as artificial intelligence and machine learning (AI/ML), that can increase secure spectrum access and sharing. Advanced technologies can play a crucial role in enabling real-time, dynamic spectrum sharing and coexistence, as well as facilitating intelligent spectrum management.

The U.S. Government will identify mechanisms that drive Federal investments in spectrum innovation, particularly investments in spectrum efficiency, improved system flexibility, and enhanced adaptability. The overarching goal is to cultivate more resilient and capable radio frequency systems across the U.S. wireless landscape that can be adopted while minimizing developmental risk.

Federal spectrum users must incorporate spectrum efficiency requirements early in their acquisitions of spectrum-utilizing systems. For instance, when developing spectrum-dependent systems to meet mission requirements, agencies should use state-of-the-art technologies and



advanced operational techniques to maximize coexistence with other spectrum users, including heterogenous uses (i.e., communications and non-communications systems, terrestrial systems, satellite- and space-based capabilities, etc.). Non-Federal users should strive to incorporate spectrum efficiency requirements, where possible, in the acquisition of spectrum-utilizing systems.

Spectrum efficiency and the capacity to coexist depend on receiver characteristics in addition to transmitter operations. Through the collaboration framework, stakeholders from across government and industry will build upon FCC and Federal agency efforts to improve receiver performance by conducting a review of receiver requirements and performance parameters to develop a roadmap for improving receivers' resistance to harmful interference. Additionally, the Federal Government will encourage private entities to improve receivers' resistance to harmful interference and develop and offer dual-use technologies and services that are responsive to both commercial and unique Federal requirements. Moreover, the U.S. Government will explore ways to incentivize Federal agencies to procure systems that can operate outside of traditional frequency allocations and across frequency bands, if authorized.

These actions are intended to facilitate investments in efficiency for spectrum-dependent systems with different missions and applications. The U.S. Government will encourage development of technologies that enhance functionality and accelerate the deployment of smart spectrum management capabilities.

U.S. spectrum regulating agencies, Federal agencies, U.S. commercial industry, academia, and technology developers will work collaboratively to encourage dynamic spectrum sharing that employs spectrum management technologies and techniques that increase spectrum-use efficiency and enhance U.S. competitiveness, while taking issues such as cybersecurity into account. These technologies may include, but are not limited to, cloud-based spectrum management, AI/ML, advanced antenna technology, open and interoperable network architectures, cognitive transceiver technologies, advanced RF microelectronics, simultaneous transmit and receive, and edge intelligence. U.S. spectrum-regulating agencies will also explore modernizing rules and regulations to facilitate dynamic spectrum access and coordinate to develop automated spectrum management and analysis tools that could be made available to Federal agency partners and commercial stakeholders.

“Embracing and promoting innovative technologies that can expand the overall capacity or usability of spectrum is vital to our Nation.”

Both Federal users and wireless industry operators are relying on improved spectrum access techniques and technologies to meet growing requirements for spectrum access. Technologies alone will not suffice to ensure that spectrum sharing is successful, however—it is equally important that sharing regimes incentivize commercial investment and innovation. Thus, updating the incentives of all spectrum users is a critical component for U.S. economic growth and technological



competitiveness. NTIA, in collaboration with the FCC and industry, will study the commercial incentives associated with different approaches to spectrum sharing to ensure that approaches to dynamic spectrum sharing incorporate economic considerations.

Spectrum sharing opportunities are also a consideration when reallocation decisions are proposed. Whenever possible, and ideally early in the process of considering potential repurposing, NTIA will encourage collaboration between Federal agencies, non-Federal users (including Tribal Nations), and prospective new users of a spectrum band to consider coexistence mechanisms that leverage technology, expertise, and knowledge of the involved parties to safeguard incumbent missions—whether Federal or non-Federal. Evolving to a “designed to share whenever feasible” mindset will accelerate efficient and effective use of spectrum for all users.

In addition, U.S. spectrum-regulating agencies will consider establishing targeted engagements with agencies affected by potential repurposing and provide them enterprise capabilities for modeling electromagnetic compatibility. Consistent with the *National Standards Strategy for Critical and Emerging Technology*, the U.S. Government will prioritize collaboration with industry to advance spectrum-sharing approaches and technologies in global standards bodies, where appropriate.

Finally, NTIA, working with Federal agencies, will continue to pursue development of an enduring, scalable mechanism to manage shared spectrum access, including through the development of a common spectrum management platform. Federal agencies will cooperate to support the common platform and, to the maximum extent feasible, transition Federal-to-Federal sharing to the common platform. Furthermore, the common platform will be considered for the sharing of spectrum among Federal and non-Federal uses, including Tribal Nations, any time spectrum repurposing is assessed.

Strategic Objective 3.2 | Commit to improving collective understanding of the electromagnetic spectrum through coordinated, focused, and sophisticated research and development (R&D).

As a Nation, we must deepen our collective understanding of the electromagnetic (EM) spectrum—including radio frequency spectrum and beyond—if we are to meet the demands of our spectrum-dependent world. The U.S. Government will encourage and promote research and development that optimizes spectrum utilization, drives technological advancements, bolsters national security, informs effective policies, and advances scientific discovery. Real-world testing of dynamic sharing principles and the evolving technologies supporting them will provide a baseline for wider deployment and a way forward to develop shared spectrum methods, standards, technologies, and trust mechanisms in order to make dynamic sharing of spectrum scalable.

The U.S. Government, through the White House Office of Science and Technology Policy and in coordination with the Federal agencies, will develop a National Spectrum Research and Development Plan. This plan will identify key innovation areas for spectrum research and development and will include a process to refine and enhance these areas on an ongoing basis.

The R&D Plan will consider recommendations developed through the collaborative framework outlined in Pillar Two. Specifically, stakeholders working through the framework will provide recommendations for conducting spectrum research that minimizes unnecessary duplication and helps to ensure all essential spectrum research areas are sufficiently explored. Increasing coordinated



investment in research and development among government, academia, civil society, and the private sector will result in measurable advancements in state-of-the-art spectrum science and engineering. These efforts will further development of new methods for improving spectrum efficiency, advancing dynamic and secure spectrum access regimes, expanding use of cognitive radios using AI/ML-based techniques, and in other research areas. Additionally, the U.S. Government will work to strengthen spectrum science and engineering initiatives by encouraging greater participation by public and private organizations in spectrum activities like the National Science Foundation’s Spectrum Innovation Initiative.

Through the collaboration framework, stakeholders will assess analytical and statistical modeling of EM interference and propagation (particularly for mid-band and millimeter wave spectrum) used to perform data-driven, risk-informed spectrum sharing compatibility and coexistence analyses. The assessment will include recommendations on approaches to improve modeling and mitigate potential harmful interference among Federal and non-Federal uses of the spectrum. In conjunction with these assessments, stakeholders will develop guidance on the best use of well-established and widely used EM compatibility modeling software and tools. This will bring needed clarity to the proper application of these models and support efforts to establish best practices for conducting spectrum studies.

“As a Nation, we must deepen our collective understanding of the electromagnetic (EM) spectrum... if we are to meet the demands of our spectrum-dependent world.”

The U.S. Government will establish a national testbed for dynamic spectrum sharing. This testbed will be a critical part of the U.S. Government’s effort to advance the technology for spectrum access within 12-18 months, in collaboration with industry, with an emphasis on dynamic spectrum sharing. Specifically, this testbed will enable the identification, in collaboration with national policymakers, of short-term access for experimentation in Federal and non-Federal spectrum segments. The testbed will serve as a technical demonstration platform, enabling national policymakers to identify and assess spectrum access technologies through experimentation in Federal and non-Federal spectrum segments.

This national testbed for dynamic sharing will take into consideration specific areas for testing and measurement to improve study efforts going forward across other bands. The overall intent of the initiative is to assess some of the Nation’s most pressing spectrum access challenges as part of a “band-agnostic” and technology-neutral approach, so that solutions are extensible across a range of possible bands. This program will enable Federal agencies and national policymakers to work cooperatively with industry, researchers, and academia to objectively examine new technologies that can improve management of the Nation’s airwaves. To reduce or eliminate duplication of other efforts, this initiative will synchronize other relevant research and engineering activities already under way across the government with respect to AI/ML, zero-trust networks, data-source management, autonomy and autonomous systems, and advanced radar technologies. NTIA will take ownership of the testbed following the initial demonstration period.



To increase available data for fine-tuning or validating EM models, the U.S. Government will encourage real-world measurements through field testing whenever possible and increase awareness and availability of outdoor wireless testbeds. Moreover, the U.S. Government will consider deploying such measurement campaigns on Tribal lands with consent from Tribal governments and consistent with Executive Order 13175 of November 6, 2000, *Consultation and Coordination with Indian Tribal Governments*, to gather better information regarding spectrum access for Tribal communities and spectrum utilization or buildout on Tribal lands.

The U.S. Government also will promote and facilitate the research community's continued exploration of dynamic and secure spectrum sharing to improve coexistence among spectrum-utilizing systems (e.g., radar, passive scientific measurements, and wireless broadband communications technologies) and to advance the effectiveness of dynamic spectrum management systems (e.g., Spectrum Access Systems and Automated Frequency Coordination).

The U.S. Government will better leverage existing innovation areas, as well as consider establishing spectrum "sandboxes" or geographic areas where spectrum research can be performed and technologies can be assessed with expedited approval of experimental licenses. Such efforts could explore research in spectrum efficiency or the use of underutilized spectrum bands such as sub-terahertz frequencies (e.g., above 100 GHz), which could help address the rapidly growing demand for spectrum.

Strategic Objective 3.3 | Pursue spectrum policies that maximize flexible use of spectrum, accommodate new and innovative technologies, and identify opportunities to expand spectrum access.

A national spectrum policy that maximizes flexible use of spectrum will foster U.S. technological innovation and global leadership, reduce barriers to expanding spectrum access (especially for historically underrepresented rural communities), stimulate industry and government research, provide access to state-of-the-art technologies and services, and allow Federal agencies to pivot when new mission requirements are contemplated. Such a policy must respect current spectrum users, ensuring incumbents are protected from harmful interference and avoiding risks to national security, public safety, scientific research, or commercial operations. Policies should facilitate opportunities for conducting research and development to address dynamic spectrum sharing possibilities, maximizing the flexible use of spectrum innovation. This could include considering legislative changes to the Spectrum Relocation Fund to make payments for costs associated with general spectrum coexistence and compatibility research and development by Federal entities across all spectrum access models.

Maximum flexibility requires the U.S. Government to pursue policies that respond to changing conditions to accommodate new and innovative technologies. This applies to both Federal and non-Federal users that can demonstrate improved efficiency or more-intensive spectrum use. The U.S. spectrum-regulating agencies, benefiting from the improved collaboration framework, will jointly oversee a periodic, targeted assessment of U.S. spectrum policy to determine if it fosters U.S. technology development, incentivizes implementation of new technologies, and maximizes benefits for all Americans, especially to increase spectrum access for rural and underrepresented groups.



Potential improvements to promote the opportunistic and spectrally efficient use of spectrum bands should be considered to expand access to new users in underrepresented communities, including small and non-traditional internet service providers, enterprises, schools, libraries, Tribal communities, and other community anchor institutions in underserved areas.



Pillar Four | Expanded Spectrum Expertise and Elevated National Awareness

Preparing a well-trained U.S. workforce is essential to the policy proposals, potential investments in technologies, and research initiatives described in this Strategy. All stakeholders, including industry, academia, state, local and Tribal governments, as well as the Federal Government, must have a spectrum workforce with the necessary skills to work across current and emerging technologies. We must also prepare the spectrum workforce of the next generation for a globally competitive environment where innovation is a key to successful national economic growth and spectrum access in support of critical Federal missions. We are committed to a diverse, broad-based workforce that enables the United States to maintain its global leadership.

Strategic Objective 4.1 | Attract, train, and grow the current and next-generation spectrum workforce.

Modernizing the spectrum workforce and preparing for the future is essential to foster innovation and to keep up with technological advancements, meet the growing demand for spectrum access, navigate our complex policy landscape, and maintain the Nation's continued economic growth. A well-trained workforce that can fill critical spectrum-related jobs across all relevant sectors is essential to ensuring that the spectrum ecosystem remains effective, efficient, and responsive to the evolving needs of the wireless ecosystem and society at large. Nurturing a skilled and diverse workforce will pave the way for long-term success and leadership in the spectrum domain, positioning the Nation at the forefront of emerging wireless technologies and their associated benefits. This Strategy will promote collaboration among industry stakeholders, academia, and government entities and serve as a catalyst for the development of specialized expertise.

Because a whole-of-government approach is necessary, the U.S. Government will develop and periodically update a National Spectrum Workforce Plan to prioritize development of, and enhancements to, the spectrum ecosystem workforce (including the full range of operational, technical, and policy positions involved in spectrum-related activities). As a first step, human resources professionals should conduct an analysis of the human capital needs for spectrum management and spectrum-related positions. This will help assess the need for modifications to Federal career series or enhancements to retain and attract quality talent.

Through the collaboration framework, academic institutions, Federal agencies, Tribal Nations, and private entities will identify needed education and training programs to equip the current workforce and prepare the future workforce to meet evolving and growing spectrum-related workforce demands. Organizations should encourage participation in conferences, trade shows, and other opportunities for informal collaboration and cross-stakeholder network building, such as through participation in technical and professional organizations. They should consider partnering with colleges and universities to develop programs that offer training in engineering skills to support



analysis of spectrum issues, including a work-study program that could result in employment and leverage existing collaboration efforts.

Additionally, stakeholders should work with professional societies to define and update the knowledge needed to teach at different levels and to establish or expand new fellowship programs that place doctorate-level scientists in the U.S. Government and in organizations, as applicable. This would be particularly beneficial for U.S. spectrum-regulating agencies. Similar efforts should be undertaken to engage trade schools to develop and implement certification programs for targeted, spectrum-related skills sets.

“Modernizing the spectrum workforce and preparing for the future is essential to foster innovation... and maintain the Nation’s continued economic growth.”

The Administration will proactively engage agencies that invest in science, technology, engineering, and math (STEM) education to introduce spectrum topics at an early age and to stimulate students’ interest in these careers through secondary education and beyond. It will be a priority to ensure more diversity by focusing educational development and recruitment efforts towards underrepresented groups, especially for young engineers. It is important to target outreach to underserved populations, such as Tribal communities, where a lack of internet access has disadvantaged many. In total, these efforts to attract top talent and develop spectrum expertise will benefit and serve the public interest at local, state, and Federal levels.

Strategic Objective 4.2 | Improve policymakers’ understanding of spectrum considerations.

Making decisions for our Nation about the allocation and authorized uses of spectrum is a heavy responsibility. These decisions drive the development and deployment of new systems and technologies, so they have long-term and significant consequences. They require complex, cross-cutting understanding and knowledge of the technical aspects of spectrum use, the economic and legal implications of spectrum allocations, and the potential impacts to critical Federal missions. Weighing the trade-offs between current uses and impacts on incumbents against potential future applications is complicated, with many competing national interests at play.

Spectrum management is an interdisciplinary process that covers multiple intertwined factors, and few, if any, policymakers (e.g., regulators, legislators, community leaders, and spectrum managers) have expertise in all of the relevant fields. But leaders at all levels of government, including Tribal governments, need to understand spectrum issues holistically and have access to spectrum managers and professionals that understand the complexities relative to their interests. Recognizing this need and providing policymakers with foundational information and tools will serve the Nation well as we implement a more strategic spectrum planning process.



The Administration will encourage policymakers at all levels to increase their understanding of spectrum topics such as electromagnetic propagation, spectrum science, spectrum engineering, spectrum management, and spectrum monitoring and measurements. U.S. spectrum-regulating agencies will generate avenues for decision-makers to enhance their understanding of spectrum policy and regulation, including the full range of spectrum management techniques such as spectrum sharing methodologies and licensing schemes, as well as knowledge of non-technical topics such as business models and economics associated with spectrum markets. Ensuring policymakers understand the value-based methodologies being created and their appropriate application will also be important.

Federal organizations that rely on spectrum to perform their missions will be encouraged to ensure sufficient spectrum expertise on their staffs and to train them to communicate in plain language with decision-makers. This will ensure that decisions are made after considering the full range of applicable technical and operational factors.

Strategic Objective 4.3 | Improve the public’s understanding of radio frequency spectrum and raise awareness of its role in everyday life.

The radio frequency spectrum, while critical to our everyday lives, remains a complex resource often misunderstood by everyday users. Spectrum plays a vital role in Americans’ daily activities, from education and emergency services to mapping and navigation systems, banking, e-commerce, and telemedicine, as well as for entertainment and staying connected through social media. The U.S. Government will prioritize educating the public about spectrum and the role it plays in their everyday lives and will consider a public service initiative. In addition to highlighting how citizens rely on, and benefit from, everyday spectrum usage, outreach could spotlight the crucial role of spectrum in critical government missions—especially those involving public safety, scientific endeavors (including weather and climate), and security. Ideally, showcasing the complexities and challenges of spectrum management will spark an interest among a broader community and attract multi-faceted problem solvers to the field.

The U.S. Government will work to raise the public’s overall understanding and appreciation of spectrum and how this complex resource needs to be managed for everyday essential activities, both now and in the future. The more informed the public is, the better equipped it will be to weigh-in and have a voice in determining priorities for competing interests for spectrum access.



CONCLUSION

A Plan for Implementing the Strategy

The National Spectrum Strategy provides a roadmap of strategic objectives that will set a course for prolonged U.S. leadership in advanced wireless technologies and services. In identifying strategic objectives, the Strategy recognizes the broad range of stakeholders, inside and outside of government, whose expertise and contributions will be instrumental in reaching its goals. Consensus in ideas may not always be possible, but unity of purpose in meeting America’s spectrum needs is possible. To successfully implement the Strategy, a renewed effort for trust, transparency, technological innovation, and open communications is imperative.

The Strategy is also forward-looking. As a high-level policy statement, the National Spectrum Strategy is only the beginning. Achieving these strategic objectives will require commitments from stakeholders to meet specific outcomes on established timelines. Agencies will leverage existing resources, including the Spectrum Relocation Fund, as applicable, to achieve the goals set out in this Strategy. Agencies will also take the National Spectrum Strategy into consideration during the development of their annual budget submissions. Agencies, industry, academia, and technology developers can use the Strategy as a guidepost for directing technical expertise and overall American ingenuity to make unprecedented progress in the development and use of dynamic spectrum access capabilities.

“Consensus in ideas may not always be possible, but unity of purpose in meeting America’s spectrum needs is possible.”

NTIA, in collaboration with the FCC and in coordination with other Federal agencies, will prepare and publish an Implementation Plan that establishes specific outcomes associated with each strategic objective. For each outcome, the plan will name a responsible party, other contributing stakeholders, the anticipated start date for work on the objective, and the estimated amount of time needed to achieve the objective. Agencies will collaborate to develop necessary project management plans as appropriate.

The Strategy will be implemented consistently with existing statutory responsibilities, the Federal trust responsibility to Tribal Nations, and other Administration policies and priorities, including those related to the economy, national security, climate, AI, health care, science, immigration, diversity, equity and inclusion, and restoring America’s global standing. This Strategy will also work in tandem with, and further the objectives of, relevant executive orders and Presidential memoranda, strategies, and other directives.



The National Spectrum Strategy reflects an ethic of continued reassessment and adjustment of implementation efforts. This will be a living process as governments and the private sector engage and work together, and as new challenges prompt new initiatives and solutions. Our approach to implementing and executing on the unprecedented strategic objectives set forth in the Strategy must be as agile and dynamic as the U.S. wireless innovation ecosystem, with all its complexities and opportunities. The Strategy's four pillars are inherently collaborative; therefore, only through collaboration can the United States ensure that it will reap the massive benefits of advanced wireless technologies and maximize efficient use of our Nation's spectrum resources.

Seizing the Opportunity

The United States has historically been a global pioneer in developing and implementing wireless services. World-changing technologies, including the early developments of terrestrial wireless and space-based systems used for various services, were conceived on our shores, revolutionizing the lives not only of Americans but also millions of others around the globe. America's technological leadership has been accompanied by a willingness to pursue daring regulatory and policy ideas such as spectrum auctions, unlicensed spectrum access, and dynamic spectrum sharing. The complexity of America's wireless environment, and the high demand for spectrum resources, have proven to be a competitive advantage, prompting our companies, policymakers, and regulators to be more agile and creative in producing new innovations.

And yet, the circumstances that forged America's early leadership in wireless technologies once again present new challenges. Today, we stand at a crossroads in implementing the spectrum policies necessary to ensure that the United States continues to exemplify competitive and technological leadership and achieves our national goals for economic opportunity and equity, climate stewardship, infrastructure rejuvenation, and national security.

In this National Spectrum Strategy, we reaffirm our Nation's legacy of boundless innovation, and we honor those who have pioneered it, by seizing the opportunity to lead the next era of wireless discoveries.

NOVEMBER 13, 2023

Memorandum on Modernizing United States Spectrum Policy and Establishing a National Spectrum Strategy

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Modernizing United States Spectrum Policy and Establishing a National Spectrum Strategy

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to meet the growing requirements of United States radio frequency spectrum users, it is hereby ordered as follows:

Section 1. Policy. Radio frequency spectrum is among our Nation's most important national resources. The United States has long advanced our global technological leadership by striking an appropriate balance between promoting private-sector innovation and furthering the missions of executive departments and agencies (agencies). In recent years, however, rising demand for always-connected devices and other factors, such as the development of cooperative and automated vehicles, the commercialization of space, and the growing complexity and increased requirements of Federal missions, have all led to increased competition for scarce spectrum resources. Managing these diverse, and at times competing, spectrum demands requires careful planning and coordination. Agencies and private-sector users must address these challenges by working together in the best interests of the American people.

This memorandum directs my Administration to build on prior innovation by promoting efficient and effective spectrum use by both agencies and non-

Federal users. My Administration's goal is to accelerate United States leadership in wireless communications and other spectrum-based technologies and to unlock innovations that benefit the American people, while ensuring necessary access to spectrum for agencies and private-sector users, such as for scientific, public safety, critical infrastructure, and national security uses, now and into the future.

The policy of my Administration is to ensure that spectrum management, usage, and allocation decisions are coordinated, consistent, and reflect the needs and diverse missions of agencies and non-Federal users. This memorandum reaffirms the policies and authorities stated in Executive Order 12046 of March 27, 1978 (Relating to the Transfer of Telecommunications Functions), regarding the duties and powers of the Department of Commerce, and recognizes the role of the National Telecommunications and Information Administration (NTIA) within the Department of Commerce, as laid out in its organic statute, as "the executive branch agency principally responsible for advising the President on telecommunications and information policies" (47 U.S.C. 901(b)(6)). This policy recognizes the discrete mission needs and associated statutory oversight that agencies must fulfill as they develop and implement operating requirements that rely on spectrum.

The Congress has charged NTIA and the Federal Communications Commission (FCC) with jointly managing the Nation's radio spectrum resources. The NTIA and FCC perform their functions consistent with the August 1, 2022, Memorandum of Understanding (MOU) between the two agencies; the Presidential Memorandum of January 27, 2021 (Restoring Trust in Government Through Scientific Integrity and Evidence-Based Policymaking); the November 23, 2022, MOU among NTIA, FCC, and the Department of the Interior; and Executive Order 13175 of November 6, 2000 (Consultation and Coordination With Indian Tribal Governments), honoring the Federal trust relationship with Tribal Nations.

Accordingly, I direct the following actions to modernize the usage of spectrum in the United States:

Sec. 2. Coordination. To ensure that the United States manages its spectrum resources in a manner that benefits all Americans, the executive

branch must work cooperatively to arrive at consensus positions reflecting my Administration's spectrum policy goals.

There is hereby established the Interagency Spectrum Advisory Council (Council) to serve as the principal interagency forum for heads of agencies to advise NTIA on spectrum policy matters and to ensure that all decisions made by NTIA take into consideration the diverse missions of the Federal Government. Within 90 days of the date of this memorandum, NTIA shall publish a charter for the Council. The Council shall be led by the Assistant Secretary of Commerce for Communications and Information and shall be composed of Assistant Secretary-level representatives or their designees with spectrum management oversight from agencies holding Federal spectrum assignments or otherwise having spectrum-related statutory authorities within their respective agencies. The Executive Office of the President shall participate in the work of the Council, and NTIA shall request that FCC participate in the work of the Council.

The NTIA's Interdepartment Radio Advisory Committee (IRAC) shall continue to advise NTIA with respect to NTIA's statutory role to develop and execute policies, programs, procedures, and technical criteria pertaining to the allocation, management, and Federal use of the electromagnetic spectrum.

Sec. 3. National Spectrum Strategy. By December 31, 2023, the Secretary of Commerce, acting through NTIA, shall develop a National Spectrum Strategy (Strategy), and the Secretary shall submit it to the President, through the Assistant to the President for National Security Affairs, the Assistant to the President for Economic Policy, and the Director of the Office of Science and Technology Policy. The NTIA shall seek to collaborate with FCC and coordinate with the Council in the development of the Strategy, which shall include, at a minimum:

(a) a roadmap to make spectrum resources available to continue United States leadership in advanced wireless technologies and services, which shall provide a "pipeline" of spectrum bands to support commercial innovation and agencies' needs now and into the future by identifying at least 1500 megahertz for in-depth study to determine suitability for repurposing, which may include spectrum bands currently allocated for Federal operations, non-

Federal operations, or shared Federal and non-Federal operations;

(b) data-driven processes for long-term spectrum planning that increase transparency into current and future Federal and non-Federal spectrum use; anticipate and enable technological advances in order to facilitate spectrum access; and fully account for essential Federal missions, including national defense and homeland security, safeguarding the national airspace, securing the Nation's critical infrastructure, climate monitoring and forecasting, and other scientific endeavors;

(c) plans to optimize United States spectrum management and use by considering different types of spectrum governance models, including exclusive licensing, unlicensed use, shared use, and combinations of these approaches;

(d) plans for investing in and promoting the development of emerging technological advancements in spectrum management, including spectrum sharing and improving understanding of electromagnetic spectrum science; and

(e) recommendations for developing an enduring, scalable mechanism for managing shared spectrum access for the Federal Government, with the goal of increasing the efficiency of spectrum use.

Sec. 4. Implementation Plan. Within 120 days of the submission of the Strategy, the Secretary of Commerce, acting through NTIA, in coordination with the Council, and after seeking to collaborate with FCC, shall publish an Implementation Plan for the Strategy. The Implementation Plan shall include a schedule for detailed studies of the pipeline bands identified in the Strategy to be completed within 2 years of the submission of the Strategy or, in the case of proposals by agencies to conduct studies under the Spectrum Pipeline Act of 2015 (Public Law 114-74), within 2 years of the date of receipt of funding.

Sec. 5. Responsibilities of the Department of Commerce and NTIA. The Secretary of Commerce, acting through NTIA, has "[t]he responsibility to promote the best possible and most efficient use of electromagnetic spectrum resources across the Federal Government, subject to and consistent with the

needs and missions of Federal agencies.” (47 U.S.C. 902(b)(2)(U)). In order to properly fulfill this responsibility, NTIA, consistent with its “authority . . . as the executive branch agency principally responsible for advising the President on telecommunications and information policies,” shall, in coordination with the Council and the IRAC as appropriate, ensure that the views of the executive branch on spectrum matters are properly developed, documented, and, if necessary, presented to FCC and, in appropriate circumstances, in coordination with the Director of the Office of Management and Budget, to the Congress, as required by statute (47 U.S.C. 901(b)(6), 902(b)(2)(J)). This duty shall extend to all Federal spectrum matters, both where agencies hold NTIA-issued frequency assignments and where non-Federal spectrum use may have a substantial impact on agency missions.

(a) In undertaking these duties, NTIA shall:

(i) adhere to the terms of the August 1, 2022, MOU between NTIA and FCC and any successor arrangement, so long as the arrangement remains in effect;

(ii) solicit views of stakeholder agencies in a timely fashion and provide sufficient time and procedures for such agencies to present their views and supporting technical information to NTIA;

(iii) provide agencies with timely written feedback articulating why and how agency views will be incorporated into the position that NTIA communicates to FCC;

(iv) facilitate the presentation by agencies of classified or otherwise sensitive views to FCC;

(v) develop the position of the executive branch on spectrum-related issues, including any supporting technical and operational information to facilitate FCC decision-making, and provide that position to FCC; and

(vi) endeavor to provide such views and information within FCC’s applicable timelines and request additional time when needed.

(b) In matters where NTIA and an agency or agencies cannot reach a consensus on the views to be presented to FCC, NTIA shall:

(i) notify FCC of the lack of consensus and anticipated next steps and timing to resolve it;

(ii) request the joint assistance of the Secretary of Commerce and the head of any agency objecting to NTIA's proposed submission to FCC to find a mutually agreeable resolution; and

(iii) keep FCC informed, as appropriate, regarding anticipated next steps and timing of resolution.

(c) If a resolution is not reached, NTIA shall within 90 days submit, or the disputing agency or agencies may submit, the disagreement to the Assistant to the President for National Security Affairs and the Assistant to the President for Economic Policy, who shall, in consultation with the Director of the Office of Science and Technology Policy and the National Space Council, resolve the dispute through the interagency process described in National Security Memorandum 2 of February 4, 2021 (Renewing the National Security Council System), or the process described in any successor Presidential directive. The NTIA shall advise FCC on the executive branch position following adjudication and decision.

Sec. 6. Post-FCC Action Procedures. Since agencies are directed to participate fully and actively in NTIA's development of positions on spectrum matters, disputes following FCC action should be rare. When FCC has acted to make spectrum available for non-Federal use and an agency believes that, for a reason unforeseen before FCC action, the new use is causing or potentially will cause harmful interference to existing Federal operations or non-Federal operations that are regulated by an agency, the following procedures shall be adhered to:

(a) The complainant agency, no later than 45 days after learning of the unforeseen risk of harmful interference, shall formally request that NTIA address the matter with FCC for an appropriate remedy, and in that request shall:

(i) clearly indicate the manner in which the public interest will be implicated or harmed or an agency's mission will be adversely affected;

(ii) present evidence to NTIA that such new use is causing or potentially will cause harmful interference or potential harm to the public interest, including any technical or scientific data that supports that position; and

(iii) explain why the complainant agency cannot take steps to ensure mission continuity that are consistent with FCC's decision.

(b) If NTIA believes that the complainant agency has produced sufficient evidence that the new use will risk harmful interference that cannot be reasonably mitigated without FCC action, it shall, within 60 days of the complainant agency's request, address FCC under established processes for seeking appropriate relief. If NTIA does not believe that there is sufficient evidence to seek relief from FCC, the complainant agency may invoke the process set forth in sections 5(b) and 5(c) of this memorandum.

(c) Before any significant regulatory action directly related to the spectrum subject to license is taken by the complainant agency pursuant to its statutory authorities, the regulatory action shall be submitted to the Office of Information and Regulatory Affairs (OIRA) within the Office of Management and Budget, as required by sections 3(f) and 6(a)(3) of Executive Order 12866 of September 30, 1993 (Regulatory Planning and Review).

Sec. 7. Other Responsibilities of Agencies. Consistent with NTIA's statutory authorities and to ensure the coordination and consistency called for in this memorandum:

(a) Agencies shall expeditiously, and no later than 45 days subsequent to any NTIA request outside of the time frames set by section IV(3) of the August 1, 2022, MOU between NTIA and FCC, respond to and, to the extent possible, share with NTIA any technical and operational information needed to facilitate spectrum coordination and policy development.

(b) Agencies shall furnish NTIA "with such information, support, and

assistance, not inconsistent with law, as it may require in the performance of its functions,” (47 U.S.C. 904(c)(2)), including coordinating with NTIA on:

- (i) all relevant information to be considered for filing with FCC; and
 - (ii) any significant regulatory actions to be taken by the agency pursuant to its statutory authorities directly relating to spectrum issues, prior to its submission to OIRA as required by Executive Order 12866.
- (c) Agencies shall collaborate with NTIA to facilitate long-term spectrum planning, including by sharing information about their current spectrum use and long-term spectrum needs as requested by NTIA.
- (d) Agencies shall coordinate with NTIA prior to carrying out any electromagnetic compatibility study or testing plan that the agency seeks to be considered in formulating the views of the executive branch regarding spectrum regulatory matters. Coordination with NTIA will ensure the use of consistent methods across the executive branch, promoting reliable findings as well as evidence-based decision-making. Nothing herein is intended to prevent agencies from conducting spectrum-related studies for internal purposes unrelated to formulating executive branch views on spectrum regulatory matters. Agencies are strongly encouraged to conduct spectrum-related testing and research in cooperation with NTIA’s Institute for Telecommunication Sciences.
- (e) Agencies shall favor the development and procurement of systems that enable coexistence with other spectrum users. Accordingly, agencies shall ensure that their acquisition processes properly consider spectrum coexistence and access prior to milestone investment decisions. The NTIA shall, in turn, improve its criteria and processes for certification regarding spectrum availability to facilitate spectrum access.

Sec. 8. Spectrum Management Principles and Methods. By May 14, 2025, the Secretary of Commerce, working in partnership with the Council, shall publish a report identifying spectrum management principles and methods that will guide the Federal Government in spectrum studies and science. The report shall identify the coordination guidelines for spectrum studies and identify processes for determining types of studies, criteria, assumptions,

and timelines that will be acceptable in decision-making involving the use of Federal spectrum and the use of non-Federal spectrum by agencies.

Sec. 9. Revocation. The Presidential Memorandum of October 25, 2018 (Developing a Sustainable Spectrum Strategy for America's Future), is hereby revoked.

Sec. 10. Protection of Information. Nothing in this memorandum shall be construed to require the disclosure of classified information, law enforcement sensitive information, or other information that must be protected in the interests of national security.

Sec. 11. General Provisions. (a) Nothing in this memorandum shall be construed to impair or otherwise affect:

(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This memorandum shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This memorandum is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) The Secretary of Commerce is authorized and directed to publish this memorandum in the *Federal Register*.

JOSEPH R. BIDEN JR.

NOVEMBER 13, 2023

FACT SHEET: Biden-Harris Administration Issues Landmark Blueprint to Advance American Innovation, Competition and Security in Wireless Technologies

America's economy, technological leadership, and security depend on spectrum—the frequencies used to transmit radio signals for all wireless technologies. Spectrum is a strategically essential area in global technological competition, as it underpins the digital economies of the U.S. and our allies and partners. Spectrum is essential not just for everyday digital products like televisions, cell phones, and Wi-Fi routers, but also for core infrastructure, including critical sectors like aviation, manufacturing, energy, and defense. At the same time, spectrum is a scarce resource—one that needs careful management to sustain American innovation and security.

Today, the Biden-Harris Administration is issuing a landmark [National Spectrum Strategy](#) and a Presidential Memorandum on modernizing U.S. spectrum policy that, together, lay out a blueprint for American innovation, competition, and security in advanced wireless technologies. This blueprint includes new actions to improve spectrum management and spectrum access—including a study of more than 2,700 megahertz of spectrum for potential repurposing that will help ensure that both the public and private sectors have the spectrum resources they need to deliver critical services to every community in America. It will also ensure that the U.S. uses spectrum policy as a critical lever to retain global leadership in wireless technology, creating an ecosystem of equipment, products, and applications and a virtuous cycle of innovation.

The National Strategy and Presidential Memorandum will guide decisions about how to allocate limited spectrum resources and ensure these decisions are made through a rigorous, transparent process, which is more important today than ever, as new technologies create increasing demands for

spectrum. Innovations ranging from 5G networks, to precision agriculture, to unmanned aerial vehicles, to moon missions take large amounts of spectrum to operate. Meeting the demands of innovation requires America's spectrum policy to adapt and improve.

The National Spectrum Strategy released today announces further steps to strengthen interagency coordination, promote innovation, and ensure efficient spectrum use. The Strategy was developed by the National Telecommunications Information Administration (NTIA) in response to direction from President Biden, in close coordination with the Federal Communications Commission (FCC) and the many federal agencies relying on spectrum. It articulates four pillars containing essential actions for ensuring that spectrum policy advances U.S. innovation, economic vitality, and security.

Pillar 1: A Spectrum Pipeline to Ensure U.S. Leadership in Advanced and Emerging Technologies. Spectrum availability is not just a long-term challenge. Technological advances require more efficient spectrum use today. To address near-term spectrum needs, the Strategy announces:

- **In-depth near-term study of 2,786 megahertz of spectrum for potential repurposing.** After receiving extensive public input, NTIA has identified five bands for study. These are the 3.1-3.45 GHz, 5.03-5.091 GHz, 7.125-8.4 GHz, 18.1-18.6 GHz, and 37.0-37.6 GHz bands. This mix of bands could support a range of uses, including wireless broadband, drones, and satellite operations. NTIA will complete its study within 2 years.
- **Guiding principles for near-term allocation.** These principles involve soliciting input from all stakeholders, data-based analysis, coordinated execution of plans to repurpose spectrum, and ongoing monitoring.

Pillar 2: Collaborative Long-Term Planning to Support the Nation's Evolving Spectrum Needs. A vast range of private stakeholders and government agencies need spectrum to deliver essential products and services. Long-term decisions about spectrum allocation, therefore, must involve broad-based input and transparent processes, which will help spectrum users make prudent long-term investments. To achieve these goals, the Strategy announces the following steps:

- **Coordinated, collaborative framework for long-term spectrum planning.** In particular, the Biden-Harris Administration will develop robust processes that incorporate the full input of industry stakeholders, federal agencies, and advisory groups in spectrum allocation decisions. This framework will execute the Presidential Memorandum’s directives for greater interagency coordination, while building on existing interagency Memoranda of Understanding regarding spectrum decision making and expanding private sector participation.
- **Evidence-based methodology for spectrum allocation decisions.** To support transparent allocation decisions, the Biden-Harris Administration will develop values-based models—as well as best practices for technical and economic analyses—that quantify the benefits of different spectrum allocation options.
- **Regular updates to the National Spectrum Strategy.** Based on the broad-based stakeholder inputs it receives, NTIA will update the Strategy regularly to ensure it supports effective coordination, addresses gaps in spectrum policy, and promotes U.S. spectrum leadership.

Pillar 3: Unprecedented Spectrum Access and Management Through Technology Development. Cutting-edge spectrum technologies and techniques like spectrum sharing hold great promise for promoting efficient use and ensuring that—even though spectrum is finite—the U.S. is able to achieve spectrum abundance for all users. To accelerate spectrum innovation and ensure that the U.S. remains at the leading edge in this critical technology, the Strategy announces an ambitious effort under which the U.S. government will, within 12-18 months, advance research, create investment incentives, and set forth measurable goals to advance spectrum access technology. This effort, which the U.S. government will undertake in collaboration with industry, will include the following:

- **Establish spectrum testbeds.** The Biden-Harris Administration will establish a national testbed for dynamic spectrum sharing within 12-18 months. It will also increase the availability of outdoor wireless testbeds and explore the establishment of spectrum “sandboxes”—that is, areas dedicated for spectrum research.
- **Develop a National Spectrum Research and Development (R&D) Plan.** The Office of Science and Technology Policy (OSTP) will develop this

plan to identify key areas for work to support spectrum innovation.

- **Encourage private-sector R&D.** Federal agencies will collaborate with industry, technology developers, and academia to encourage dynamic spectrum sharing through innovative technologies and techniques—including cloud-based spectrum management and AI-enabled methods. NTIA will also pursue the development of a common spectrum management platform to manage shared access.

Pillar 4: Expanded Spectrum Expertise and Elevated National Awareness.

America's long-term spectrum innovation depends on its leading-edge spectrum workforce, as well as broader public appreciation for spectrum's vital role in our society. To foster spectrum expertise and awareness, the Strategy announces the following actions:

- **National Spectrum Workforce Plan.** The Biden-Harris Administration will create and periodically update a plan for developing a workforce able to fill the full range of operational, technical, and policy roles in the future spectrum ecosystem.
- **Educating policymakers and the public.** Federal agencies will work to ensure that policymakers at all levels, including state, local, and Tribal governments, have access to information needed for decisions involving spectrum. The Administration will also prioritize educating members of the public about the role spectrum plays in everyday life.

The Presidential Memorandum serves as the basis for the National Spectrum Strategy by directing NTIA to provide President Biden with a National Spectrum Strategy. The Presidential Memorandum also directs further action by federal agencies to ensure that U.S. spectrum policy is coordinated and consistent in the following ways:

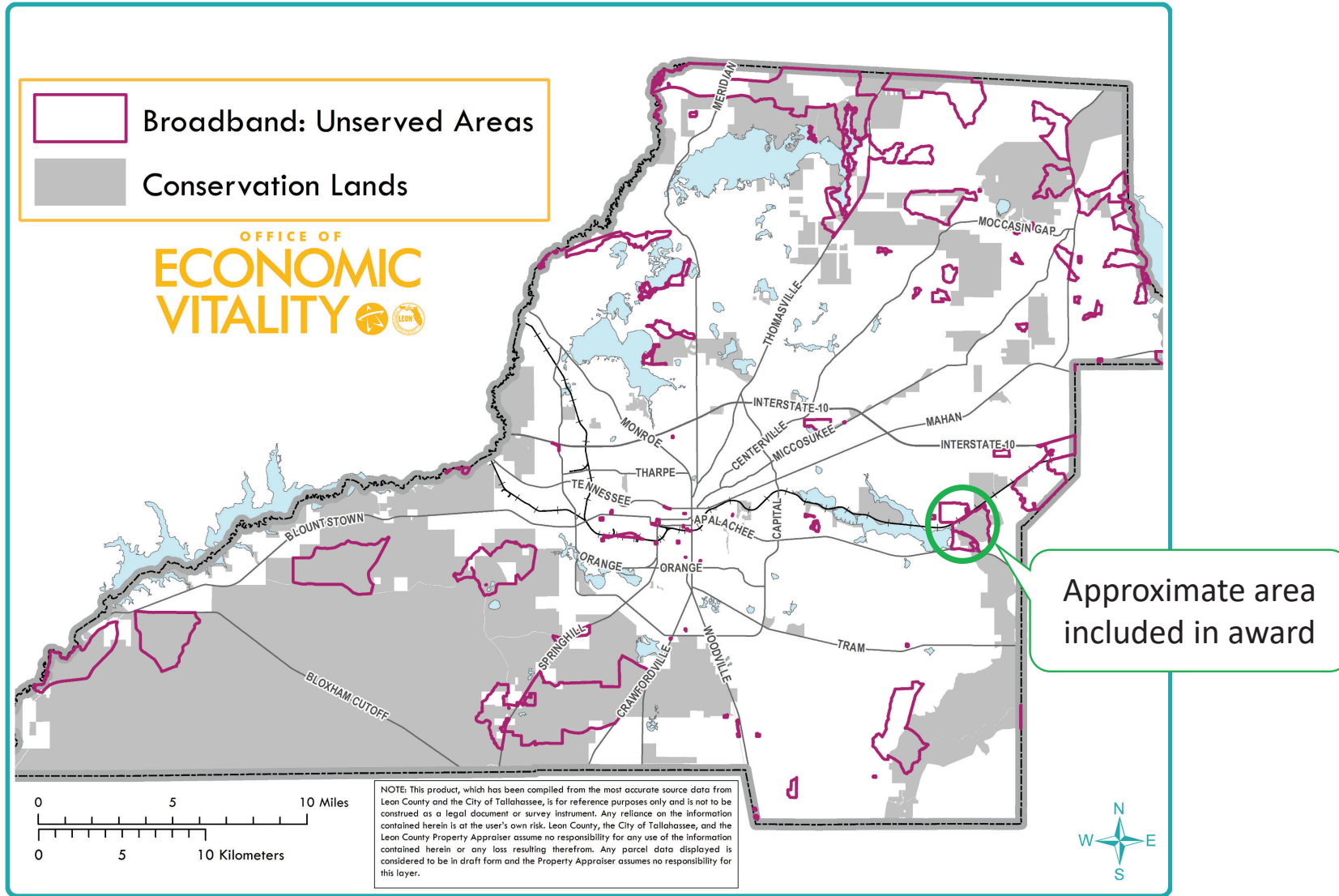
- Reaffirms joint management of our nation's spectrum resources by NTIA and Federal Communications Commission (FCC) and reiterates that NTIA is the President's principal advisor on spectrum issues and the voice of the Administration in matters before the FCC.
- Establishes a Spectrum Advisory Council as the principal interagency forum for senior agency leaders to advise NTIA on spectrum policy. The

Council is made up of agencies holding Federal spectrum assignments or otherwise having spectrum-related statutory authorities.

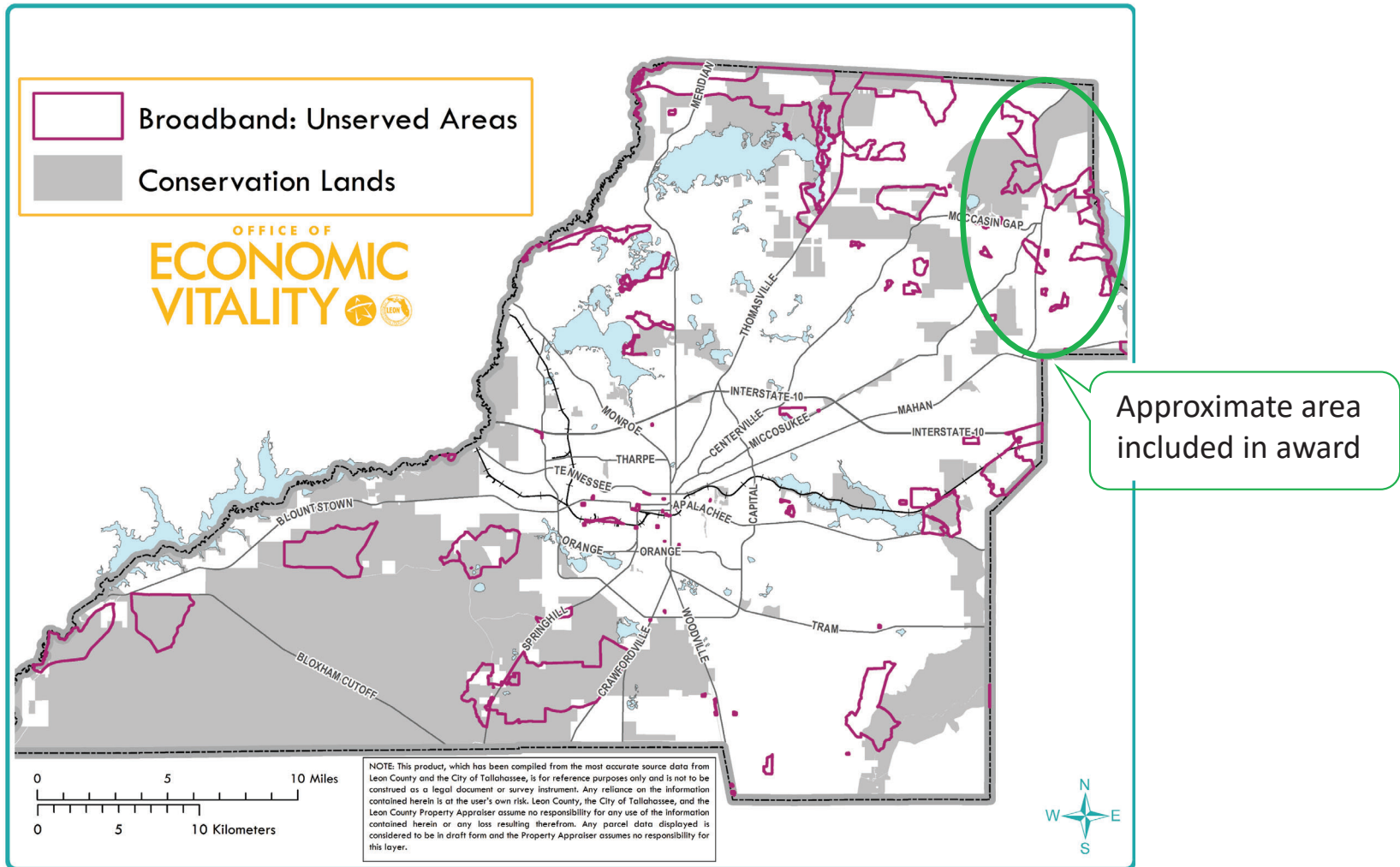
- Creates a White House led dispute resolution process should NTIA and an agency disagree over the position the Administration should take on a spectrum issue and sets forth how the White House will resolve those issues.

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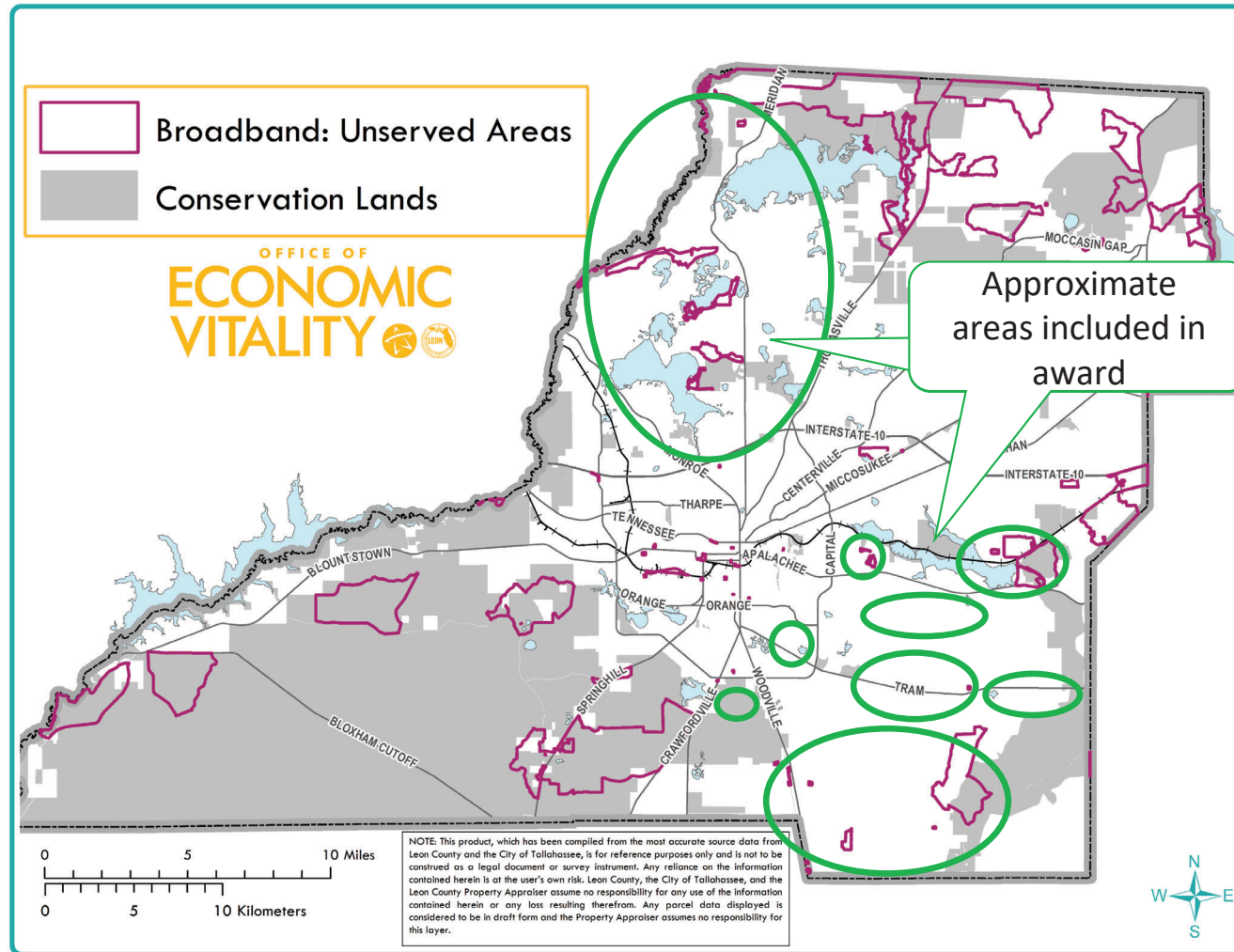
Broadband Opportunity Program - Round 1 Award Area



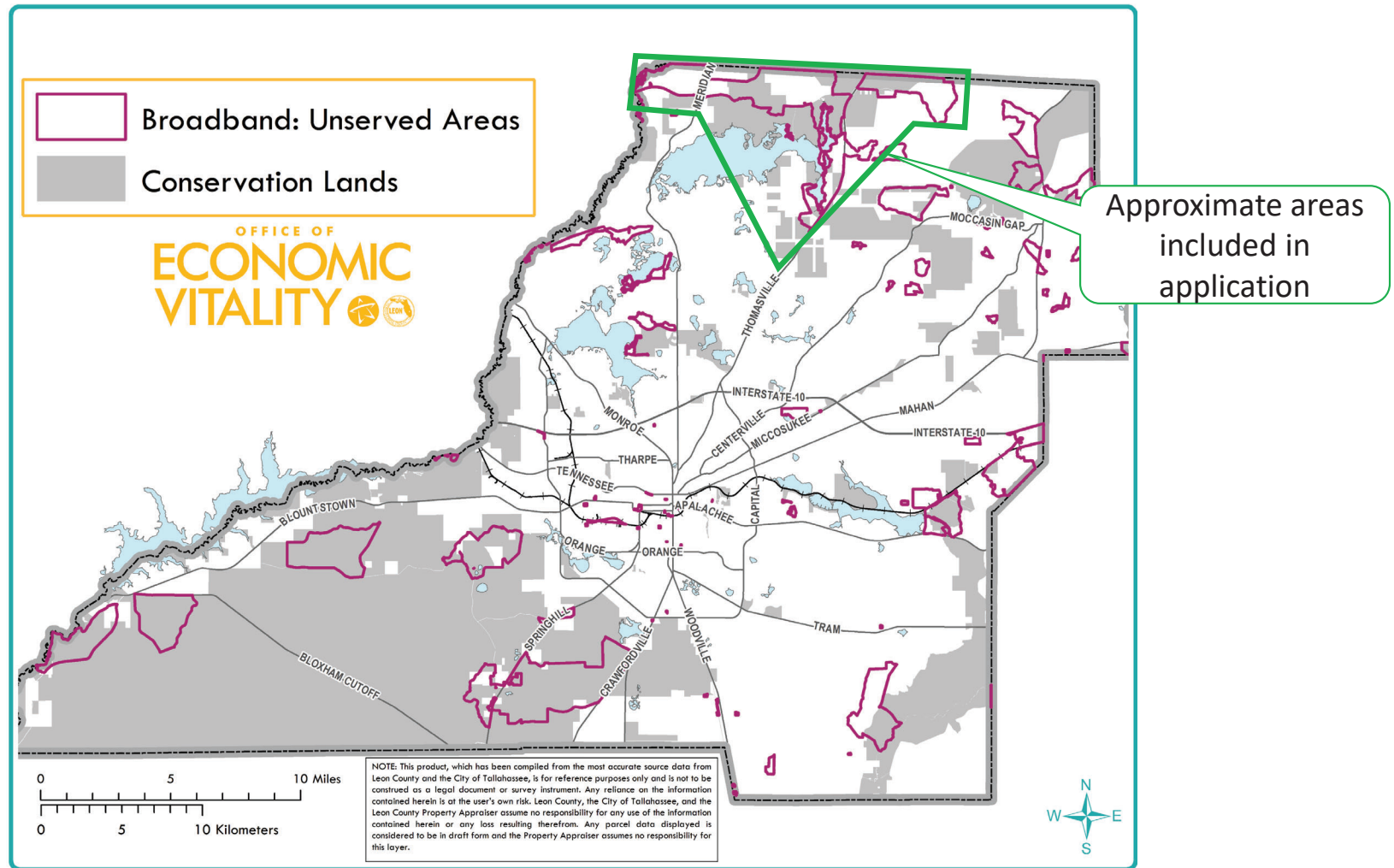
Broadband Opportunity Program - Round 2 Award Area 1



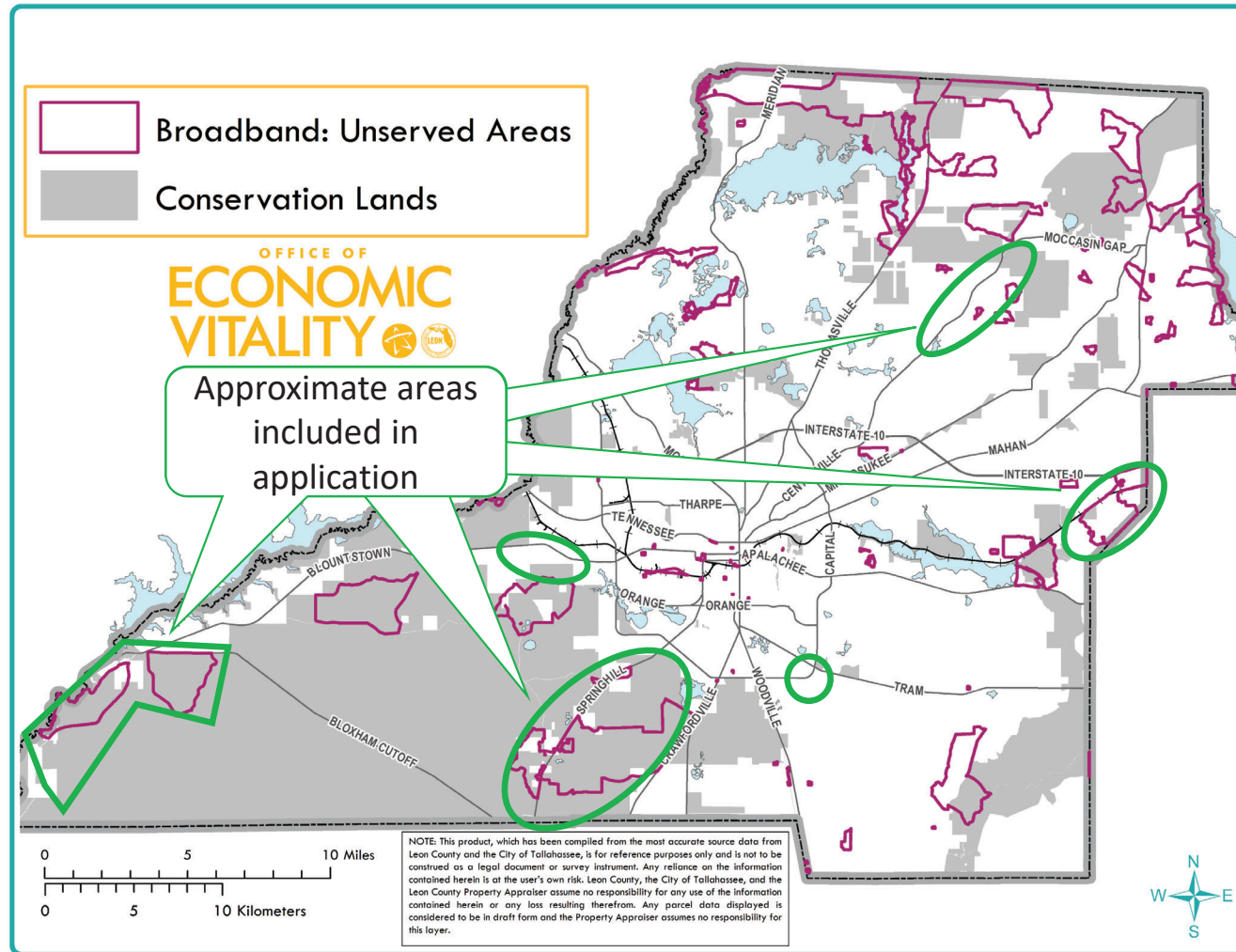
Broadband Opportunity Program - Round 2 Award Area 2



Capital Projects Fund - Infrastructure - Application Area 1



Capital Projects Fund - Infrastructure - Application Area 2



**Leon County
Board of County Commissioners**

Notes for Agenda Item #18

Leon County Board of County Commissioners

Agenda Item #18

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Resolution to Acknowledge and Apologize for the History of Slavery and Racism in Leon County

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Miranda Hernandez, Management Analyst

Statement of Issue:

As requested at the January 22, 2024 Board Retreat, this item seeks Board adoption of a Resolution to acknowledge and apologize for the history of slavery and racism in Leon County.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Adopt the Resolution to acknowledge and apologize for the history of slavery and racism in Leon County.

Report and Discussion

Background:

At the January 22, 2024 Retreat, the Board requested a resolution be prepared for consideration to acknowledge and apologize for the history of slavery and racism in Leon County.

The United States has a reprehensible history of racism and slavery which permeated the institutional and social fabric of communities throughout the country. Florida's Panhandle along the Georgia border was once a hub for slavery in support of the region's economy as the state's plantation belt. In 1845, Florida joined the United States as a slave state before seceding from the Union 16 years later in order to remain a slave state. In 1865, the United States abolished slavery with the passage of the 13th Amendment to the United States Constitution. However, the shameful system of slavery was replaced with unjust Jim Crow segregation laws. African Americans were segregated within society and endured unequal treatment. African Americans' fight for equality led to the passage of the Civil Rights Act of 1964, which banned discrimination on the basis of race, color, religion, sex, and national origin in voting rights, employment, education, and access to public facilities and public accommodations.

Recognized as a county of the State of Florida and part of the Florida Panhandle for 200 years, Leon County is equally culpable for its role in the practice of slavery and unjust treatment of African Americans. As requested by the Board, this item seeks adoption of a Resolution which recognizes Leon County's detestable history of slavery and racism, as well as the County's ongoing and unwavering commitment to work toward eliminating racial injustices in our community.

Analysis:

The proposed Resolution acknowledges and apologizes for the history of slavery and racism in Leon County. The laws of this State and injustices carried out in our community against African Americans perpetuated the horrific institution of slavery. Once slavery was outlawed, Leon County was complicit in perpetuating unjust laws that systematically denied freedom, equality, and opportunities to African Americans.

Officially acknowledging and apologizing for the history of slavery and racism in Leon County is necessary for the historical record in our community. Leon County is committed to recognizing the misdeeds committed against African Americans under slavery and Jim Crow, and to working toward eliminating racial prejudices, injustices, and discrimination from our society. The Resolution affirms Leon County's commitment to advancing equality and ensuring the protection of the fundamental rights of individuals regardless of race, color, religion, or national origin.

Options:

1. Adopt the Resolution to acknowledge and apologize for the history of slavery and racism in Leon County.
2. Do not adopt the Resolution to acknowledge and apologize for the history of slavery and racism in Leon County.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Resolution Acknowledging and Apologizing for Slavery and Racism in Leon County.

LEON COUNTY RESOLUTION NO.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, TO ACKNOWLEDGE AND APOLOGIZE FOR THE HISTORY OF SLAVERY AND RACISM IN LEON COUNTY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the system of slavery and the visceral racism against persons of African descent was entrenched in the Nation’s social fabric; and

WHEREAS, slavery was not officially abolished until the passage of the 13th Amendment to the United States Constitution in 1865 after the end of the Civil War; and

WHEREAS, the system of racial segregation known as “Jim Crow,” which arose in certain parts of the Nation following the Civil War, was a direct result of the racism against persons of African descent engendered by slavery; and

WHEREAS, at Florida’s Constitutional Convention of 1885, the Florida Legislature mandated racial segregation in schools and prohibited interracial marriages which marked the beginning of segregation under Jim Crow in Florida and Leon County; and

WHEREAS, there were at least four documented lynchings in Leon County between 1897 and 1937 – Pierce Taylor, Mick Morris, Ernest Ponder, and Richard Hawkins; and

WHEREAS, a historical marker has been placed under an oak tree at Cascades Park, near the site of the County’s old jail, to memorialize the four victims of racially motivated violence; and

WHEREAS, as a result of segregation and limited opportunities afforded to African Americans under Jim Crow, Leon County’s African American community established the Smokey Hollow neighborhood, a community of African American families, social organizations, cultural institutions, and businesses in the 1890s; and

WHEREAS, in the 1960s the Smokey Hollow neighborhood was demolished and its residents displaced to make way for public infrastructure; and

WHEREAS, in 2015 the Blueprint Intergovernmental Agency constructed the Smokey Hollow commemorative site to tell the story of the Smokey Hollow community; and

WHEREAS, Florida’s 1885 Constitution remained in effect until 1968, which enabled the furtherance of separate and unequal societies for whites and African Americans; and

WHEREAS, in 1956, Reverend Dr. Charles Kenzie Steele led the community in organizing the Tallahassee bus boycott, the second major bus boycott in the United States; and

WHEREAS, in the 1960s, members of Leon County’s African American community organized lunch counter sit-ins at McCrory’s and Woolworth’s; and

1 WHEREAS, these events have been memorialized through the Tallahassee-Leon County Civil
2 Rights Heritage Walk, a sidewalk memorial constructed in 2013 which tells the story of peaceful
3 protests and demonstrations that sought desegregation and equality in our community; and
4

5 WHEREAS, the passage of the Civil Rights Act of 1964 marked a major milestone in the Civil
6 Rights Movement in America; and
7

8 WHEREAS, nearly 100 years after emancipation from slavery, Congress approved the Civil
9 Rights Act of 1964 which banned discrimination on the basis of race, color, religion, sex, and national
10 origin.
11

12 BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON
13 COUNTY, FLORIDA, that:
14

15 **Section 1. Leon County apologizes for the enslavement and segregation of African Americans.**
16

17 The Board acknowledges the fundamental injustice, cruelty, brutality, and inhumanity of
18 slavery and Jim Crow laws.

19 The Board apologizes to African Americans, on behalf of the people of Leon County for the
20 wrongs committed against them and their ancestors who suffered under slavery and Jim Crow laws.

21 The Board expresses its recommitment to the principle that all people are created equal and
22 endowed with inalienable rights to life, liberty, and the pursuit of happiness.

23 The Board expresses its commitment to recognize the misdeeds committed against African
24 Americans under slavery and Jim Crow, and to work toward eliminating racial prejudices, injustices,
25 and discrimination from our society.

26 The Board celebrates the strides that our community has made toward racial equality, including
27 the free and fair elections of Leon County Commissioners, Constitutional Officers, and State
28 Delegation Members who represent the diverse population of the electorate.

29 Leon County Government is honored to be the home of Florida A&M University, the top public
30 Historically Black College and University in the country, for its continued excellence in cultivating
31 Black scholars and leaders within our community.

32 Leon County Government continues to lead the charge against racial inequality in our words,
33 deeds, and initiatives, like facilitating crucial community dialogue through the Created Equal program,
34 an annual citizen engagement event which connects residents of diverse backgrounds, education, and
35 age to encourage frank conversations on race and racial inequity.

1 **Section 2. Effective Date.**

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This resolution shall become effective immediately upon its adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,
Florida, this _____ day of _____, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, 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: _____

**Leon County
Board of County Commissioners**

Notes for Agenda Item #19

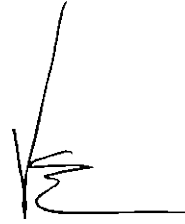
Leon County Board of County Commissioners

Agenda Item #19

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Bid Award for the Magnolia Drive Multi-Use Trail Phase II Construction

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff/ Project Team:	Melanie Hooley, Director, Purchasing Chris Muehlemann, Chief of Engineering Services Tim Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board approval to award the bid for the Magnolia Drive Multi-Use Trail Phase II project to Sandco LLC, the lowest responsible and responsive bidder, in the amount of \$8,769,096.

Fiscal Impact:

This item has a fiscal impact. This project is funded through separate Joint Project Agreements with the City of Tallahassee (City) and the Blueprint Intergovernmental Agency (Blueprint). The City will provide \$1,755,781 in funding for utility upgrades plus a \$40,000 administrative fee for the County to manage the construction. Blueprint will provide \$7,013,315 for the utility relocation, irrigation, landscaping, and associated trail construction. A Resolution and Budget Amendment is provided to appropriate these funds in the FY 2024 capital improvement budget.

Staff Recommendation:

Option #1: Approve the bid award for the Magnolia Drive Multi-Use Trail Phase II project to Sandco LLC in the amount of \$8,769,096 and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney.

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

Report and Discussion

Background:

This item seeks Board approval to award the bid for the Magnolia Drive Multi-Use Trail Phase II project to Sandco LLC, the lowest responsible and responsive bidder, in the amount of \$8,769,096 (Attachment #1). This project is funded through separate Joint Project Agreements with the City and Blueprint. A Resolution and Budget Amendment is provided to appropriate funds from the City and Blueprint to the County's FY 2024 capital improvement budget (Attachment #2). Magnolia Drive Multi-Use Trail Phase II project is located on Magnolia Drive between Pontiac Drive and Diamond Street (Attachment #3).

The Magnolia Drive Multi-Use Trail Phase II project consists of an 8-foot-wide concrete multi-use trail on the south and east side of Magnolia Drive from Pontiac Drive to Diamond Street in addition to a portion on the north side between Seminole Drive and Alban Avenue, upgraded water and sewer infrastructure, an enclosed stormwater system, roadway rebuilding, landscaping, and street lighting. Along with this construction, the City of Tallahassee will be installing an underground electric system and a new traffic signal at the Jim Lee Road and Magnolia Drive intersection.

Construction of the Magnolia Drive Multi-Use Trail Phase II Project advances the following FY2022-FY2026 Strategic Plan 5-Year Target:

- *Construct an additional 90 miles of sidewalks, greenways, trails, and bike lanes. (T11)*

This Strategic Plan Target aligns with the Board's Quality of Life Strategic Priority:

- *(Q5) 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.*

On April 1, 2015, the Blueprint Intergovernmental Agency Board (IA Board) approved funding for the Magnolia Drive Multi-Use Trail project. The Magnolia Drive improvements are divided into phases in order to responsibly detour traffic while mitigating congestion:

Phase 1 - South Meridian to Pontiac Drive (Complete)

Phase 2 - Pontiac Drive to Diamond Street (Anticipated Completion is Fall 2025)

Phase 3 - Diamond Street to Apalachee Parkway (Under Design)

Phase 4 - South Monroe Street to South Meridian Street (Complete).

Phase 6 - South Adams Street to S. Monroe Street-(Complete)

There was originally a Phase 5 contemplated for the project, but those elements were incorporated into the other phases.

Based on the original joint project agreement approved by the Board in 2015 and the subsequent amendments, Leon County staff managed the design and construction of the completed Phases 1, 4 and 6 in addition to the design of Phases 2 and 3. Leon County will administer the construction of all remaining phases of the Magnolia Drive Multi-Use Trail project. Blueprint has managed all property acquisitions for trail construction and maintenance, and has partnered in the design and construction of the project.

Analysis:

The purpose of the Magnolia Drive Multi-Use Trail Phase II project, from Pontiac Drive to Diamond Street, is to provide the continuation of a concrete multi-use trail along the south side of Magnolia Drive from S. Adams Street to Pontiac Drive. Along with the trail construction, the project will enhance the water and wastewater distribution system, provide an enclosed drainage system, underground utilities along the corridor, street lighting and landscaping.

The Invitation to Bid (ITB) for the Magnolia Drive Multi-Use Trail Phase II project (BC-2023-004) was advertised through the automated procurement system OpenGov Procurement and in the legal notices of the Tallahassee Democrat on November 28, 2023. A total of 7,428 vendors were notified through the automated procurement system. A total of 55 bid packages were requested, and the County received two responsive bids on January 11, 2024. Based on the itemized price sheets, the lowest responsible and responsive bid was submitted by Sandco LLC in the amount of \$8,769,096 (Attachment #4).

The Office of Economic Vitality's (OEV) Minority, Women, & Small Business Enterprise (MWSBE) Division recommended a 14% MBE and a 9% WBE Aspirational Goal be included in the ITB for Construction Subcontracting. The lowest responsible and responsive bidder, Sandco LLC, met the MBE/WBE Aspirational Goal for Construction Subcontracting and is deemed responsive to the MWBE section of the bid (Attachment #5).

This project is funded through separate Joint Project Agreements with the City and Blueprint. The City will provide \$1,755,781 in funding for utility upgrades plus a \$40,000 administrative fee for the County to manage the construction. Blueprint will provide \$7,013,315 for the utility relocation, irrigation, landscaping, and associated trail construction. A Resolution and Budget Amendment is provided to appropriate these funds in the FY 2024 capital improvement budget.

This item recommends Board approval of the bid award to Sandco LLC. The project is anticipated to begin construction in early March 2024 and be completed in Fall of 2025.

Options:

1. Approve the bid award for the Magnolia Drive Multi-Use Trail Phase II project to Sandco LLC in the amount of \$8,769,096, and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney.
2. Approve the Resolution and associated Budget Amendment (Attachment #2).
3. Do not approve the bid award for the Magnolia Drive Multi-Use Trail Phase II project to Sandco LLC in the amount of \$8,769,096.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Draft Agreement for the Magnolia Drive Multi-Use Trail Phase II project with Sandco LLC
2. Resolution and Budget Amendment
3. Location Map
4. Bid Tabulation Sheet
5. 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 **SANDCO LLC** 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 Magnolia Drive Phase II set forth in 1) Bid# BC-2024-004 attached hereto and incorporated herein as Exhibit A; and 2) the Contractor's bid submission, attached hereto and incorporated herein as Exhibit B (collectively "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 Work to be performed under this Agreement shall be commenced within fifteen (15) days of the Notice to Proceed. All Work to be performed under this Agreement shall be completed within five hundred and thirty (530) consecutive calendar 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 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, an amount based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, 2022 Edition.

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.

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

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC
BC- 2024-004

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 **\$8,769,095.89**.

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 150% 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 along with the basis of said costs 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 retain age of a sum equal to 150% 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 retain age, 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.
- 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.

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- 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:

Chris Muehlemann
2280 Miccosukee Road
Tallahassee, FL 32308
850-606-1536
muehlemannc@leoncountyfl.gov

- B. The Contractor's Project Manager is:

Abraham Aviles
4708 Capital Circle NW
Tallahassee, FL 32303
850-519-2937
aaviles@sandcofl.com

- C. Notices to the Contractor are to be submitted to:

Abraham Aviles
4708 Capital Circle NW
Tallahassee, FL 32303
850-519-2937
aaviles@sandcofl.com

- D. Payment requests are to be submitted to:

Chris Muehlemann
2280 Miccosukee Road
Tallahassee, FL 32308
850-606-1536
muehlemannc@leoncountyfl.gov

- E. Proper form for a payment request for this Agreement is:

The Contractor's Application for Payment, EJCDC document No. C-620 (2007 Edition). The invoice must be properly addressed to the Engineer listed above. Delivery to another address will void the invoice, and it shall be of no force and effect.

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F. Substantial Completion

For the purposes of this section, the term "Agent" shall refer to the Engineer when the County (Owner) has engaged their professional services and to serve as an Agent for a project. In those instances when no Agent has been retained for the project, the County shall provide services as Agent with its own staff.

When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Agent/Owner a comprehensive list of items to be completed or corrected prior to final payment. For contracts less than \$10 million in value, the list must be developed within 30 calendar days of substantial completion. For contracts more than \$10 million in value, the list must be developed within 30 calendar days of substantial completion unless the parties agree in writing to extend it up to 45 days. Failure to include an item on such list does not alter the responsibility of the contractor to complete all Work in accordance with the Agreement Documents.

Upon receipt of the Contractor's list, the Agent/Owner will make an inspection to determine whether the Work or designated portion is substantially complete. The County, in its sole discretion, shall determine whether the Project is substantially complete. If the Agent/Owner's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Agreement Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, it shall be added to the list and the Contractor shall, before the issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Agent/Owner. In such case, the Contractor shall then submit a request for another inspection by the Agent/Owner to determine Substantial Completion.

Upon completion or correction of all the items on the list, the Contractor may submit a payment request for all remaining retainage. The County may withhold up to 150% of the cost of any incomplete items.

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.

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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:

- 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.
- 5) Mobile Equipment (Contractors Equipment) coverage should be in place while job is in process. Equipment should be covered whether owned, leased, borrowed, or rented by contractor or by employees of the contractor.
- 6) Pollution Liability Insurance, and/or Environmental Impairment Liability Insurance: \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The coverage shall provide protection for the site owners and operators against third-party liability for bodily injury, property damage and cleanup cost as a result of a pollution event on, at, under or coming from the insured's covered location and/or which may arise from, or in connection with, the performance by the insured, its agents, representatives, employees and/or members (**County is to be named as Additional Insured**).

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.

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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, 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.

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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.

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

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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 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

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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 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**

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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 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.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.132(2)(b) Florida Statutes, 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 Cuba or Syria.

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.

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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

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

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 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

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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.

37. INTERPRETATION

This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC
BC- 2024-004

38. COUNTERPARTS AND MULTIPLE ORIGINAL

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-2024-004

Exhibit B - Contractor's Response to Solicitation #BC-2024-004

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC
BC- 2024-004

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: _____

SANDCO LLC

By: _____

Printed
Name _____

Title: _____

Date: _____

ADDENDA REPORT
ITB No. BC-2024-004
Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street)

RESPONSE DEADLINE: January 11, 2024 at 2:00 pm

Thursday, January 11, 2024

Addenda Issued:

Addendum #1

Dec 5, 2023 9:00 AM

Updated Bid Price Sheet

Addendum #2

Dec 7, 2023 8:50 AM

Added Attachments.

Attachment R - Environment Management Permit

Attachment S - Approved EMP RW- Utility Landscape Plans

Addendum #3

Dec 13, 2023 12:35 PM

Replacement of Attachment G - COT Technical Specifications for Water & Sewer with the updated 2023 COT Technical Specifications for Water & Sewer

Addendum #4

Dec 13, 2023 2:22 PM

Staging Area Permit from the City of Tallahassee

The contractor will be required to attain a Staging Area Permit from the City of Tallahassee if they intend to use the Blueprint property located at the southeast corner of Magnolia Drive and Jim Lee Road.

Addendum #5

Dec 20, 2023 2:28 PM

Exfiltration Bedding Material

Detail 7/28 Exfiltration Bedding on page 28 - Construction Details of the Magnolia Drive Trail Project Construction Plans - The FDOT #5 Gradation may be substituted with FDOT #57 while maintaining the same void ratio. The associated pay item will still be "Item# 120-72 Gravel Fill (for Exfiltration System)(washed)"

Addendum #6

Jan 8, 2024 10:04 AM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

Addendum #7

Jan 8, 2024 1:31 PM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

Proposal Submission Deadline updated due to Severe Weather.

Addenda Acknowledgements:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Sandco, LLC	X	Jan 11, 2024 9:09 AM	Abraham Aviles
Hale Contracting Inc.	X	Jan 10, 2024 2:18 PM	Christi Hale

Addendum #2

Proposal	Confirmed	Confirmed At	Confirmed By
Sandco, LLC	X	Jan 11, 2024 9:09 AM	Abraham Aviles
Hale Contracting Inc.	X	Jan 10, 2024 2:19 PM	Christi Hale

Addendum #3

Proposal	Confirmed	Confirmed At	Confirmed By
Sandco, LLC	X	Jan 11, 2024 9:09 AM	Abraham Aviles
Hale Contracting Inc.	X	Jan 10, 2024 2:19 PM	Christi Hale

Addendum #4

Proposal	Confirmed	Confirmed At	Confirmed By
Sandco, LLC	X	Jan 11, 2024 9:09 AM	Abraham Aviles
Hale Contracting Inc.	X	Jan 10, 2024 2:19 PM	Christi Hale

Addendum #5

Proposal	Confirmed	Confirmed At	Confirmed By
Sandco, LLC	X	Jan 11, 2024 9:09 AM	Abraham Aviles
Hale Contracting Inc.	X	Jan 10, 2024 2:19 PM	Christi Hale

Addendum #6

Proposal	Confirmed	Confirmed At	Confirmed By
Sandco, LLC	X	Jan 11, 2024 9:09 AM	Abraham Aviles
Hale Contracting Inc.	X	Jan 10, 2024 2:19 PM	Christi Hale

Addendum #7

Proposal	Confirmed	Confirmed At	Confirmed By
Sandco, LLC	X	Jan 11, 2024 9:09 AM	Abraham Aviles
Hale Contracting Inc.	X	Jan 10, 2024 2:19 PM	Christi Hale

QUESTION & ANSWER REPORT
ITB No. BC-2024-004
Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street)

RESPONSE DEADLINE: January 11, 2024 at 2:00 pm

Thursday, January 11, 2024

Approved, Unanswered Questions

Approved, Answers Provided

1. Estimated Budget

Nov 28, 2023 9:15 AM

Question: What's the estimated budget?

Nov 28, 2023 9:15 AM

Answered by Kelly Boyd: The anticipated budget is 5.5 - 6.5 million.

Nov 28, 2023 9:30 AM

2. Traffic Signal

Nov 29, 2023 2:54 PM

Question: Is the traffic signal at Jim Lee Road part of this contract? (pg. 10A)

Nov 29, 2023 2:54 PM

Answered by Chris Muehlemann: The Traffic Signal will be installed by the City of Tallahassee.

Dec 5, 2023 7:39 AM

3. Grave Fill

Nov 29, 2023 3:07 PM

Question: 120-72 Gravel Fill pay item doesn't seem to be correct with only 35cy for over 2600 lf of pipe.

Nov 29, 2023 3:07 PM

Answered by Chris Muehleemann: Received, EOR is verifying QTY.

Dec 5, 2023 7:40 AM

4. Bid Date

Dec 7, 2023 8:39 AM

Question: Would the County consider moving the bid date since almost everything is closed the last week of the year? (one more week)

Dec 7, 2023 8:39 AM

Answered by Kelly Boyd: No. The proposals will still be due Tuesday, January 9, 2024 2:00pm.

Dec 7, 2023 8:42 AM



INVITATION TO BID

FOR

**MAGNOLIA DRIVE PHASE II PROJECT (PONTIAC DRIVE TO
DIAMOND STREET)**

BID NUMBER BC-2024-004

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA**

RELEASE DATE: November 28, 2023

Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street)

- 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. Specifications
- X. Vendor Questionnaire

Attachments:

- A - Bid Response Cover Sheet with Signature
- B - Forms for Solicitation_(withoutTeam Summary) 2023
- C - MWSBE Forms
- D - Agreement
- E - Leon County & COT Joint Project Agreement
- F - Magnolia Drive Trail Phase II - Contract Plans
- G - 2023 COT Technical Specifications for Water and Sewer
- H - Leon County Supplemental Specifications to FDOT 2022
- I - Hardscape & Landscape Specifications
- J - NW FL Water Management District - Exemption Verification
- K - Metronet - Right -of- Way Permit
- L - Leon County Utility Relocation Schedule
- M - Comcast Utility Relocation Schedule
- N - Comcast Plot of Magnolia Drive
- O - P.079767 Lumen Construction Prints
- P - ATT Transmission - Magnolia Dr. Trail Phase II
- Q - Magnolia Drive Phase II- Bid Pricing Sheet
- R - Environment Management Permit
- S - Approved EMP-RW-Utility-Landscape Plans

I. Introduction

A. Summary

Leon County is seeking the services of a qualified vendor for the Magnolia Drive Trail project located in Section 6 & 7, Township 1 South, Range 1 East, in Leon County, Florida. The project limits are along the south and east side of Magnolia Drive from Pontiac Drive to Diamond Street as indicated on the plans. The scope of work to be performed under this bid will include construction of a concrete trail, with 6" thick concrete, a storm sewer collection system, water and wastewater replacement, roadway reconstruction, curb and gutter installation, landscape planting, and all associated improvements as shown on the construction plans. As part of this project the City of Tallahassee Electric Department will be converting their overhead electric lines to inground facility. The Contractor will coordinate efforts with electric contractor to facilitate installation, City Electric Utility Work Schedule is included with this package.

Prime Contractor shall possess current and valid FDOT pre-qualifications in the work class categories of Flexible Paving, Drainage and Underground Utilities (Water & Sewer).

Any Prime Contractor who submits a bid with the intent to use a Sub-Contractor who possesses the work class pre-qualifications MUST identify the Sub-Contractor and submit the Sub-Contractors current and valid FDOT pre-qualifications in the Flexible Paving, Drainage and Underground Utilities (Water & Sewer) work class by the Proposal Submission Deadline to be considered responsive to this bid solicitation.

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

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	November 28, 2023
-----------------------------	-------------------

Pre-Bid Meeting (Mandatory)	December 13, 2023, 10:00am Purchasing Division 1800-3 North Blair Stone Road Tallahassee, FL 32308
Question Submission Deadline	December 15, 2023, 4:00pm
Proposal Submission Deadline	January 11, 2024, 2:00pm

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.

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.

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.

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.

III. Contractor Qualifications

The primary contractor shall possess current and valid FDOT pre-qualifications in the Drainage, Flexible Paving, and Underground Utility (Water & Sewer) work classes. The pre-qualifications shall be current and valid at the time of the bid submittal. Pursuant to Section 489.105(3) F.S., any prime contractor who submits a bid with the intent to use sub-contractor who possesses the work class pre-qualifications MUST identify the sub-contractor and submit the sub-contractors current and valid FDOT pre-qualifications in Drainage, Flexible Paving, and Underground Utility (Water & Sewer) work classes by the proposal submission deadline to be considered responsive to this bid.

Failure to provide proof of current and valid FDOT pre-qualifications in the Drainage, Flexible Paving, and Underground Utility (Water & Sewer) work classes 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 Sections 489.105(3)(a)-(g) Florida Statutes, 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.

IV. Award and Contracting Process

A. AWARD OF BIDS

The bid will be awarded to the lowest responsive, responsible bidder. In accordance with Section 287.05701(3), Florida Statutes, in determining whether a bidder is responsible, the County will not request documentation of or consider a bidder's social, political, or ideological interests, nor give preference to a bidder based on such interests. 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

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.

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 Participation Project Specific Goal: 14%
- Certified WBE Participation Project Specific Goal: 9%

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@oevforbusiness.org OR Shanea Wilks of the MWSBE Division at Swilks@oevforbusiness.org. A directory of certified MBE and WBE firms is available on the OEV website: <https://oevforbusiness.mwsbe.com>.

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:

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

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

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.

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 Florida Statutes, Section 215.4725, Florida Statutes, or with companies engaged in business operations in Cuba or Syria.

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.

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. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

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:

- A. Failure to perform according to agreement 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.

IX. Specifications

A. Summary of Work

The proposed Magnolia Drive Trail project is located in Section 6 & 7, Township 1 South, Range 1 East, in Leon County, Florida. The project limits are along the south and east side of Magnolia Drive from Pontiac Drive to Diamond Street as indicated on the plans. The scope of work to be performed under this bid will include construction of a concrete trail, with 6" thick concrete, a storm sewer collection system, water and wastewater replacement, roadway reconstruction, curb and gutter installation, landscape planting, and all associated improvements as shown on the construction plans. As part of this project the City of Tallahassee Electric Department will be converting their overhead electric lines to inground facility. The Contractor will coordinate efforts with electric contractor to facilitate installation, City Electric Utility Work Schedule is included with this package.

B. General Requirements

The construction sequence and design notes are shown on the construction plans. The contract administration, construction procedure, materials, and equipment, shall be in accordance with the following specifications and contract documents:

- 9.2.1 All Standards and specifications called out on the Construction Plans.
- 9.2.2 Leon County Technical Specifications
- 9.2.3 The City of Tallahassee Technical Specifications for Water and Wastewater Construction, Latest Edition.
- 9.2.4 Manual on Uniform Traffic Control Devices (MUTCD), U.S. Department of Transportation Federal Highway Administration, Latest Edition.
- 9.2.5 Leon County Supplemental Specifications - Modification to Florida Department of Transportation Standard Specification for Road and Bridge Construction, 2022
- 9.2.6 Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, 2022 Edition and all supplemental documents thereto.
- 9.2.7 FDOT Standard Plans for Road Construction, 2022/23 Edition and all supplemental documents thereto.

C. Mandatory Pre-Bid Conference

Contractors are required to attend the pre-bid conference. The date of pre-bid conference shall be identified in the bid document issued by Leon County.

Pre-Bid Meeting (Mandatory):
December 13, 2023, 10:00am
Purchasing Division
1800-3 North Blair Stone Road
Tallahassee, FL 32308

D. Special Provisions

- 9.4.1 An allowance of 530 calendar days has been set for the completion of this Contract, including utility coordination and relocation.

The construction approach is laid out in the CONSTRUCTION SEQUENCE notes on sheet 3 of the plans.

Contractor shall invite all affected utilities to attend the pre-construction conference and to confirm the work schedules. The Contractor is required to coordinate with businesses and adjust the working hours to meet the business needs if possible.

The Contractor shall conduct weekly coordination meetings with Utility owners and County representatives.

9.4.2 Magnolia Drive is a narrow two-lane, two-way roadway with many residential and side street connections that will require access to Magnolia Drive. Due to the nature of the construction and to limit the impact to residents the construction activities, the contractor may implement the construction in Phases. The contractor will be responsible to develop a maintenance of traffic (MOT) plan for review and approval by Leon County Staff prior to construction. Detouring traffic through neighborhood streets should be avoided.

The City Electric work will be installing their facilities concurrently within the contractors MOT plan for the Trail Project. Detour signage may be adjusted based on field conditions with the approval from Leon County representative. At no time will local access be denied. The Contractor will be responsible for maintaining approved MOT throughout construction duration. All signage shall be inspected on a daily basis by the contractor.

Contractor shall notify Property and Business Owners 72 hours in advance of driveway closures and one week in advance of road closure.

All detour and business guide signs shall be post mounted and removed or adjusted for each Phase of Construction.

Guide signs will be incidental to MOT Unit Price.

9.4.3 A National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Construction Activities may apply to this Contract. It is the Contractor's responsibility to secure the NPDES permit prior to commencement of construction. A copy of the NPDES permit application form can be obtained through the Florida Department of Environmental Protection's (FDEP) web site at http://www.dep.state.fl.us/water/stormwater/npdes/permits_forms.htm.

If a NPDES permit is obtained, a copy of the permit shall be provided to Leon County Public Works Department and Leon County Development Support and Environmental Services.

9.4.4 The liquidated damages will be set based on the bid price and according to the FDOT's Standard Specifications for Road and Bridge Construction, January 2022 Edition.

9.4.5 It is the Contractor's responsibility to verify the survey control points for construction stakeouts. The costs for construction stakeouts are considered incidental and included in the total bid price.

9.4.6 It is Contractor's responsibility to verify and locate all the utilities to avoid damages.

9.4.7 It is the Contractor's responsibility to establish a staging area with County representative's review and approval prior to commencement of construction. The Contractor is also responsible to obtain necessary permits if required by any other agencies. If the staging area is outside County's right-of-way or properties, the Contractor is required to obtain separate permits from City of Tallahassee – Growth Management. All expenses associated with the additional permits will be paid by the Contractor.

9.4.8 The Clearing and Grubbing pay item includes but is not limited to all works within the construction area as described in FDOT's Standard Specifications for Roadway and Bridge Construction, January 2022 Edition. The vegetation and tree removal are also included in the clearing and grubbing cost.

9.4.9 The Contractor is also responsible to ensure all construction activities are in compliance with the permit requirements.

9.4.10 Contractor provided dewatering design requirements, schedule and maintenance:

The Contractor shall provide all dewatering necessary to keep the construction and work areas dry. The Contractor shall design, install, operate, and maintain an adequate system. The system shall be of sufficient size and capacity to maintain a dry condition without delays to construction operations.

The Contractor shall submit a proposed dewatering plan for approval by Leon County Public Works prior to the pre-construction meeting of any construction or excavation operations. The plan shall show all proposed best management practices (I.E. filter bags, sediment sumps, etc.) for complying with all local, state, and national water quality regulations. Discharge points shall be clearly indicated.

The Contractor shall monitor and provide testing at the discharge points during dewatering operations. Contractor shall ensure the discharge turbidity is within the limits set forth in chapter 62-302 F.A.C. (less than 29 NTU + Natural Background). Testing records shall be maintained onsite by the contractor and provided to the County upon request. If dewatering operations exceed the turbidity requirements, the Contractor shall stop work until the best management practices are in place to ensure water quality criteria are reached.

The Contractor shall maintain a regularly scheduled maintenance program which shall conform to the equipment manufacturer's recommendations and include all other work necessary to maintain all components fully operational.

9.4.11 Erosion controls shown on the plans are to be considered minimum and additional protection shall be accounted for in this project.

9.4.12 The Contractor shall visit the project site prior to submitting the bids so a complete understanding of the site conditions and construction details can be achieved.

9.4.13 If the construction works causes any damages to adjacent properties, Contractor will be responsible for compensation unless it is proved otherwise.

9.4.14 According to the OSHA requirements, a minimum 10-foot clearance (circumference) must be maintained from the overhead electric neutral and primary conductors for any construction work.

9.4.15 The Contractor shall provide a minimum one-year warranty on the materials and workmanship for the work performed under this contract. The warranty shall commence upon completion of construction and issuance of Final Acceptance by the County.

9.4.16 The fill and excavation of the trench for Water main and Sanitary Sewer Pipe installation are incidental to the pipe installation which shall not be compensated separately.

9.4.17 As-built Survey and Record Drawings will be required for this project and are incidental to the project.

9.4.18 The Contractor shall comply with all provisions and specifications stated in the Joint Project Agreement between Leon County and the City of Tallahassee – Water and Wastewater Infrastructure Relocation for Magnolia Drive.

9.4.19 The Contractor shall provide, as needed, a Sheriff's Deputy at their hourly rate, per Leon County's discretion. The Contractor shall pay the weekly invoice from the Sheriff's Department, and submit it to Leon County Public Works Department without any markup cost for reimbursement.

9.4.20 City of Tallahassee exclusively uses Hunter's Irrigation Management and Maintenance Software (IMMS) to monitor the irrigation systems, and stocks the Hunter products for irrigation repair maintenance.

9.4.21 The controller shall be located less than 100 feet from the backflow preventer.

9.4.22 After review of the bids by the City of Tallahassee, the portion of the work for the water and Sanitary Sewer Replacement (Alternate A) may be rejected by the City. If the City Chooses not to have the County contractor construct the Water & Sewer Utility Work, Alternate "A", the contract will be awarded for the "Base Bid" and the City will construct Water and Sewer items as part of this project.

9.4.23 Prime Contractor or Sub-contractor shall possess current and valid FDOT pre-qualifications in the Flexible Paving, Drainage or Underground Utilities(Water & Sewer) work classes. The pre-qualifications shall be included as part of the bid submittal package. Any Prime Contractor who submits a bid with the intent to use a Sub-Contractor who possesses the work

class pre-qualifications MUST identify the Sub-Contractors current and valid FDOT pre-qualifications in the Flexible Paving, Drainage, Underground Utilities (Water & Sewer).

X. 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. FDOT Prequalification *

The FDOT Prequalification Work Classes for this Project are Flexible Paving, Drainage and Underground Utilities (Water & Sewer).

Failure to provide proof of current and valid FDOT pre-qualifications in the Flexible Paving, Drainage and Underground Utilities (Water & Sewer) work classes will result in the bid being determined as non-responsive.

Submit all licenses, certifications, registrations, and work class pre-qualifications required in the solicitation.

*Response required

D. 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 Section 287.087, Florida Statutes. See section titled Drug-Free Workplace Requirements for details.

Please confirm
*Response required

E. Scrutinized Company Certification*

As required by Section 287.135(5), Florida Statutes, I certify that the firm is not participating in a boycott of Israel.

Please confirm
*Response required

F. Scrutinized Company Certification*

As required by Section 287.135(5) Florida Statutes, 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

G. 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-2024-004), the Project Title (Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street)), 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

H. 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

I. Bid Response Cover Sheet with Signature*

*Response required

J. Florida Trench Safety Act**

Bidders shall complete Certificate of Compliance with Florida Trench Safety Act, in accordance with the requirements of Chapter 553, Florida Statutes. Contractor shall be responsible for compliance with all trenching shoring safety requirements.

Please download the below document, complete, and upload.

- [Trench_Safety_Act_Form.pdf](#)

*Response required

K. Bid Pricing Form*

Please refer to Attachments for the Bid Pricing Form. Download, complete, and upload your response here.

*Response required

L. 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

M. 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.

- 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

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.

	<u>Sandco LLC</u> (Firm Name)
BY	<u></u> (Authorized Representative)
	<u>Behzad Ghazvini</u> (Printed or Typed Name)
ADDRESS	<u>4708 Capital Cr NW</u> <u>Tallahassee, FL 32303</u>
EMAIL ADDRESS	<u>aaviles@sandcofl.com</u>
TELEPHONE	<u>850-402-1111</u>
FAX	<u>850-402-7674</u>

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated <u>12/05/2023</u> Initials <u>BG</u>	Addendum #5 dated <u>12/20/2023</u> Initials <u>BG</u>
Addendum #2 dated <u>12/07/2023</u> Initials <u>BG</u>	Addendum #6 dated <u>01/08/2024</u> Initials <u>BG</u>
Addendum #3 dated <u>12/13/2023</u> Initials <u>BG</u>	Addendum #7 dated <u>01/08/2024</u> Initials <u>BG</u>
Addendum #4 dated <u>12/13/2023</u> Initials <u>BG</u>	



Leon County
Procurement

Melanie Hooley, Purchasing Director
1800-3 North Blair Stone Road, Tallahassee, FL 32308

PROPOSAL DOCUMENT REPORT

ITB No. BC-2024-004

Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street)

RESPONSE DEADLINE: January 11, 2024 at 2:00 pm

Report Generated: Thursday, January 11, 2024

Sandco, LLC Proposal

CONTACT INFORMATION

Company:

Sandco, LLC

Email:

aaviles@sandcofl.com

Contact:

Abraham Aviles

Address:

4708 Capital Circle NW
Tallahassee, FL 32303

Phone:

(850) 519-2937

Website:

N/A

Submission Date:

Jan 11, 2024 9:20 AM

PROPOSAL DOCUMENT REPORT
ITB No. BC-2024-004
Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street)

ADDENDA CONFIRMATION

Addendum #1

Confirmed Jan 11, 2024 9:09 AM by Abraham Aviles

Addendum #2

Confirmed Jan 11, 2024 9:09 AM by Abraham Aviles

Addendum #3

Confirmed Jan 11, 2024 9:09 AM by Abraham Aviles

Addendum #4

Confirmed Jan 11, 2024 9:09 AM by Abraham Aviles

Addendum #5

Confirmed Jan 11, 2024 9:09 AM by Abraham Aviles

Addendum #6

Confirmed Jan 11, 2024 9:09 AM by Abraham Aviles

Addendum #7

Confirmed Jan 11, 2024 9:09 AM by Abraham Aviles

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.

PROPOSAL DOCUMENT REPORT
ITB No. BC-2024-004
Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street)

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. FDOT Prequalification *

The FDOT Prequalification Work Classes for this Project are Flexible Paving, Drainage and Underground Utilities (Water & Sewer).

Failure to provide proof of current and valid FDOT pre-qualifications in the Flexible Paving, Drainage and Underground Utilities (Water & Sewer) work classes will result in the bid being determined as non-responsive.

Submit all licenses, certifications, registrations, and work class pre-qualifications required in the solicitation.

SANDCO_LLC_FDOT_2023.pdfUnderground_utility_&_Excav_cntr_licenses.pdf

4. 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 Section 287.087, Florida Statutes. See section titled Drug-Free Workplace Requirements for details.

Confirmed

5. Scrutinized Company Certification*

As required by Section 287.135(5), Florida Statutes, I certify that the firm is not participating in a boycott of Israel.

Confirmed

PROPOSAL DOCUMENT REPORT

ITB No. BC-2024-004

Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street)

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Confirmed

7. 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-2024-004), the Project Title (Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street)), 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

8. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

Confirmed

9. Bid Response Cover Sheet with Signature*

Bid_Response_Cover_Sheet.pdf

PROPOSAL DOCUMENT REPORT

ITB No. BC-2024-004

Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street)

10. Florida Trench Safety Act**

Bidders shall complete Certificate of Compliance with Florida Trench Safety Act, in accordance with the requirements of Chapter 553, Florida Statutes. Contractor shall be responsible for compliance with all trenching shoring safety requirements.

Please download the below document, complete, and upload.

- [Trench Safety Act Form.pdf](#)

Trench_Safety_Act_Form.pdf

11. Bid Pricing Form*

Please refer to Attachments for the Bid Pricing Form. Download, complete, and upload your response here.

Attachment_-_Q_-_Magnolia_Drive_Phase_II-_Bid_Pricing_Sheet.xlsx

12. 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.

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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

13. 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.

PROPOSAL DOCUMENT REPORT

ITB No. BC-2024-004

Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street)

- 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)

Forms_for_Solicitation_(withoutTeam_Summary)_2023.pdf

Magnolia Drive Proposed Trail and Drainage Improvements
Phase 2 (from Pontiac Dr. to Diamond Street) Bid Tabulation "BASE BID"

ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXT TOTAL
MAINTENANCE OF TRAFFIC					
101-1	Mobilization	1	LS	\$ 331,766.00	\$ 331,766.00
102-1	Maintenance of Traffic	265	DAY	\$ 250.00	\$ 66,195.65
EROSION CONTROL					
104-10-3	Sediment Barrier (Staked Type IV Silt Fence)	8,700	LF	\$ 5.50	\$ 47,850.00
104-18	Inlet Protection	48	EA	\$ 350.00	\$ 16,800.00
DEMOLITION					
110-1-1	Clearing and Grubbing	2.20	LS/AC	\$ 84,456.00	\$ 185,547.27
110-21	Tree Protection Barricades	2,352	LF	\$ 5.00	\$ 11,760.00
110-3	Removal of Existing Structure (conc. & riprap walls)	1,640	SF	\$ 15.00	\$ 24,600.00
110-4-10	Removal of Existing Pavement (conc. & asphalt drwys. Sidewalks, curbs)	1,146	SY	\$ 37.00	\$ 42,414.33
1050-16004	Utility Pipe, Remove & Dispose, 8-19.9" (RCP,CMP, CPP)	805	LF	\$ 35.00	\$ 28,175.00
1050-16005	Utility Pipe, Remove & Dispose, 20-49.9" (VCP,CMP & RCP)	93	LF	\$ 35.00	\$ 3,255.00
EARTHWORK					
120-6	EMBANKMENT (Fill above exfiltration and drainage, general fill)	10,888	CY	\$ 21.50	\$ 234,082.44
120-6	EMBANKMENT (3:1 Slope Fill at Jim Lee Rd)	962	CY	\$ 20.25	\$ 19,471.10
120-72	Gravel Fill (for Exfiltration System)(washed)	2,408	CY	\$ 20.00	\$ 48,160.00
125-1	Excavation for Structures	9,372	CY	\$ 8.50	\$ 79,662.00
PAVEMENT AND CONCRETE					
522-2	Concrete Sidewalk and Driveways 6"	5,500	SY	\$ 85.00	\$ 467,481.11
527-2	Detectable Warning Mat	256	SF	\$ 32.50	\$ 8,320.00
400-0-13	CONCRETE CLASS NS, STEPS	2	CY	\$ 1,300.00	\$ 2,600.00
400-4-11	CONC CLASS IV, RETAINING WALLS (detail 2/29) @ STA 56+00, @ STA 84+50	43	CY	\$ 1,170.00	\$ 50,700.00
520-1-10	Concrete Curb & Gutter, modified Type F (incl. Flume at Sta.64+30)	5,680	LF	\$ 26.00	\$ 147,680.00
160-4	12" Type B Stabilization under proposed curb and Gutter	947	SY	\$ 15.40	\$ 14,578.67
530-1-100	Grouted Concrete Riprap at Mitered End Sections	19	CY	\$ 975.00	\$ 18,055.56
Asphalt Pavement Replacement for entire Roadway (shared cost for Trail & Drainage)					
334-1-12	1" SP9.5 Asphalt Friction Top Course	475	TN	\$ 237.90	\$ 112,955.51
334-1-12	2" SP12.5 Asphalt Structural Base Course	950	TN	\$ 217.10	\$ 206,159.25
285-706	8" Limerock Base	8,732	SY	\$ 22.00	\$ 192,104.00
160-4	12" Type B Stabilization	8,732	SY	\$ 5.00	\$ 43,660.00
LC-005	Pavement Markings, Thermoplastic per index 711-001 as shown on shts 17-21	1	LS	\$ 35,000.00	\$ 35,000.00
523-3	Patterned Pavement (at Jim Lee Rd Crosswalks)	77	SY	\$ 249.50	\$ 19,183.78
Asphalt Pavement Mill and Overlay at Jim Lee Rd					
327-70-6	MILLING EXIST ASPH PAVT, 1 1/2" AVG DEPTH	251	SY	\$ 33.80	\$ 8,480.04
337-7-81	2" SP12.5	27	TN	\$ 312.00	\$ 8,512.66
DRAINAGE					
425-1311	P-1 Curb Inlet Drainage Structures	3	EA	\$ 11,921.00	\$ 35,763.00
425-1351	P-5 Curb Inlet Drainage Structures	6	EA	\$ 8,095.00	\$ 48,570.00
425-1361	P-6 Curb Inlet Drainage Structures	1	EA	\$ 9,101.00	\$ 9,101.00

425-2-61	P-8 Manhole Drainage Structures	13	EA	\$	6,820.00	\$	88,660.00
425-2-91	J-8 Manhole Drainage Structures	6	EA	\$	11,030.00	\$	66,180.00
425-1-521	Type C and D Inlet Drainage Structures	9	EA	\$	6,760.00	\$	60,840.00
430-984-125	Mitered End Sections	3	EA	\$	4,685.00	\$	14,055.00
430-175-115	15" RCP	38	LF	\$	130.15	\$	4,945.70
430-175-118	18" RCP	383	LF	\$	143.40	\$	54,922.20
430-175-118	18" RCP Class V (at Sta. 68+80)	22	LF	\$	184.18	\$	4,051.96
430-175-118	18" HDPE Pipe	83	LF	\$	126.89	\$	10,531.87
430-175-124	24" Perforated HDPE Pipe	2,601	LF	\$	139.62	\$	363,151.62
430-175-124	24" HDPE	55	LF	\$	146.68	\$	8,067.40
430-175-124	24" RCP	740	LF	\$	184.48	\$	136,515.20
430-175-124	TEMP. 24"HDPE W/ 90° ELBOW (For phase 2 connection to ex. 18"CMP)	1	LS	\$	5,765.00	\$	5,765.00
430-175-136	36" RCP	31	LF	\$	362.00	\$	11,222.00
RETAINING WALL @ STA 54+50							
515-2311	Pedestrian/Bicycle Railing, Aluminum, 42", Type 1 (see sheet S-2)	72	LF	\$	165.00	\$	11,880.00
400-4-11	CONC CLASS IV, RETAINING WALL (see sheets S-1 thru S-3)	114	CY	\$	1,250.00	\$	142,500.00
415-1-3	REINFORCING STEEL - RETAINING WALL (see sheets S-2 & S-3)	9,848	LB	\$	0.97	\$	9,552.56
INCIDENTAL CONSTRUCTION							
700-1-11	Single Post Sign, F&I GM Up to 12 SF.	30	AS	\$	490.00	\$	14,700.00
700-3101	Sign Panel, F&I OM, Up To 12 SF	1	EA	\$	700.00	\$	700.00
110-7-1	MAILBOX, F&I SINGLE (replace or relocate)	30	EA	\$	350.00	\$	10,500.00
536-1-1	Guardrail, Roadway	240	LF	\$	80.00	\$	19,200.00
550-10212	FENCING, TYPE B, 4', W/ VINYL COATING	326	LF	\$	35.00	\$	11,410.00
515-2311	Pedestrian/Bicycle Railing, Aluminum, 42", Type 1 (at STA 56+00 & at STA 84+50)	390	LF	\$	165.00	\$	64,350.00
LC-004	Tree Mitigation (as shown on Civil sheet 4)	1	LS	\$	57,600.00	\$	57,600.00
0630 2 11	2" Conduit w/ pull boxes every 400' & sleeves at Jim Lee Intersection	4,889	LF	\$	26.95	\$	131,758.55
HARDSCAPE & SITE FURNISHINGS							
321313A	6" Depth Broom Finish 3,000 PSI Concrete Pad stained with H&C Colortop Sealer, Color: Autumn Brown; 12" Type B Stabilization (LBR 40)	1,216	SF	\$	37.00	\$	44,992.00
321400	Brick Paver Bands - Pine Hall Brick, Model Pathway, Full Range color with 3/8" Mortar joints and 1" Mortar bed	624	SF	\$	61.17	\$	38,170.08
329113	24" Depth Root Barrier	1,414	LF	\$	17.55	\$	24,815.70
129300	6' Bench - Victor Stanley, PRS-10, Color to be Black	4	EA	\$	4,062.50	\$	16,250.00
LANDSCAPE (ALL PLANTS SHALL BE FL #1 MIN.)							
329	One Year Maintenance / Warranty Period	12	MONTH	\$	5,720.00	\$	68,640.00
329.01	Clearing/trimming existing overhanging vegetation to avoid conflict with future growth of proposed plantings within ROW up to min. height of 30 feet by ISA Certified Arborist	1	LS	\$	73,440.00	\$	73,440.00
Canopy Trees							
329343.01	Betula Nigra 'Duraheat', Duraheat River Birch, FG B&B, 4" Cal., 14'-16' HT, Minimum 3 leaders, Cal. represents average of leaders	7	EA	\$	916.50	\$	6,415.50
329343.02	Liriodendron tulipifera, Tulip Poplar, FG B&B, 4" Cal., 16'-18' HT	4	EA	\$	1,287.00	\$	5,148.00
329343.03	Magnolia grandiflora 'D.D. Blanchard', D.D. Blanchard Southern Magnolia, FG B&B, 4" Cal., 14'-16' HT.	5	EA	\$	1,586.00	\$	7,930.00
329343.04	Quercus michauxii, Swamp Chestnut Oak, FG B&B, 3" Cal., 10'-14' HT.	4	EA	\$	923.00	\$	3,692.00
329343.05	Quercus nuttallii, Nuttall Oak, FG B&B, 4" Cal, 16'-18' HT, 6` C.T.	8	EA	\$	1,124.50	\$	8,996.00
329343.06	Quercus shumardii, Shumard Oak, FG B&B, 4" Cal, 14'-16' HT	5	EA	\$	1,124.50	\$	5,622.50

329343.07	Quercus virginiana, Live Oak, FG B&B, 4" Cal, 16'-18' HT	10	EA	\$	1,170.00	\$	11,700.00
329343.08	Taxodium distichum, Bald Cypress, FG B&B, 4" Cal., 14'-16' HT.	5	EA	\$	1,105.00	\$	5,525.00
Understory Trees							
329343.09	Ilex vomitoria, Yaupon Holly, FG B&B, 2" Cal., MIN. 8' HT.	2	EA	\$	786.50	\$	1,573.00
329343.1	Magnolia virginiana, Sweetbay Magnolia, FG B&B, 2" Cal., 8'-10' HT.	8	EA	\$	383.50	\$	3,068.00
Shrubs							
329333.01	Ligustrum sinense 'Sunshine', Sunshine Ligustrum, 3 Gal., 12"-15" HT, 12"-15" SPR	50	EA	\$	39.00	\$	1,950.00
329333.02	Rhododendron indica 'Formosa', Formosa Azalea, 7 Gal., 24"-30" HT., 24"-30" SPR	74	EA	\$	57.20	\$	4,232.80
329333.03	Ilex vomitoria 'Nana', Dwarf Yaupon Holly, 3 Gal. 12"-15" HT., 14"-16" SPR.	129	EA	\$	25.68	\$	3,312.72
329333.04	Loropetalum chinense 'Kurobijin', Cerise Charm Loropetalum, 3 Gal., 12" - 15" HT, 12" - 15" SPR	189	EA	\$	37.05	\$	7,002.45
329333.05	Rosmarinus officinalis, Rosemary, 3 Gal., 14" - 16" HT, 14" - 16" SPR	105	EA	\$	25.35	\$	2,661.75
329333.06	Viburnum Obovatum 'Dwarf Walter's', Dwarf Walter's Viburnum, 3 Gal. 15"-18" HT., 14"-16" SPR.	115	EA	\$	29.25	\$	3,363.75
329333.07	Zamia pumila, Coontie, 3 Gal., 10"-12" HT, 10" - 12" SPR	196	EA	\$	34.45	\$	6,752.20
Ornamental Grasses							
329333.08	Miscanthus sinensis 'Adagio', Adagio Eulalia Grass, 3 Gal., 12"-15" HT., 14"-16" SPR.	284	EA	\$	25.35	\$	7,199.40
329333.09	Muhlenbergia capillaris, Pink Muhly, 3 Gal., 12"-15" HT., 14"-16" SPR.	29	EA	\$	21.15	\$	613.35
329333.1	Tripsacum floridanum, Dwarf Fakahatchee Grass, 3 Gal., 12"-15" HT., 14"-16" SPR.	41	EA	\$	24.05	\$	986.05
Groundcovers							
329313.01	Agapanthus africanus, Lily Of The Nile, 3 Gal., 12" - 15" HT, 12" - 15" SPR	218	EA	\$	23.72	\$	5,170.96
329313.02	Cyrtomium falcatum, Holly Fern, 3 Gal, 12" - 15" HT, 12" - 15" SPR	92	EA	\$	23.40	\$	2,152.80
329313.03	Dianella tasmanica 'Variegata', Variegated Flax Lily, 1 Gal., 10"-12" HT, 10"-12" SPR	679	EA	\$	12.35	\$	8,385.65
329313.04	Iris virginica, Blue Flag Iris, 1 Gal., 4"-6" HT., 8"-12" SPR.	82	EA	\$	12.35	\$	1,012.70
329313.05	Liriope muscari 'Emerald Goddess', Emerald Goddess Liriope, 1 Gal., 10"-12" HT, 10" - 12" SPR	592	EA	\$	9.75	\$	5,772.00
329313.07	Tulbaghia violacea, Society Garlic, 1 Gal, 6"-12" HT, 6"-12" SPR	301	EA	\$	10.73	\$	3,229.73
Sod/Turf/Misc.							
329223.01	Arachis glabrata "Needlepoint", Needlepoint Perennial Peanut, Turf	1,646	SF	\$	6.50	\$	10,699.00
329223.02	Zoysia japonica 'Empire', Empire Zoysia	43,927	SF	\$	1.15	\$	50,516.05
329200.01	24" Amended Top soil all proposed trees, shrubs, and groundcovers	18,119	SF	\$	4.96	\$	89,870.24
329200.02	6" Amended Top soil all sod/turf areas	25,460	SF	\$	1.69	\$	43,027.40
329113.01	3" Depth Pine Bark Mulch (includes ALL plant bed areas exclusive of sod)	35,406	SF	\$	1.40	\$	49,568.40
IRRIGATION							
328400.03	Hunter PROS-06-PRS30-CV, Spray nozzle, swing pipe, lateral, installed, adjusted	772	EA	\$	91.00	\$	70,252.00
328400.04	Hunter PROS-12-PRS30-CV, Spray nozzle, swing pipe, lateral, installed, adjusted	389	EA	\$	104.00	\$	40,456.00
328400.05	Hunter PROS-06-PRS40-CV, MP rotator nozzle, swing pipe, lateral, installed, adjusted	29	EA	\$	110.50	\$	3,204.50
328400.06	Hunter PROS-00-PRS30-CV, Toro 553 bubbler nozzle, swing pipe, lateral, installed, adjusted	105	EA	\$	110.50	\$	11,602.50
328400.07	Hunter ICV-101G, gate valve, mainline fittings, valve box, wire splice, installed, adjusted	32	EA	\$	591.50	\$	18,928.00
328400.08	Hunter ICV-151G, gate valve, mainline fittings, valve box, wire splice, installed, adjusted	33	EA	\$	676.00	\$	22,308.00
328400.09	Hunter IBV-151-G Master Valve, installed, fittings to mainline pipe, valve box, decoder	1	EA	\$	1,807.00	\$	1,807.00
328400.1	Hunter HQ-44-LRC-AW, mainline fitting, 1" swing joint, 10" valve box, gravel, installed	6	EA	\$	702.00	\$	4,212.00
328400.11	Tracer Wire 14GA PE jacketed, solid copper	5,000	LF	\$	1.11	\$	5,550.00
328400.12	1" PVC electrical conduit, installed	4,600	LF	\$	4.94	\$	22,724.00
328400.13	Hunter ICD-100 decoder, installed, wire splice connectors, programmed into controller	66	EA	\$	312.00	\$	20,592.00
328400.14	CST Flow Sensor, 1-1/2", installed, Hunter Sensor Decoder, valve box	1	EA	\$	2,015.00	\$	2,015.00
328400.15	Two wire grounding point, 8' ground rod with pre-welded 8' of #6 bare copper wire, valve box, installed	11	EA	\$	656.50	\$	7,221.50

328400.16	Controller grounding point, installed as per detail	1	EA	\$	910.00	\$	910.00
328400.17	1-1/2" Bronze gate valve, valve box, gravel, installed	4	EA	\$	1,225.50	\$	4,902.00
328400.18	Hunter A2C-75D-PP pedestal base, conduit, power to controller, installed, programmed	1	EA	\$	8,385.00	\$	8,385.00
328400.19	Hunter ID-1 Wire, installed,	5,000	LF	\$	1.63	\$	8,150.00
328400.21	1" SDR 21 bell end lateral pipe and fittings, installed	14,800	LF	\$	3.25	\$	48,100.00
328400.22	1-1/2" SDR 21 bell end lateral pipe and fittings, installed	1,400	LF	\$	6.83	\$	9,562.00
328400.23	2" SDR 21 bell end lateral pipe and fittings, installed	20	LF	\$	13.00	\$	260.00
328400.24	1-1/2" SCH 40 bell end mainline pipe and fittings, installed	540	LF	\$	10.21	\$	5,513.40
328400.25	2" SCH 40 bell end mainline pipe and fittings, installed	4,000	LF	\$	10.21	\$	40,840.00
328400.26	4" SCH 40 PVC bell end sleeve, installed	1,680	LF	\$	15.47	\$	25,989.60
328400.26	Electric underground to the controller, wire, conduit, fittings, installed	1	LS	\$	3,250.00	\$	3,250.00
328400.27	Hunter WRF-CLIK Wireless Rain Freeze sensor, installed and tested	1	EA	\$	650.00	\$	650.00
SUBTOTAL							\$ 4,892,544.12

Magnolia Drive Water and Sewer Replacement

Phase 2 (from Pontiac Dr. to Diamond St.) Bid Tabulation "ALTERNATE A"

ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXT TOTAL
General Site Work					
101-1	Mobilization	1	LS	\$ 245,479.00	\$ 245,479.00
102-1	Maintenance of Traffic	265	DAY	\$ 250.00	\$ 66,195.65
110-21	Tree Protection Barricades	2,134	LF	\$ 5.00	\$ 10,670.00
104-10-3	Sediment Barrier (Staked Type IV Silt Fence)	3,059	LF	\$ 5.50	\$ 16,824.50
110-1-1	Clearing and Grubbing	1.20	LS/AC	\$ 66,065.00	\$ 79,168.80
1050-18004	UTILITY PIPE,PLUG & PLACE OUT OF SERVICE, AND FILL	6,758	LF	\$ 16.50	\$ 111,500.40
1050-16004	UTILITY PIPE,REMOVE & DISPOSE, 8-19.9"	1,689	LF	\$ 25.00	\$ 42,235.00
1050-16002	Existing Water and SS Service to be Removed	2,223	LF	\$ 25.00	\$ 55,575.00
1060-16	Removal & Disposal of Existing San. Sewer Manhole Structures	16	EA	\$ 2,350.00	\$ 37,600.00
Asphalt Pavement Replacement for entire Roadway (shared cost for Water & Sewer)					
334-1-12	1" SP9.5 Asphalt Top Course	221	TN	\$ 237.90	\$ 52,496.37
334-1-12	2" SP12.5 Asphalt Base Course	441	TN	\$ 217.10	\$ 95,813.05
285-706	8" Limerock Base	4,058	SY	\$ 22.00	\$ 89,276.00
160-4	12" Type B Stabilization	4,058	SY	\$ 15.40	\$ 62,493.20
710-90	Pavement Markings	1	LS	\$ 34,700.00	\$ 34,700.00
Potable Water					
1050-51206	6" Water Main Pipe, DI (includes all fittings and testing)	260	LF	\$ 286.00	\$ 74,360.00
1050-51208	8" Water Main Pipe, DI (includes all fittings and testing)	107	LF	\$ 299.00	\$ 31,993.00
1050-51210	10" Water Main Pipe, DI (includes all fittings and testing)	5	LF	\$ 1,300.00	\$ 6,500.00
1050-51212	12" Water Main Pipe, DI (includes all fittings and testing)	4,354	LF	\$ 221.00	\$ 962,234.00
1080-21106	6" Gate Valve & Box	8	EA	\$ 2,600.00	\$ 20,800.00
1080-21108	8" Gate Valve & Box	3	EA	\$ 3,640.00	\$ 10,920.00
1080-21110	10" Gate Valve & Box	1	EA	\$ 5,395.00	\$ 5,395.00
1080-21112	12" Gate Valve & Box	13	EA	\$ 6,955.00	\$ 90,415.00
COT-009	Connect to Existing WM (6" & 8") *(see note below)	14	EA	\$ 8,450.00	\$ 118,300.00

1644113-08	6" Fire Hydrant Assembly (Includes Gate Valve, Box & Tee)	7	EA	\$	15,600.00	\$	109,200.00
1080 21100	Water Service (Single Meter)	53	EA	\$	7,800.00	\$	413,400.00
COT-012	Water Service Manifold, 2 x 5/8"	1	EA	\$	9,750.00	\$	9,750.00
Sanitary Sewer							
1050-31208	8" PVC (6.1-10.0 ft. depth)	2,788	LF	\$	135.63	\$	378,136.44
1050-31208	8" PVC (10.1-14.0 ft. depth)	775	LF	\$	156.87	\$	121,574.25
1050-51208	8" DIP (6.1-10.0 ft. depth)	311	LF	\$	203.10	\$	63,164.10
1060-11211	4' Dia. Manhole (0-6 ft. depth)	2	EA	\$	7,267.00	\$	14,534.00
1060-11212	4' Dia. Manhole (6.1-12.0 ft. depth)	21	EA	\$	8,840.00	\$	185,640.00
1060-11213	4' Dia. Manhole (>12.0 ft. depth)	2	EA	\$	10,699.00	\$	21,398.00
COT-027	8" X 4" Sew Svc w/ 2-way Cleanout PVC (incl. reconnect to ex.)	45	EA	\$	3,967.00	\$	178,515.00
COT-028	8" X 4" Sew Svc w/ 2-way Cleanout DIP (incl. reconnect to ex.)	7	EA	\$	6,335.00	\$	44,345.00
COT-029	16" Steel Casing (Sta. 54+54)	16	LF	\$	375.00	\$	6,000.00
COT-030	Connect to Existing VCP	3	EA	\$	3,317.00	\$	9,951.00
TOTAL ESTIMATED CONSTRUCTION COST							
						SUBTOTAL ALTERNATE "A"	\$ 3,876,551.77
						TOTAL: BASE PLUS ALTERNATE "A"	\$ 8,769,095.89



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

April 18, 2023

SANDCO LLC
4708 CAPITAL CIRCLE, NW
TALLAHASSEE, FLORIDA 32303

RE: CERTIFICATE OF QUALIFICATION

The Department of Transportation has qualified your company for the type of work indicated below.

FDOT APPROVED WORK CLASSES:

DRAINAGE, FENCING, FLEXIBLE PAVING, GRADING, GRASSING, SEEDING AND SODDING, GUARDRAIL, HOT PLANT-MIXED BITUM. COURSES, MINOR BRIDGES, Underground Utilities (Water & Sewer)

Unless notified otherwise, this Certificate of Qualification will expire **6/30/2024**.

In accordance with Section 337.14(4), Florida Statutes, changes to Ability Factor or Maximum Capacity Rating will not take effect until after the expiration of the current certificate of prequalification (if applicable).

In accordance with Section 337.14(1), Florida Statutes, an application for qualification must be filed within (4) months of the ending date of the applicant's audited annual financial statements.

If the company's maximum capacity has been revised, it may be accessed by logging into the Contractor Prequalification Application System via the following link:

[HTTPS://fdotwpl.dot.state.fl.us/ContractorPreQualification](https://fdotwpl.dot.state.fl.us/ContractorPreQualification)

Once logged in, select "View" for the most recently approved application, and then click the "Manage" and "Application Summary" tabs.

The company may apply for a Revised Certificate of Qualification at any time prior to the expiration date of this certificate according to Section 14-22.0041(3), Florida Administrative Code (F.A.C.), by accessing the most recently approved application as shown above and choosing "Update" instead of "View." If certification in additional classes of work is desired, documentation is needed to show that the company has performed such work.

All prequalified contractors are required by Section 14-22.006(3), F.A.C., to certify their work underway monthly in order to adjust maximum bidding capacity to available bidding capacity. You can find the link to this report at the website shown above.

Sincerely,

A handwritten signature in black ink that reads "James E. Taylor II". The signature is written in a cursive style with a large, stylized "A" at the end.

James E. Taylor II, Prequalification Supervisor
Contracts Administration Office

JTII:cg

Improve Safety, Enhance Mobility, Inspire Innovation

www.fdot.gov



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!

Florida dbpr STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CUC051682 ISSUED: 09/08/2022
 CERT UNDERGROUND & EXCAV CNTR
 GHAZVINI, BEHZAD
 SANDCO LLC

Behzad Ghazvini
 Signature

LICENSED UNDER CHAPTER 489, FLORIDA STATUTES
 EXPIRATION DATE: AUGUST 31, 2024

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

LICENSE NUMBER: CUC051682

EXPIRATION DATE: AUGUST 31, 2024

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

GHAZVINI, BEHZAD
SANDCO LLC
4708 CAPITAL CIRCLE NW
TALLAHASSEE FL 32303



ISSUED: 09/08/2022

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Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Sandco, LLC
4708 Capital Circle NW
Tallahassee, FL 32303

SURETY:

(Name, legal status and principal place of business)

United States Fire Insurance Company
305 Madison Avenue
Morristown, NJ 07960
Mailing Address for Notices
Same as Above

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:

(Name, legal status and address)

Board of County Commissioners Leon County, FL
1800-3 N. Blaristone Road
Tallahassee, FL 32308

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 5% Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Magnolia Drive Phase II/ BC-2024-004/ Magnolia Drive, Tallahassee, FL 32301

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner 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. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 9th day of January, 2024.


(Witness)

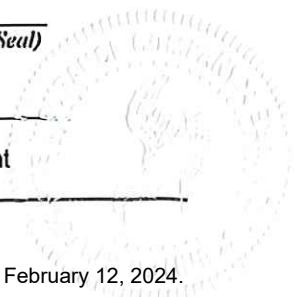
Sandco, LLC
(Principal) _____ *(Seal)*

By:  MGR
(Title)


(Witness) Margaret A. Schulz

United States Fire Insurance Company
(Surety) _____ *(Seal)*

By: 
(Title) Jessica Reno, Attorney-in-Fact & FL Licensed Agent



**POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY**

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint: **Daniel Oaks; Jessica Reno; Kevin Wojtowicz; Laura Mosholder;**

each, 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 and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties: **One Hundred Twenty Five Million Eight Hundred Thousand Dollars (\$125,800,000)**

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

- (a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;
- (b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 28th day of September, 2021.

UNITED STATES FIRE INSURANCE COMPANY

Matthew E. Lubin, President



State of New Jersey }
County of Morris }

On this 28th day of September, 2021, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.



Melissa H. D'Alessio (Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 9th day of January 20 24

UNITED STATES FIRE INSURANCE COMPANY

Michael C. Fay, Senior Vice President



*For verification of the authenticity of the Power of Attorney, please email: SuretyInquiries@amyntagroup.com

TRENCH SAFETY ACT COMPLIANCE FORM

1. The bidder understands that Section 553.60, Florida Statutes through Section 553.64, Florida Statutes (The Florida Trench Safety Act hereinafter called the "Act") requires compliance with the Occupational Safety and Health Administration's excavation safety standards, 29 C.F.R. s. 1926.650 Subpart P.
2. The bidder will comply with all applicable trench safety standards, during all phases of the work, if awarded the contract, and will ensure that all subcontractors will also comply with the Act.
3. The bidder will consider the geotechnical information available from the County, from its own sources and all other relevant information in its design of the trench safety system it will employ on the subject project. The bidder acknowledges that the County is not obligated to provide such information, that bidder is not to rely solely on such information if provided, and that bidder is solely responsible for the selection of the data on which he relies in designing said safety system, as well as for the system itself.
4. The bidder acknowledges that included in the Total Price in the Bid Form are costs for complying with the Florida Trench Safety Act. The undersigned further identifies the costs to be \$ 1.00 per linear foot.
5. The amount in Item 5 herein includes the following Trench Safety Compliance Methods and the units of each safety measure. The unit costs and the unit prices are shown solely for the purpose of compliance with the procedural requirements of the Act.

Trench Safety Compliance Method	Unit (LF, SY)	Quantity	Unit Cost	Extended Cost
A. <u>Sloping or Trench box</u>	<u>LF</u>	<u>12,553</u>	\$ <u>1.00</u>	\$ <u>12,553.00</u>
B. _____	_____	_____	\$ _____	\$ _____
C. _____	_____	_____	\$ _____	\$ _____
D. _____	_____	_____	\$ _____	\$ _____
E. _____	_____	_____	\$ _____	\$ _____
			TOTAL:	\$ <u>12,553.00</u>

Use additional blank sheets to further itemize if more room is required.

7. Acceptance of the bid to which this certification and disclosure applies in no way represents that the County or its representatives have evaluated or determined that the above costs are adequate to comply with the applicable trench safety requirements, nor does it in anyway relieve bidder of its sole responsibility to comply with all applicable safety requirements.

Company: Sandco LLC

By:  01/11/2024
Signature of Authorized Representative Date

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN

RESPONDENT: Sandco LLC

SOLICITATION NUMBER: BC-2024-004

DATE: 01/11/2024

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.

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN

Base Bid

BASE BID		
	Total Dollar Amount	Total Percentage <small>(Firm Participation ÷ Total Project Amount)</small>
Total Project Amount	\$ 8,769,095.89	100%
Certified MBE Firm Participation	\$ 1,452,590.00	16.57 %
Certified WBE Firm Participation	\$ 821,608.00	9.36 %

BASE BID RESPONDENT AND TEAM SUMMARY																		
Firm Name (Prime and Subcontractor(s) or Subconsultant(s))	Vendor Phone & Email	Potential Scope of Work	Estimated Percentage of Services	Estimated Dollar Amount of Participation	Indicate the Category that Best Describes Each Firm Listed													
					Non-MWBE		Certified MWBE			Non-Certified MWBE								
					Non-Minority	Certified Small Business	African American	Asian American	Hispanic American	Native American	Non-Minority Female	African American	Asian American	Hispanic American	Native American	Non-Minority Female		
Sandco LLC	850-205-5232 aaviles@sancofi.com	Entire Project	74.07%	\$6,494,897.89	X													
Poole Engineering & Surveying	850-386-5117 sbeidel@pooleeng.com	Layout Asbuilts	1.22%	\$ 107,400.00							X							
Gaines & Sons	850-893-4084 gainesandsons@hotmail.com	Pavement Markings	0.46%	\$ 40,000.00			X											
Persica Landscaping	850-422-002 jason@persica.com	Landscaping Irrigation TreeProtection	8.14%	\$ 714,208.00							X							
Florida Developers	850-224-6602 brian@fldevelopers.com	Utilites	16.11%	\$1,412,590.00			X											
TOTAL			100.00%	\$8,769,095.89														

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN

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](#).

Sandco LLC
Name of Respondent

Manager
Title of Signatory


Signature

01/11/2024
Date

Behzad Ghazvini
Print Name

**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: Sandco LLC

Signature:  Title: Manager

STATE OF Florida
COUNTY OF Leon

Sworn to and subscribed before me this 11th day of January, 2024.

Personally known 


NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of FLORIDA

(Type of identification)

My commission expires: 12/13/24





Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit is guaranteed 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.**

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby 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.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: 
Title: Manager
Firm: Sandco LLC
Address: 4708 capital Cr NW
Tallahassee, FL 32303

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,

Sandco LLC
(Name of Corporation, Partnership, Individual, etc.)

a Limited Liability Company, formed under the laws of Florida
(Type of Business) (State or Province)

of which he/~~she~~ is Manager
(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.

Behzad Ghazvini Behzad Ghazvini Manager
AFFIANT'S NAME AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this 11th Day of January, 2024.

Personally Known Or Produced Identification

Type of Identification



Eugenia Ferrell
NOTARY PUBLIC
(Print, Type or Stamp Commissioned Name of Notary Public)

My Commission Expires: 12/13/24

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.


Bidder's Signature

Manager
Title

01/11/2024
Date

CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name: Sandco, LLC	
Street Address: 4708 Capital Circle NW	
City, State, Zip: Tallahassee, FL 32303	
Taxpayer ID Number: 45-2536099	
Telephone: (850) 402-1111	Fax: (850) 402-7674
Trade Style Name:	

TYPE OF BUSINESS ORGANIZATION (check one)

<input checked="" type="checkbox"/>	Sole Proprietorship	<input checked="" type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Trust
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Other (specify)
<input type="checkbox"/>	Sub-chapter S Corporation		

State of Incorporation: Florida Date Established: 06/10/2011

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
Behzad Ghazvini	Manager	(850) 402-1111	sghazvini@sandcofl.com
Mehran Ghazvini	Manager	(850) 402-1111	mghazvini@sandcofl.com
Jason Ghazvini	Manager	(850) 402-1111	jghazvini@homesbypremier.com

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: Behzad Ghazvnini	
License Type: General Contractors and Underground Utility and Excavation	
License Number: CG1519107 and CUC051682	Expiration Date: 08/31/2024
Qualified Business License (certificate of authority) number: N/A	
Alternate Licensee: N/A	
License Type: N/A	
License Number: N/A	Expiration Date: N/A

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	Nielson, Wojtowicz, Neu, & Associates
Contact's Name	Margie Schulz
Telephone	(727) 258-0802
Fax	(727) 209-1335
Address	1000 Central Avenue, Suite 200 St. Petersburg, FL 33705

Surety Company 2

Company Name	N/A
Contact's Name	N/A
Telephone	N/A
Fax	N/A
Address	N/A

Present Amount of Bonding Coverage (\$): 35,000,000.00	Has your application for surety bond ever been declined? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(If yes, please provided detailed information on reverse)</i>	During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors or suppliers? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(If yes, please provided detailed information on reverse)</i>
---	---	--

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE

THIS 11th DAY OF January, 2024.

By:  Title: Manager

Printed Name and Title: Behzad Ghazvini, Manager

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 Behzad Ghazvini
Typed or

Signature 

Date Printed 01/11/2024

Title Manager
(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.



Signature

Manager

Title

Sandco LLC

Contractor/Firm

4708 Capital Cr NW, Tallahassee, FL 32303

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: Sandco LLC	
Current Local Address: 4708 Capital Cr NW, Tallahassee, FL 32303	Phone: 850-402-1111 Fax: 850-402-7674
If the above address has been for less than six months, please provide the prior address. NA	
Length of time at this address:	
Home Office Address: NA	Phone: Fax:

Behzad Ghazvini
Signature of Authorized Representative

01/11/2024
Date

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me this 11th day of January, 2024
By Behzad Ghazvini of Sandco LLC
(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 _____ as identification.

Eugenia Ferrell
Signature of Notary
EUGENIA FERRELL
Print, Type or Stamp Name of Notary



Title or Rank

Serial Number, If Any

EMPLOYMENT ELIGIBILITY VERIFICATION

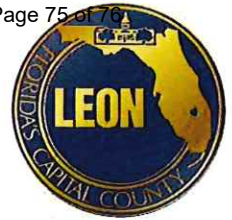
By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.



Signature

01/11/2024

Date



SUBSTITUTE FORM W-9

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

DO NOT SEND TO
IRS - SUBMIT
FORM TO
REQUESTING
AGENCY

FCD 04/2016

MAIL COMPLETED FORM AND DOCUMENTS TO:

CLERK OF CIRCUIT COURT & COMPTROLLER LEON COUNTY 301 S. Monroe Street #100 Tallahassee FL32301

PLEASE REFER TO FORM W9 INSTRUCTIONS FOR MORE INFORMATION

PART I: VENDOR INFORMATION

1. Legal Business Name: (As it appears on the IRS Income Tax return IRS EIN records, CP575, 147C - or - Social Security Administration records, Social Security Card, certified Form SSA7028) <p style="text-align: center; font-size: 1.2em;">Sandco LLC</p>	2. If you use a DBA/Trade Name, please list below: <p style="text-align: center; font-size: 1.2em;">NA</p>
3. Entity Type (Check only one), <input type="checkbox"/> Individual / Sole Proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Government (Local, State, Federal) <input type="checkbox"/> Tax-Exempt organization under IRC Section 501 C _____ <input checked="" type="checkbox"/> Limited liability company. Enter tax classification (C=Corporation, S=S corporation, P=partnership) p	
4. 1099 Reporting: Services provided to the Board of County Commissioners Leon County by vendor, if not applicable skip: <input type="checkbox"/> Health care or medical service <input type="checkbox"/> Legal or attorney services <input type="checkbox"/> Rental of Real Property <input type="checkbox"/> Royalties <input type="checkbox"/> Other _____	

PART II: TAXPAYER IDENTIFICATION NUMBER (TIN) & TAXPAYER IDENTIFICATION TYPE

1. Enter your TIN here (DO NOT USE DASHES) <div style="border: 1px solid black; display: flex; justify-content: space-around; padding: 5px;"> 4 5 2 5 3 6 0 9 9 </div>	2. Taxpayer Identification Type (check appropriate box): <input checked="" type="checkbox"/> Employer ID No. (EIN) <input type="checkbox"/> Social Security No. (SSN) <input type="checkbox"/> N/A (Non United States Business Entity)
--	---

PART III: ADDRESS

1. Address: Address Line #1 4708 Capital Cr NW Address Line #2 Address Line #3 City: Tallahassee State: FL Zip + 4 Code: 32303	2. Remittance Address, IF DIFFERENT: Address Line #1 Same as 1. address Address Line #2 Address Line #3 City: _____ State: _____ Zip + 4 Code: _____
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PART IV: CERTIFICATION

Under penalties of perjury, I certify that:

- The number shown on this form is my correct tax payer identification number (or I am waiting for a number to be issued to me), AND
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, AND
- I am a U.S. Citizen or other U.S. person.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding

Printed Name Behzad Ghazvini	Printed Title Manager	Telephone Number 850-402-1111
Signature 	Email sghazvini@sandcofl.com	Date (mm/dd/yyyy) 01/11/2024

PART V: DIRECT DEPOSIT (ACH) This is the County's preferred payment method

Warning: The Board of County Commissioners Leon County will not process International ACH Transactions (IAT). If any payment to you from the County will ever result in an IAT under National Automated Clearing House Association (NACHA) operating rules or if you are not sure if the rules apply to you DO NOT FILL OUT THIS SECTION OF THE FORM. Please provide a copy of a voided check or letter from bank confirming information indicated above.

Include a voided check or letter from financial institution if requesting ACH payments

Type of Account	<input type="radio"/> Checking	<input type="radio"/> Savings
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I acknowledge the IAT warning and authorize the Board of County Commissioners Leon County to initiate direct deposit of funds to the account and financial institution indicated, and to recover funds deposited in error if necessary in compliance with NACHA regulations.

Signature 	Printed Name Behzad Ghazvini
---------------	---------------------------------

PART VI: OFFICE USE ONLY

OFFICIAL / POC USE ONLY BUSINESS UNIT DATE (mm/dd/yyyy) PHONE NO. POC (Print name) POC Initials	CLERK OF COURT FINANCE DEPARTMENT USE ONLY
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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.

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2023/2024; 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 20th day of February, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, 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 2023/2024 BUDGET AMENDMENT REQUEST

No: BAB24021
Date: 01/23/24

Agenda Item No: _____
Agenda Item Date: 02/20/24

County Administrator

Assistant County Administrator

Vincent S. Long

Ken Morris

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	055010	337405	000	COT Reimbursement Magnolia Dr Trail	-	1,795,781	1,795,781
125	055010	337406	000	BP 2000 Magnolia Drive Multiuse Trail	1,465,795	7,013,315	8,479,110
Subtotal:						8,809,096	

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	055010	56900	541	Magnolia Drive Trail Infrastructure	1,717,828	8,809,096	10,526,924
Subtotal:						8,809,096	

Purpose of Request

This budget amendment appropriates \$1,755,781 from the City of Tallahassee for utility upgrades associated with the Magnolia Drive Multi-Use Trail Phase 2 construction plus a \$40,000 administrative fee for the County to manage the construction. An additional \$7,013,315 in Blueprint funding is appropriated for the utility relocation, irrigation, landscaping, and associated trail construction.

Division/Department
2502/25

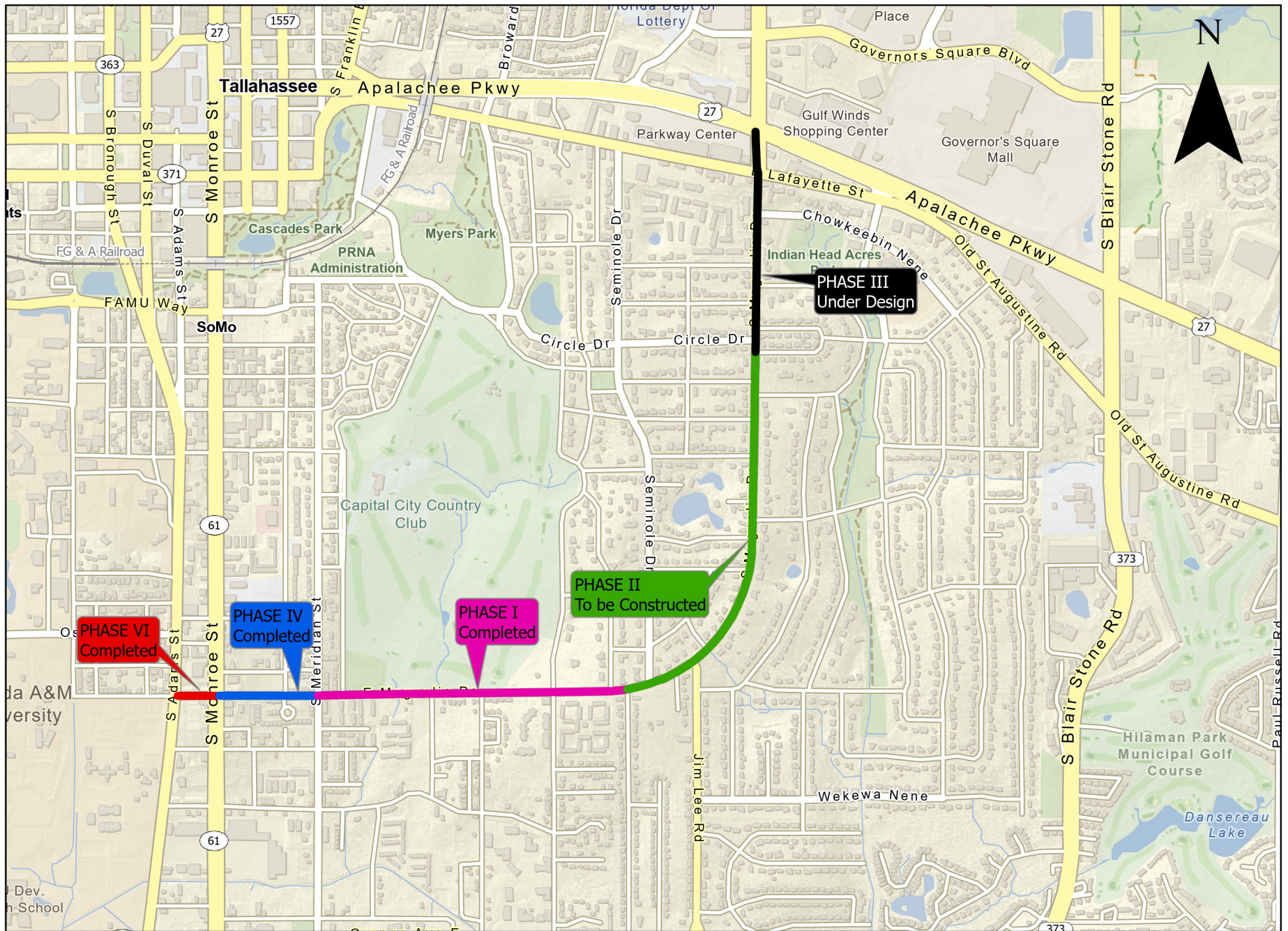
Roshaunda Bradley, Budget Director

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution

Motion

Administrator



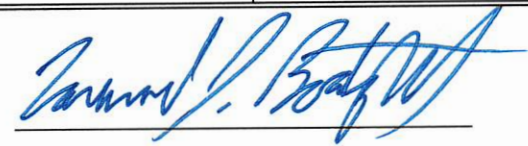
MAGNOLIA DRIVE TRAIL PROJECT - LOCATION MAP

**LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-2024-004**

Bid Title: Magnolia Drive Phase II
Opening Date: Thursday, January 11, 2024, at 2:00 PM

Vendor	Sandco, LLC	Hale Contracting, Inc		
Response Sheet with Manual Signature	✓	✓		
MWSBE Forms	✓	✓		
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	✓	✓		
Trench Safety Act	✓	✓		
FDOT Prequalification	✓	✓		
Bid Bond	✓	✓		
Total Bid Price	\$8,769,095.89	\$10,244,577.77		

Tabulated By: 





Inter-Office Memorandum

Date: January 16, 2024

To: Kelly Boyd, Contract Compliance Specialist
Financial Stewardship/ Purchasing Division

From: Darryl Jones, Deputy Director
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: Magnolia Drive Phase II Project (Pontiac Drive to Diamond Street) BC-2024-004

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 14% MBE and 9% WBE Aspirational Goals for Construction Subcontracting were achieved for the Magnolia Drive Phase II project (Pontiac Drive to Diamond Street). 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), both were determined responsive and met the Aspirational Goals for Construction Subcontracting. 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).

Sandco LLC- met the MWBE Aspirational Goals for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and Sandco, LLC, is deemed responsive to the MWBE section of the bid.

Hale Contracting - exceeded the MWBE Aspirational Goals for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and Hale Contracting is deemed responsive to the MWBE section of the bid.

Analysis for the submitted MWBE Participation Plans for each bid respondent are presented as follows, and in order from the lowest total bid amount to the highest (beginning on the next page of the memo):

Sandco, LLC – met the MWBE Aspirational Goals for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and Sandco, LLC, is deemed responsive to the MWBE section of the bid.

Total Bid Amount	\$8,769,095.89				
Name of MWBE	Race/Gender	Certifying Agency	Goods & Service	MWBE Dollars	MWBE Utilization Percentage
Gaines & Sons	African American Male	Tallahassee-Leon County OEV	Pavement Markings	\$40,000	.46%
Florida Developers	African American Male	Tallahassee-Leon County OEV	Utilities	\$1,412,590	16.11%
Poole Engineering	Non-Minority Female	Tallahassee-Leon County OEV	Layout Asbuilts	\$107,400	1.22%
Persica Landscaping	Non-Minority Female	Tallahassee-Leon County OEV	Landscaping Irrigation Tree	\$714,208	8.14%
Total MBE Utilization Percentage					16.57%
Total WBE Utilization Percentage					9.36%
Total MWBE Utilization Percentage					26%
Total MWBE Dollars					\$2,274,198
Satisfied Good Faith Effort					**N/A

** Good Faith documentation was not required by the respondent because the aspirational goals were met or exceeded.

Hale Contracting, Inc. –met the MBE Aspirational Goal and exceeded the WBE Goal for Construction Subcontracting; therefore, the Good Faith Effort Form is not required. According to their bid response documentation, the MWBE firms listed below are the firms Hale Contracting intends to utilize on this project.

Total Bid Amount		\$10,244,577.77			
Name of MWBE	Race/Gender	Certifying Agency	Goods & Service	MWBE Dollars	MWBE Utilization Percentage
Concrete Services Unlimited	African American Male	Tallahassee-Leon County OEV	Concrete/ Inlets	\$1,434,240.89	14%
Hale Contracting	Non-Minority Female	Tallahassee-Leon County OEV	Utilities	\$5,983,152.34	58%
Bannerman Landscaping	Non-Minority Female	Tallahassee-Leon County OEV	Landscaping	\$638,013.98	6%
Paveway Systems	Non-Minority Female	None	Pattern Pavement	N/A	N/A
Total MBE Utilization Percentage					14%
Total WBE Utilization Percentage					64%
Total MWBE Utilization Percentage					100%
Total MWBE Dollars					\$8,055,407.21
Satisfied Good Faith Effort					**N/A

NOTES:

Hale Contracting- listed Paveway Systems for WBE participation. However, the firm is not eligible for WBE certification with the Office of Economic Vitality’s MWSBE Division because the firm is located outside of the local market area. Hale Contracting is deemed responsive to the MWBE section of the bid.

** Good Faith documentation was not required by the respondent because the aspirational goals were met or exceeded.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #20

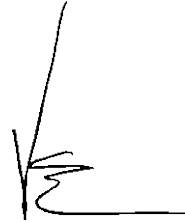
Leon County Board of County Commissioners

Agenda Item #20

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Status Report on the Extension of Sewer Service to Properties in Unincorporated Leon County Located within the Urban Services Area

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement Brent Pell, Director, Public Works Laurel Harbin, Director, Planning
Lead Staff/ Project Team:	Russell Snyder, Administrator, Land Use Planning Division Susan Denny, Senior Planner, Land Use Planning Division Anna Padilla, Stormwater Management Coordinator

Statement of Issue:

This item provides a status report on the extension of centralized sanitary sewer service to unincorporated areas located within the Urban Services Area, particularly on the Southside and Southern Triangle area. This item includes the information requested by the Board at its November 14, 2023 meeting as well as the information requested by the Board at its January 23, 2024 meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Status Report on the Extension of Sewer Service to Properties in Unincorporated Leon County within the Urban Services Area.

Report and Discussion

Background:

As requested at the Board's November 14, 2023 and January 23, 2024 meetings, this item provides an update on the provision of sewer service to properties located within Leon County's unincorporated area and within the Urban Services Area (USA) boundary. This item also identifies current and planned sewer extension projects in these areas and outlines the policies, plans, and procedures for potential sewer service expansion.

This update advances the following FY2022-FY2026 Strategic Initiatives:

- *Ensure County's water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County's adopted strategic priority: to protect the quality and supply of our water. (2022-16)*
- *Continue to work with the state to seek matching grants to convert septic to sewer systems and support septic system upgrades. (2022-11, rev. 2023)*

These particular Strategic Initiatives align with the Board's Environment and Quality of Life Strategic Priorities:

- *(EN1) Protect the quality and supply of our water.*
- *(EN3) Promote orderly growth and sustainable practices.*
- *(Q3) Provide essential public safety infrastructure and services.*

Leon County has a long history of working to extend sewer service to critical areas of the community, particularly areas of unincorporated Leon County inside the Urban Services Area (Attachment #1) on the Southside. Unincorporated Leon County includes all areas of the County that are not inside city limits. The Urban Service Area (USA) is a growth management strategy adopted in the Tallahassee-Leon County Comprehensive Plan that is "based upon a desire to have Tallahassee and Leon County grow in a responsible manner, with infrastructure provided economically and efficiently, and surrounding forest and agricultural lands protected from unwarranted and premature conversion to urban land uses. The Urban Service Strategy provides for well-managed, orderly growth, which preserves natural resources and promotes fiscal responsibility." The USA works by generally directing growth to areas with existing infrastructure, identifying where urban infrastructure and services are planned to be provided, and identifying areas outside of the USA where urban infrastructure and services are not to be provided. The effort to extend sewer service to areas of unincorporated Leon County inside the USA furthers this goal.

The focus on extending sewer service includes collaborative partnerships with the City of Tallahassee and aggressively pursuing grant funding to expedite the process and to reduce or remove fiscal impacts to Leon County residents.

As described in the analysis below, the extension of sewer service is guided by Comprehensive Plan policies that reflect the community's growth strategy, the Water and Sewer Agreement between Leon County and the City of Tallahassee, and the City of Tallahassee Master Sewer Plan.

These plans and agreements, along with the collaborative work with the City of Tallahassee and the success with pursuing grant funding, has resulted in numerous sewer extension projects that are described in greater detail in the analysis below.

Analysis:

As detailed below, the extension of sewer service is guided by Comprehensive Plan policies that reflect the community's growth strategy, the Water and Sewer Agreement between Leon County and the City of Tallahassee, and the City of Tallahassee Master Sewer Plan. Each of those documents, with analysis of how they relate to the expansion of sewer to unserved areas, is detailed in the following three sections.

Tallahassee-Leon County Comprehensive Plan

The provision of sewer services in Leon County is guided by policies in the Utilities Element of the Tallahassee-Leon County Comprehensive Plan. Objective 1.3[SS]: Sanitary Sewer Level of Service and associated policies address the alignment of providing sewer service and the community's growth strategy. Objective 2.1 [SS]: *Extension of Sanitary Sewer Service* and associated policies address how sewer service is extended to new areas of the community. These objectives and policies set the parameters for the Water and Sewer Agreement and the Master Sewer Plan, as detailed below.

Per the Comprehensive Plan policies, the provision of sewer service is limited to areas within the Urban Services Area (USA), to designated rural communities, and to properties designated as Urban Fringe on the Future Land Use Map. The purpose of this limitation is to promote orderly, compact urban growth, maximize the use of existing public infrastructure, and provide sewer service in a cost-efficient manner.

The Comprehensive Plan also specifies in Policy 1.3.2: [SS] that a higher priority shall be placed on serving areas that are within the Southside Action Plan area (Attachment #2). This area encompasses approximately 22 square miles of land in the southern quadrant of the Urban Services Area that was identified as a priority area for quality land development and redevelopment that was adopted into the Land Use element of the Comprehensive Plan in 1998 by Leon County and City of Tallahassee governments. In addition, the provision of sewer service according to the Comprehensive Plan is prioritized in areas that may negatively impact the environmental quality of Wakulla Springs if developed with septic due to the sandy, more permeable soil conditions. In these areas of southern Leon County that are composed of sandy soil conditions with little to no overlying protective clay, pollutants at the land surface, or in septic systems, are more likely to find their way into the Floridan aquifer and Wakulla Springs. Therefore, the provision of sewer service to reduce waste disbursement into the soil for these areas is prioritized in areas designated in the Comprehensive Plan and the Leon County Land Development Code as the Primary Springs Protection Zone (Attachment #3).

Water and Sewer Agreement

The Water and Sewer Agreement between Leon County and the City of Tallahassee was adopted by the Board and the City Commission in 2005 and identifies the roles and responsibilities of both jurisdictions in the provision of water and sewer service (Attachment #4). Specifically, the Water and Sewer Agreement (Agreement) does the following:

- Grants the City an exclusive water and sewer franchise to serve all parts of the County not being served by other water or sewer providers. However, the Agreement does not require the City to construct new water and sewer systems in the unincorporated areas.
- Specifies that should the County fund the capital costs for new water and sewer systems in the unincorporated areas, the infrastructure must be designed and constructed in full compliance with City standards so that the system can be transferred to the City upon completion.
- Requires the City to operate and maintain any new water and sewer systems constructed by the County. Each new system requires the County and City to execute a separate Interlocal Agreement.
- Establishes Target Water and Sewer Areas (Target Areas) for the City to maintain or plan for treatment and disposal capacity for the provision of water and sewer services (Attachment #5). However, the City is not obligated to participate in the development and construction of the water distribution or sewer collection system within the Target Area.
- Requires that all new development within the USA connect to sanitary sewer facilities if they are available.
- Requires the City to provide the County an updated Master Sewer Plan every five years that identifies the water and sewer infrastructure projects needed to accommodate new development and growth patterns.

Master Sewer Plan

The Water and Sewer Agreement, adopted by Leon County and the City of Tallahassee in 2005 requires the City to develop and maintain a long-range Master Plan for sewer projects within the franchise area. The resulting Master Sewer Plan is a planning tool used to identify current and future infrastructure needs and direct project prioritization through the City's Capital Improvement Program (CIP). Per the Agreement, the City determines the sewer service provisions for existing developments on the basis of site-specific evaluation that includes cost feasibility, availability of easements, and other pertinent factors in accordance with the water and sewer agreement and the City of Tallahassee Code of Ordinances Section 21-91.

The Master Sewer Plan is updated every five years and, per the Water and Sewer Agreement, is submitted to the County for approval. The most recent approval of the Master Sewer Plan update was issued at the October 12, 2021, Board meeting for the 2040 Master Sewer Plan. The 2040 Master Sewer Plan covers the period from 2021 through 2040 and serves as a guide for implementing operational and capacity improvements to the City's sewer collection system. The Master Sewer Plan includes a sewer system computer model, evaluation of all City-owned pump

stations, forcemains, gravity sewers 10-inch and larger (along with some smaller gravity lines for connectivity), and a 20-year CIP. The Master Sewer Plan contains research data, calculations, and geospatial maps. It also contains information that is exempt from public disclosure under the Homeland Security Act; therefore, pertinent excerpts from the 2040 Master Sewer Plan are included as Attachment #6.

The City of Tallahassee and Leon County work together through the Comprehensive Plan, the Water and Sewer Agreement and the Master Sewer Plan to extend sewer to unsewered areas inside the USA. As presented in this item, the county's focus on the Primary Springs Protection Zone has led to success in advancing septic to sewer projects that protect Wakulla Springs while gaining substantial state grant support for this top county priority. This County-City coordination also addresses the operational needs of the existing sewer system to provide infrastructure improvements to the existing sewer system in order to accommodate the new sewer projects that are under construction or planned for construction.

This close coordination and ongoing planning effort between the County and City has provided leveraging opportunities with the state to gain substantial state grants for local septic to sewer projects within the Wakulla Springs Basin Management Action Plan (BMAP) for the reduction of nutrient loading to Wakulla Springs. In 2015, county coordination with the state led to state grant funding for county septic to sewer projects that aligned with BMAP goals. Specifically, it has led to advancing \$63M for implementation of septic to sewer projects in the target Lake Munson area and in Woodville. Additional analysis on those projects is detailed in the implementation section that follows on the next page.

Sewer Service Expansion Implementation

The expansion of sewer service to developments in the unincorporated area of southern Leon County, specifically for those properties located in the USA, is accomplished in three ways:

- (1) The implementation of the City's Master Sewer Plan
- (2) Leon County's Septic-to-Sewer projects
- (3) The development or redevelopment of private property

The following table provides a comparison of the three methods of sewer service expansion:

Table 1. Implementation Methods for Sewer Service Expansion

Expansion Method	Master Sewer Plan	Septic-to-Sewer Projects	Private Development
Entity	City of Tallahassee	Leon County	Developer
Project Location	Determined by the City’s feasibility analysis per City of Tallahassee Code of Ordinances Section 21-91. Target Areas and Southside Action Plan areas prioritized.	Priority investment areas identified by Leon County. Locations are in the USA, Primary Springs Protection Zone, and are on the priority projects list in the Springs Protection Plan.	Project site determined by developer
Funding Source	Enterprise Fund Grants	General Fund Sales Tax Extension Funds Grants America Rescue Plan Act Funds	Private Funding

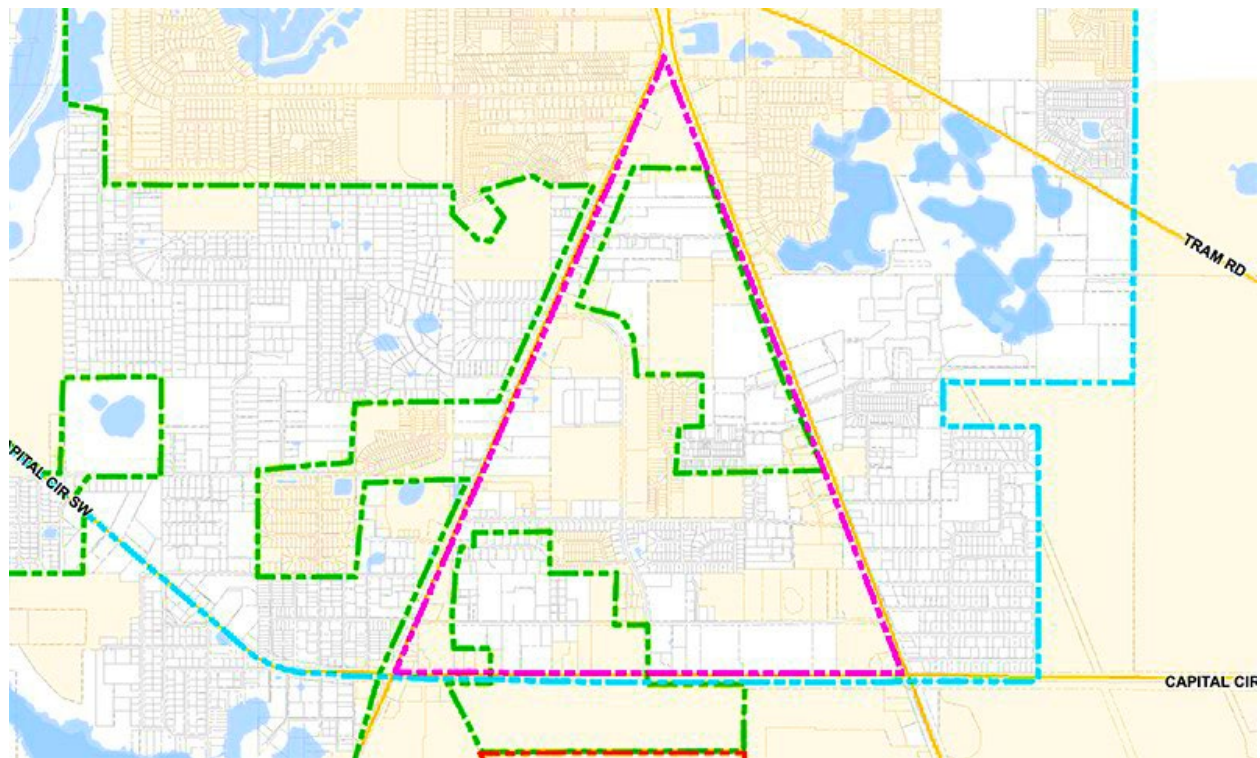
The following sections, beginning on the next page, provide specific details of how the city is expanding its sewer to targeted unserved areas on the southside through its Master Sewer Plan, specifically the Southern Triangle Water and Sewer Expansion and relevant improvements to existing sewer infrastructure. These sections also provide specific details on how Leon County is expanding sewer service through Septic to Sewer projects for neighborhoods including Woodside Heights and Annawood/Belair, Northeast Lake Munson, and Woodville.

Finally, information related to privately funded sewer expansions is provided. Privately funded expansions of sanitary sewer in unincorporated Leon County occur during development and redevelopment of properties.

Current Sewer Expansion Projects in Unincorporated Leon County

Southern Triangle Water and Sewer Expansion

In support of Southside septic-to-sewer improvements within the unincorporated area, the City Commission took formal action to initiate the Southern Triangle Water and Sewer Expansion effort at their October 26, 2022, meeting. At this meeting, the City Commission authorized staff to proceed with the extension of water and sewer utility infrastructure into the unserved areas of the Southern Triangle; and to amend the Water and Sewer FY23 Capital Improvement Plans to provide initial planning and design funding for the project. The following map was included in the City Commission’s Annual Retreat materials in January 2024, and shows the project area.



- Dashed pink line - Southern Triangle Water and Sewer Expansion Project area.
- Dashed blue line - the Southside Action Plan area.
- Dashed green line - the Lake Munson Target area.
- Shaded yellow area – Land within City limits.

Southern Triangle – City Work Performed in 2023: Based on City Commission direction in October 2022, City staff quickly moved forward with implementation and began survey work the week of November 28, 2022. This took approximately 3 months and was completed in early 2023. This survey work included the collection of data, including right-of-way and utility easement boundaries; location, size, and depth of existing utilities; location of physical improvements within the rights-of-way/easements; and topographic information. As this survey data was being collected, City staff also began the conceptual design phase to expand sewer within the Southern Triangle, which is their current project phase. This phase involves the identification of suitable corridors for the infrastructure construction that are cost effective and minimize impacts to citizens and the environment. City staff was able to move quickly on the survey and conceptual design because of the \$2 million in funding authorized by the City Commission in their action, specifically action #2, listed above. The conceptual design phase of the project is anticipated to be completed later this year (the specific timeline is not known at this time).

Southern Triangle - Upcoming City Work: Based on the conceptual design that will be finished this year (2024), the City will proceed with preparing final construction plans, and obtaining easements and acquiring right-of-way where needed. This is anticipated to take approximately 2 years. As the needed easements and rights-of-way are obtained, the project will then move into construction. The City will construct the water mains, sewer pump stations, and sewer lines,

extending up to the property lines. Full construction will occur after easements and rights-of-way are acquired and is estimated to take 3 years. Once constructed, the Water and Sewer Expansion project for the Southern Triangle will provide water and sewer service to approximately 203 properties in the area outlined with a dashed pink line on the map shown above not currently served by sewers.

Update at City Retreat and New Grant Details: City staff provided an update to the City Commission on this project at their retreat on January 17, 2024, including that the City secured nearly \$12 million in grant funding for the project during 2023. This funding was derived from two awarded grants, as follows:

- A \$1.7 million grant from the Florida Department of Environmental Protection (FDEP) was awarded to support the design and construction of approximately 3,600 linear feet of sanitary sewer pipeline (representing 19% of the total estimated 19,000 feet of new sewers needed to serve the entire Southern Triangle); and
- A \$10 million grant from the State to help restore Florida's water resources. This grant funding will supplement the remaining 15,000 feet of sewer installation.

At their regular meeting following the retreat, the City Commission authorized the negotiation and execution of these grant agreements with the State. Required matching funds from the City will be funded from future appropriations within the City's Underground Utilities & Public Infrastructure's (UUPI) five-year Capital Improvements Plan.

Southern Triangle – Current Status and Next Steps: As detailed above and recently presented by City staff at their annual retreat, this City Water and Sewer Expansion project for the Southern Triangle is currently in conceptual design. This phase began in 2022 and will be completed this year (2024). This phase will be followed by acquisition of easements and rights-of-way, which will take approximately 2 years (through 2026). As the needed easements and rights-of-way are obtained, construction will begin and take approximately 3 years (through 2029) for full completion. Once the project is completed, all residents and properties within the Southern Triangle will have access to the City's central water and sewer system. The most recent estimated budget for the entire project is currently \$20 Million. Once the project is complete, all residents and properties within the Southern Triangle will have access to the central water and sewer system. The City does not require properties to connect to the sewer once it becomes available. However, a readiness to serve fee is assessed monthly by the City on a property owner's utility bill, or annually by the county as a non-ad valorem assessment on their property tax bill if the property does not have a city utility account. The readiness to serve rate is currently \$22.70/month and there is a 50% surcharge for properties outside of city limits.

Relevant Improvements to Southside Sewer Infrastructure

Beyond the Southern Triangle, the City has prioritized necessary sewer infrastructure improvements in preparation to accept new sewer customers from the county's septic to sewer expansion projects as those projects complete construction. Sewer system infrastructure improvements identified in the City's 2040 Master Sewer Plan include upgrades that will double

the city's sewer capacity, and redundancy, in the Southern Leon County area to both increase sewer performance and accommodate new flows from the County's septic-to-sewer projects in the Lake Munson and Woodville Target Areas in southern Leon County, detailed further below. This City investment is key for the County's septic-to-sewer projects to be feasible.

Leon County Septic-to-Sewer Projects

Since 2018, the County has completed multiple Septic-to-Sewer projects in southern Leon County and transferred the sewer infrastructure over to the City to operate and maintain. Completed and ongoing Septic-to-Sewer projects include (***note: map details*** are included in Attachment #7):

- Woodside Heights and Annawood/Belair Phase 1 – completed (approximately \$5.5 million)
- Annawood/Belair Phase II - near completion (approximately \$5.2 million)
- Northeast Lake Munson – under construction (approximately \$15.1 million)
- Woodville Sewer Project Phase I - under construction (approximately \$19.1 million)

The completed and ongoing projects will provide sewer service to 709 homes currently served by septic tanks in the Primary Springs Protection Zone (PSPZ) in unincorporated Leon County. An additional \$18.1M has also been allocated by the county and FDEP thus far for construction of the next phase of the Woodville Sewer System. Combined, these investments reflect a total funding amount, either spent or included in the five-year CIP, for County sewer projects that is over \$63 million. The next three phases for the Woodville Sewer project will provide sewer service to another 819 lots once constructed.

The County's progress in constructing new sewer infrastructure in southern Leon County can be attributed to its strategic planning and establishing goals to remove/replace septic tanks in the PSPZ, the first of its kind partnership with the Florida Department of Environmental Protection (FDEP) providing multiyear matching funds via the Springs Improvement Plan, the dedication of local sales tax funds for water quality projects, and substantial success in pursuing state grants with proven results. The above projects are described in more detail, on the following page.

Woodside Heights and Annawood/Belair Septic-to-Sewer Project

The Woodside Heights and Annawood/Belair Phase 1 septic-to-sewer projects have been completed, and Phase 2 of Annawood/Belair is near completion. These projects provide sewer connections to 320 properties in three neighborhoods located inside (north) of Capital Circle Southeast. The Woodside Heights project, completed in 2019, provides sanitary sewer service to nearly 200 properties and the Belair/Annawood project will provide sanitary sewer service to 121 properties.

Northeast Lake Munson Septic-to-Sewer Project

The Northeast Lake Munson septic-to-sewer project is currently under construction and will provide sewer to over 220 properties immediately adjacent to Lake

Munson, south of Capital Circle Southwest and west of Crawfordville Road. Construction for this project began in February 2023 with installation of the sewer lines and pump stations. Importantly, a separate item on this agenda includes a new grant award by the state for approximately \$2.9M for this project. The project is estimated to be complete in August 2024.

Woodville Septic-to-Sewer Project

The Woodville septic-to-sewer project will bring sewer service to nearly 1,000 properties in the Woodville community and has four phases. Construction of the first phase of the Woodville project began in June 2023. The first phase will provide sanitary sewer service to 170 properties and construction is expected to be complete in October 2024. Importantly, a separate item on this agenda includes a new grant award by the state for \$4.9M for this project. Another agenda item on the Board's agenda presents another, new grant opportunity to pursue an additional \$10M in grant funding from the NW Florida Water Management District for the next phase of this project.

Design and right-of-way easement acquisition for the second phase of the Woodville project is anticipated to be completed by October 2024. The third and fourth phases of the Woodville septic-to-sewer project are still in the design phase. To maintain the County's commitment of providing sewer to the remaining phases of the Woodville Project, this month's Board agenda includes an item authorizing the County Administrator to submit a grant application for springs restoration funding from the Northwest Florida Water Management District. If awarded, this additional funding would supplement the existing FDEP commitments and offset the rising construction costs. An update on the Springs Improvement Plan and out-year funding commitments for projects in southern Leon County will be included in the FY 2025 budget process.

For the above Septic-to-Sewer projects, Leon County ensures that there is no cost to individual property owners for their septic-to-sewer conversion when they apply through the County's "Connect to Protect" program. The County is able to provide this financial assistance, at an estimated \$10,000 savings to homeowners, with the support of FDEP grants that cover a portion of the conversion costs. These projects are eligible for FDEP grants because they are identified in the jointly adopted (FDEP-Leon County) Leon County Water Quality and Springs Protection Infrastructure Improvement Plan (Springs Improvement Plan), which was developed out of a shared desire to enhance water quality in the region through nitrogen reduction projects.

Development/Redevelopment of Private Property

The Water and Sewer Agreement (Agreement) requires all new development, and redevelopment, within the USA to connect to sanitary sewer facilities if available. In addition, the Tallahassee-Leon County Comprehensive Plan and Leon County Land Development Code require new developments within the Primary Springs Protection Zone (PSPZ) to connect to central sewer, if available, or install an advanced nitrogen-reducing septic system. The Agreement dictates that the

availability determination of sewer for any new development shall be made based on existing conditions at the time of the first Site Development Plan review meeting. If sewer service is determined to be available, then the property owner is responsible for extending the sewer main to their property and for installing any on-site sewer collection system. Availability is defined in the Agreement based on the density or intensity of the proposed project, the projected sewer flow, and the distance of the project to an existing sewer line.

As sewer service becomes available through city expansion, county septic-to-sewer conversions or through private development, properties become eligible for increased densities and intensities if they have sewer service. Comprehensive Plan Policy 1.2.1: [SS] specifies that the minimum lot size for a septic tank shall be one-half acre. Additionally, Comprehensive Plan Policy 1.2.3: [SS] specifies that, with specific exceptions, any non-residential development inside the Urban Services Area that is calculated to generate a wastewater flow in excess of 900 gallons per day must be connected to a central sanitary sewer service. The provision of sanitary sewer to unserved areas inside the urban services area removes these limitations and, in many cases, makes the property eligible for land use changes or rezonings that increase the allowable residential densities and/or non-residential intensities on those properties.

Pending Legislation that Could Impact Future Sewer Expansion

The provision of sewer service via the Water and Sewer Agreement and Master Sewer Plan are contingent upon adherence to Florida Statutes. Currently, there are at least four legislative bills related to municipal utilities that potentially establish limits on general fund transfers from utility revenues and eliminate or reduce the allowable surcharge levied for extraterritorial customers. Under current law, a municipal utility has discretion to impose a surcharge on customers located outside its boundaries for the purposes of recouping the additional expense of providing utility services in the neighboring jurisdiction. The proposed bills may impact municipal utilities serving customers outside of their boundaries, and have the potential to influence the analysis conducted by the City for identifying service for existing developments that are located outside the City limits and within the USA in the Master Sewer Plan. However, as explained in this item, the acquisition and construction costs of extending utility service in the unincorporated areas are largely funded by grants or paid by the County, and the City gains additional customers from these projects, so the impact to the City due to any change in law may be mitigated.

These bills are:

- *House Bill 1277*

HB 1277, as currently written, sets the general fund transfer cap at 10% of gross revenues. It also requires that a public meeting be held by the municipality providing the utility service in conjunction with the governing bodies of the municipality and unincorporated areas served prior to any new agreements or extensions, renewals, or material amendments of existing agreements. Additionally, the amended version reduces the maximum total allowable water and sewer surcharge levied on extraterritorial customers from 50% to 25%. As of February 1, 2024, CS/HB 1277 has passed two of its committees of reference and has one committee stop remaining in the House.

- *Senate Bill 1510*

SB 1510, companion bill to HB1277, would set a general fund transfers limit from municipal water or wastewater utilities to a rate equal to the amount derived by applying the rate of return on equity established by the Public Service. The bill also includes specific penalties and further reductions to the allowable general fund transfers based on the percentage of customers a municipality serves outside of its municipal boundaries. For instance, if more than 15% of a municipal utility's retail customers are located outside the municipal boundaries, the allowable transfer rate would be reduced by 150 basis points. SB 1510 also reduces the maximum total allowable water and sewer surcharge levied on extraterritorial customers from 50% to 25%. As of February 1, 2024, SB 1510 has not been scheduled to be heard in any of its three committees of reference.

- *House Bill 777*

CS/HB 777 goes further than HB 1277 and SB 1510 and completely eliminates the allowable water and sewer surcharge levied on extraterritorial customers. As of February 1, 2024, HB 777 has passed one of its committees of reference and has two committee stops remaining in the House.

- *Senate Bill 1088*

SB 1088, companion bill to HB 777, completely eliminates the allowable water and sewer surcharge levied on extraterritorial customers. As of February 1, 2024, SB 1088 has not been scheduled to be heard in any of its three committees of reference.

Conclusion

Leon County has a strong record of working to extend sewer service to critical areas of the community, particularly areas of unincorporated Leon County inside the Urban Services Area on the Southside. The focus on extending sewer service includes partnering with the City of Tallahassee and aggressively pursuing grant funding. The effort to expand sewer is guided by Comprehensive Plan policies that reflect the community's growth strategy, the Water and Sewer Agreement between Leon County and the City of Tallahassee, and the City of Tallahassee Master Sewer Plan. With over \$63 Million invested to date in county septic to sewer projects, the County has also been able to expand sewer service already to 709 properties on the southside. In a separate agenda item the county is adding \$7.8M to that total in a new state grant award for the Northeast Lake Munson and Woodville Sewer projects, combined, as detailed above. As also reported in this item, the City has been awarded \$12M in recent grants to invest in their \$20M Southern Triangle water and sewer expansion project. An additional agenda item is also before the Board at this meeting to pursue a new \$10M grant application to expand sewer service in the southside of Leon County in the Woodville area.

Further expansion of Septic-to-Sewer conversions will leverage public funding sources and assist Leon County residents with the costs of conversion by amending the Springs Protection Plan to expand the Septic-to-Sewer Program to added priority areas. Current areas prioritized for sewer expansion were selected based on their location within the Primary Springs Protection Zone and their impact on Wakulla Springs. Expansion of sewer services is a significant priority of the Board,

and staff will continue to implement this priority to improve the environment and quality of life in Leon County through updates to the Master Sewer Plan, pursuit of grant awards, and continued implementation of the county's Septic-to-Sewer Projects.

Options:

1. Accept the Status Report on Extension of Sewer Services to Properties in Unincorporated Leon County within the Urban Services Area.
2. Do not accept the Status Report on Extension of Sewer Services to Properties in Unincorporated Leon County within the Urban Services Area.
3. Board Direction.



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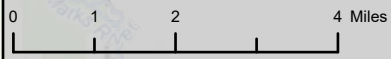
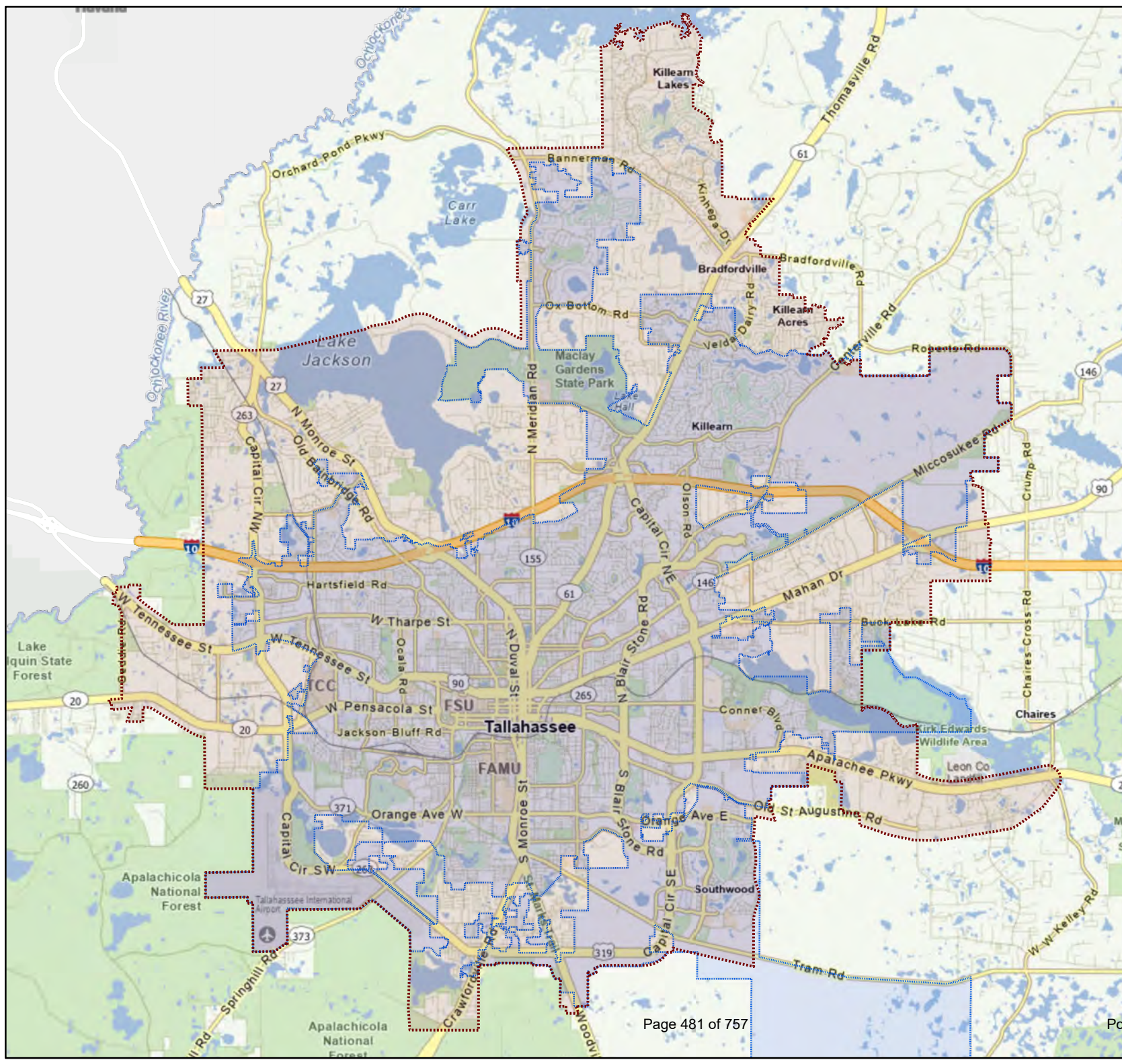
Option #1

Attachments:

1. Urban Services Area Map
2. Southside Action Area Map
3. Primary Springs Protection Zone Map
4. Interlocal Water and Sewer Agreement
5. Unsewered Target Area Map
6. Excerpt 2040 Water and Sewer Master Plan
7. Leon County Septic-to-Sewer Projects Map

Legend



-  Tallahassee City Limits
-  Urban Service Area

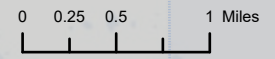
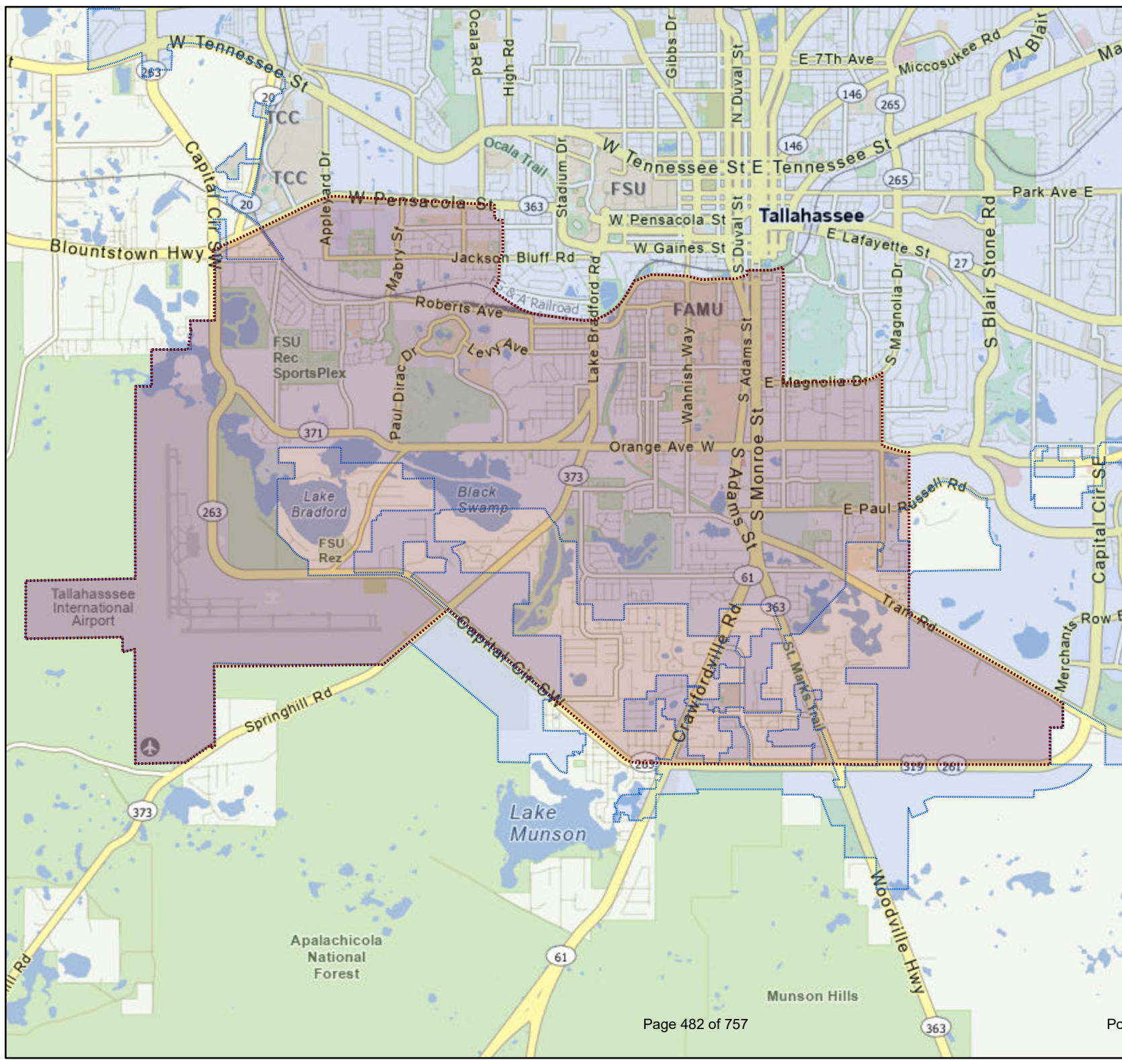


PLANNING DEPARTMENT PLACE

Map Created: January 18, 2024



Legend

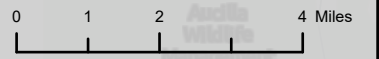
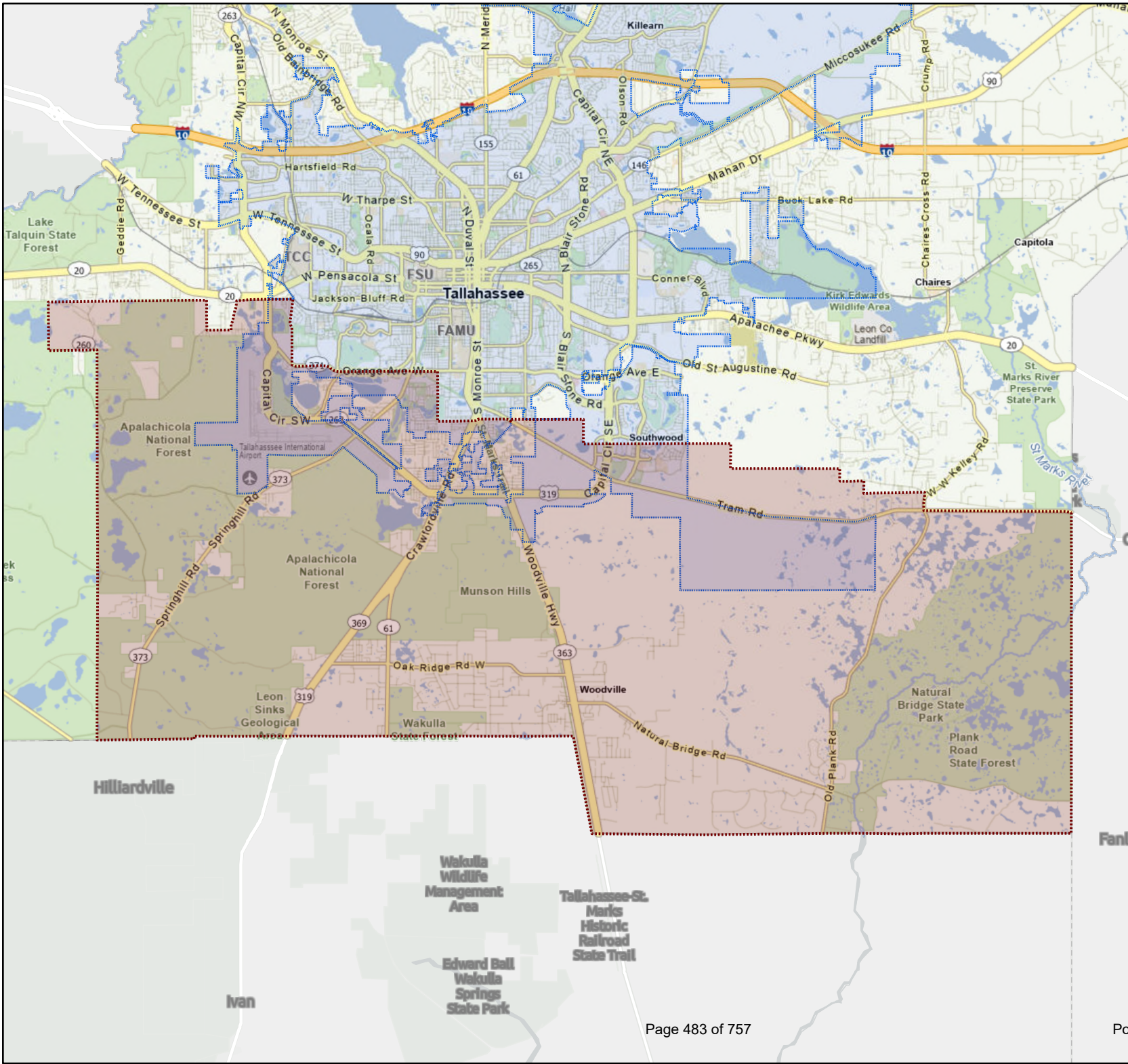
-  Southside Action Plan
-  Tallahassee City Limits



Map Created: February 6, 2024

Legend

-  Primary Springs Protection Zone
-  Tallahassee City Limits



PLANNING
DEPARTMENT PLACE

Map Created: February 6, 2024

This product has been compiled from the most accurate source data from Leon County, Florida, and the Leon County Property Appraiser's Office. However, this product is not intended to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

WATER AND SEWER AGREEMENT

THIS AGREEMENT, made and entered into this 10th day of May, 2005, by and between the CITY OF TALLAHASSEE, a Florida municipal corporation (hereinafter referred to as "City"), and LEON COUNTY, a political subdivision of the State of Florida (hereinafter referred to as "County").

WITNESSETH

WHEREAS, the County has determined that it will be the sole local governmental entity to authorize the planning, construction and operation of water systems and sewage disposal systems within the unincorporated area of the County and will provide such services when it deems it appropriate; and

WHEREAS, the County has specifically determined that it is in the best interest of the citizens of the County if the City is granted an exclusive water and sewer franchise to serve all of that part of the County that is not currently served by other water and sewer providers, with conditions thereon; and

WHEREAS, the City, by accepting an exclusive water and sewer franchise pursuant to this Agreement, does not waive or relinquish any rights to which it is entitled under Florida Statutes, Chapter 180; and

WHEREAS, the County recognizes that, until such time as the City has its countywide system in place, there are areas of the County that cannot reasonably, efficiently and economically be served by the City and that other water and sewer providers may be able to provide the necessary service and, accordingly, upon notice from the City that the City cannot serve the area, the County will revoke the City's exclusive franchise for any specific geographic area and grant a franchise to another water and/or sewer provider so that the needs of the citizens of the County will be met.

NOW, THEREFORE, in consideration of the following mutual promises and covenants, and other good and valuable consideration the sufficiency of which is being acknowledged, the City and County hereby agree as follows:

Section 1. Term. The Term of this Agreement shall commence upon full execution hereof and shall continue until September 30, 2030, unless earlier terminated pursuant to the terms of this Agreement. This Agreement shall be extended automatically for an unlimited number of additional five (5) year periods unless written notice is provided by either party at least twenty-four (24) months prior to the end of the original or any extended agreement period.

Section 2. Franchise.

a. The County does hereby grant unto the City, and the City hereby accepts, an exclusive franchise to provide water service to all properties located within the County that are not located within an existing or applied for water franchise area at the time this Agreement becomes effective. Exhibit A identifies all existing water and sewer utility franchise areas at the

time of execution of this Agreement and is attached hereto and incorporated as if fully set forth herein. Further, the County does hereby grant unto the City, and the City does hereby accept, an exclusive franchise to provide sewer service to all properties located within the County that are not located within an existing or applied for sewer franchise at the time this Agreement becomes effective. Both the sewer and water service franchises granted herein shall be subject to and contingent upon the terms and conditions contained in this Agreement.

b. Portions of the sewer franchise granted herein are subject to the Tallahassee-Leon County Comprehensive Plan restrictions prohibiting the installation of municipal sewers. The City shall not be obligated to provide service in these areas until such time as amendments are made to the Tallahassee-Leon County Comprehensive Plan, which shall have the effect of partially or completely removing those restrictions.

Section 3. Target Water and Sewer Service Areas.

a. The City and County agree that, within the franchise area granted herein there are specific geographic areas, the Woodville Community, Centerville Trace Subdivision and Harbinwood Subdivisions, hereinafter referred to as Target Areas. It is agreed that these Target Areas are in need of water and/or sewer service due to the lack of proper utilities or the failure of utilities on which they were developed and that these Target Areas will be prioritized for the provision of water and/or sewer services.

b. Target Areas have been identified by the City and County and are attached hereto and incorporated as if fully set forth herein as Exhibit A. Target Areas will be updated annually by the County no later than December 1 of the preceding fiscal year prior to anticipated action by the City.

c. The City and County agree that, at the time that a Target Area is to be provided with water and/or sewer service by others, the City and County will enter into a Target Area Implementation Agreement. Said Implementation Agreement will specify the rights and responsibilities of each party in the provision of the utility service to the Target Area and the terms and conditions of service. The County agrees that the City is not obligated to participate in the development and construction of the water distribution or sewer collection system within the Target Area. The City agrees to provide some or all of the conveyance to or from the Target Area subject to the Implementation Agreement.

d. The City agrees that it will maintain or plan for treatment and disposal capacity to serve the identified Target Areas.

Section 4. Rights and responsibilities of City.

a. The City is responsible for providing water and/or sewer service to all properties located within the franchise area except as provided in this Agreement. City water and/or sewer service to existing developed properties within the franchise area shall be determined on the basis of a site specific evaluation by the City that includes cost feasibility, availability of easements, and other pertinent factors in a manner similar to that used within the City limits.

b. All City policies, standards, procedures, regulations, rates, fees, and charges for water and sewer services shall be the same, inside and outside City 's corporate limits, with the exception of the rebate policy, and as provided herein. City shall have the exclusive right to manage and operate its water and sewer system in the unincorporated area except as limited by this Agreement.

c. The City may assess a surcharge of up to 50% on water and/or sewer services in accordance with Florida Statutes commencing no sooner than October 1, 2005. Upon termination of the Parks and Recreation Agreement entered into by and between the parties on May 10, 2005 the provisions of this Section 4. paragraph c. shall expire.

d. The City shall not require annexation into the City as a condition for providing water and/or sewer service to any property in the franchise area.

e. The City's rights to require connection of existing properties shall be as prescribed in applicable statutes and codes. This agreement does not add to or detract from those rights.

Section 5. Annual Review of Long Range Master Plan.

a. The City shall, within 18 months of the effective date of this agreement, develop and maintain a long range master plan for the provision of water and sewer service within the franchise area granted herein. Said master plans shall be approved by the County and shall be updated and submitted for County approval every five years.

b. The County shall have the right to provide input to the City's budget process concerning priorities for water and sewer projects in the County. Such input shall be provided no later than December 1 of the preceding fiscal year. The City shall submit no later than June 1 the proposed City five-year capital improvement plan (CIP) for water and sewer projects in the County for annual review and approval by the County. City shall submit no later than October 20 to the County the final approved City CIP for water and sewer projects in the County. The CIP shall be based upon the approved long range master plans described above.

Section 6. Determination of City Sewer Service Availability for New Development

a. City sewer service shall be considered available to new developments which require site and development plan approval or issuance of a development order if it is capable of being connected to by the plumbing of a development, establishment or residence which has adequate permitted capacity to accept the sewage to be generated by the development, establishment or residence; and

1. All references to lots in this section are to developments having an average lot size of 2 acres in area or less.

2. For a new development on an existing parcel which has an estimated sewage flow of 1,000 gallons per day or less, a gravity sewer line to maintain gravity

flow from the property's drain to the sewer line, or a low pressure or vacuum sewage collection line in those areas approved for low pressure or vacuum sewage collection exists in a public easement or right-of-way within 100 feet of the property line of the lot, residence, or establishment.

3. For a new development on an existing parcel which has an estimated sewage flow exceeding 1,000 gallons per day, a point of connection to a sewer line exists in a public easement or right-of-way that abuts the property of the establishment or is within 400 feet of the property line of the establishment as accessed via existing rights-of-way or easements.

4. For residential subdivisions with 10 lots or less, and for commercial subdivisions with less than 5 lots, a point of connection to a sewer line exists within 400 feet of the development as measured and accessed via existing easements or rights-of-way.

5. For residential subdivisions with 11-20 lots, a point of connection to a sewer main exists within 800 feet of the development as measured and accessed via existing easements and rights-of-way.

6. For residential subdivisions with greater than 20 lots and for commercial subdivisions with 5 or more lots, a point of connection to a sewer main exists within 1200 feet of the development as measured and accessed via existing easements and rights-of-way.

b. The determination of availability of sewer for any new development shall be made based upon existing conditions at the time of the first Site Development Plan review meeting, as defined under Chapter 10, Leon County Code of Laws, except that the City reserves the right to extend its sewer system at its cost to make sewer available in accordance with the availability criteria set forth herein to existing and developing parcels within six months after the issuance of a site plan approval or development order as may be applicable to the new development.

c. When the City sewer system is available within the respective distances specified above, the property owner will be responsible for extending to the sewer main the remaining distance to their property and also for installing any on-site sewer collection system.

d. If the City Manager and the County Administrator or their designees agree that the connection of a development to City sewer is not economically feasible, regardless of the criteria defined herein, said service shall be determined to be not available.

e. The City reserves the right to develop agreements with property owners and developers to make service available within time frames and at locations that vary from these criteria subject to mutual agreement between City and developer.

Section 7. Determination of City Water Service Availability for New Development

a. City water service shall be considered available to new developments which require site and development plan approval or issuance of a development order if it is capable of being connected to the plumbing of a development, establishment or residence and has adequate permitted capacity and pressure to supply water to the development, establishment or residence; and

1. All references to lots in this section are to developments having an average lot size of 2 acres in area or less.

2. For a new development on an existing parcel a water main exists in a public easement or right-of-way within 200 feet of the property line of the lot, residence, or establishment.

3. For residential subdivisions with 10 lots or less, and for commercial subdivisions with less than 5 lots, a point of connection to a water line exists within 400 feet of the development as measured and accessed via existing easements or rights-of-way.

4. For residential subdivisions with 11-20 lots, a point of connection to a water main exists within 800 feet of the development as measured and accessed via existing easements and rights-of-way.

5. For residential subdivisions with 20 or more lots, for commercial subdivisions with 5 lots or more, a water system exists within 1200 feet of the development as measured and accessed via existing easements or rights-of-way.

b. The determination of availability of water for any new development shall be made based upon existing conditions at the time of the first Site Development Plan review meeting, as defined under Chapter 10, Leon County Code of Laws, except that the City reserves the right to extend its water system at its cost to make water available in accordance with the availability criteria set forth herein to existing and developing parcels within six months after the issuance of a site plan approval or development order as may be applicable to the new development.

c. When the City water system is available within the respective distances specified above, the property owner will be responsible for extending the water main the remaining distance to their property and also for installing any on-site water distribution system.

d. If the City Manager and the County Administrator or their designees agree that the connection of a development to City water is not economically feasible, regardless of the criteria defined herein, said service shall be determined to be not available.

e. The City reserves the right to develop agreements with property owners and developers to make service available within time frames and at locations that vary from these criteria subject to mutual agreement between City and developer.

Section 8. When City Service is not Available for New Development

a. City shall provide written notification to the County and the property owner within 14 days after the first formal review of the proposed site plan. Said notification shall advise whether service is or is not available, and shall describe the conditions which qualify it as being available. Upon notification that service is not available, property owner shall be allowed to install potable water wells and/or septic sewage systems in accordance with applicable County Codes of Law, or to seek services from another water and/or sewer service provider.

b. If City Service is not available as per notification received by the County described in Paragraph a above, County may, in accordance with Leon County Code and the provisions of this agreement, revoke the franchise for the geographic area in question and grant water and/or sewer franchises to other providers.

Section 9. Standards for Construction and Operation.

a. The City water and sewer construction standards, as they exist or may be modified, shall apply to all City water and sewer franchise area.

b. Standards for the design and construction of water and sewer systems by providers other than City shall be at least equal to those of City. Such standards for water systems shall include minimum requirements for water main sizes, fire hydrant distribution, and flow capacities to provide adequate fire protection.

c. State and Federal regulations relative to the construction and operation of water and sewer facilities shall be adhered to by all utility providers in Leon County.

d. County standards and permit procedures must be adhered to by City and all franchise holders for any water and/or sewer construction that impacts County maintained facilities such as roads or drainage facilities.

Section 10. Termination. If either Party fails to comply with any of the terms or conditions of this Agreement or defaults in any of its obligations under this Agreement and shall fail, within ninety (90) calendar days after written notice from the other Party, to correct such default or noncompliance, the non-defaulting Party may, at its option, forthwith terminate this Agreement after Section 11 provisions have been complied with. Upon termination, geographic areas physically served shall be converted into specific water and/or sewer franchises.

Section 11. Dispute Resolution.

a. The Parties shall attempt to resolve any disputes that arise under this Agreement in good faith and in accordance with this Section. The provisions of the "Florida Governmental

Conflict Resolution Act" shall not apply to disputes under this Agreement, as an alternative dispute resolution process, is hereby encompassed within Section 11. 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 resolution, hereinafter referred to as the "Dispute Notice".

b. The appropriate City and County department heads shall meet at the earliest opportunity, but in any event within 10 days from the date the Dispute Notice is received, to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, the department heads shall report their decision, in writing, to the City Manager and the County Administrator.

c. If the department heads are unable to reconcile the dispute, they shall report their impasse to the City Manager and the County Administrator who shall then communicate at their earliest opportunity regarding the dispute, but in any event within 20 days following receipt of the Dispute Notice, to attempt to reconcile the dispute.

d. If a dispute is not resolved by the foregoing steps within thirty (30) days after receipt of the Dispute Notice, unless such time is extended by mutual agreement of the Parties, then either Party may require the dispute to be submitted to mediation by delivering written notice thereof (the "Mediation Notice") to the other Party. The mediator shall meet the qualifications set forth in Rule 10.100(c), Florida Rules for Mediators, and shall be selected by the Parties within 10 days following receipt of the Mediation Notice. If agreement on a mediator cannot be reached in that 10-day period, then either Party can request that a mediator be selected by an independent conflict resolution organization, and such selection shall be binding on the Parties. The costs of the mediator shall be borne equally by the Parties.

e. If an amicable resolution of a dispute has not been reached within 60 calendar days following selection of the mediator, or by such later date as may be mutually agreed upon by the Parties, then such dispute may be referred to binding arbitration by either Party. Such arbitration shall be conducted in accordance with the Florida Arbitration Code (Chapter 682, Florida Statutes).

f. Such arbitration shall be initiated by delivery, from one Party (the "Claimant") to the other (the "Respondent"), of a written demand therefor containing a statement of the nature of the dispute and the amount, if any, involved. The Respondent, within ten (10) days following its receipt of such demand, shall deliver an answering statement to the Claimant. After the delivery of such statements, either Party may make new or different claims by providing the other with written notice thereof specifying the nature of such claims and the amount, if any, involved.

g. Within ten (10) days following the delivery of such demand, each Party shall select an arbitrator and shall deliver written notice of that selection to the other. If either Party fails to select an arbitrator within such time, the other Party may make application to the court for such appointment in accordance with the Florida Arbitration Code. Within ten (10) days following delivery of the last of such written notices, the two arbitrators so selected shall confer

and shall select a third arbitrator. Each of the arbitrators so appointed shall have experience in local government and/or utility issues.

The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the third arbitrator. Except as may be specifically provided herein, the arbitration shall be conducted in accordance with Rules R-23 – R-48, of the Commercial Arbitration Rules of the American Arbitration Association.

Section 12. Indemnification

To the extent permitted by law and subject to the limitations, conditions, and requirements of Section 768.28, Florida Statutes, which the Parties do not waive, each Party agrees to indemnify, defend and hold harmless the other Party, their officials, officers, and employees, from and against all liabilities, damages, costs and expenses, resulting from or arising out of any acts or omissions by the indemnifying Party, or its officials, officers, or employees, relating in any way to this Agreement.

Section 13. General Provisions.

- a. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- b. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- c. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.
- d. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns of the Parties hereto.
- e. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities hereunder to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- f. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superceded by this Agreement.
- g. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.

h. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.

i. Public Bodies. It is expressly understood between the Parties that the City is a duly incorporated municipal corporation of the State of Florida and that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by either of the Parties to claim such exemptions, privileges or immunities as may be provided to that Party by law.

j. Force Majeure. A Party shall be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.

k. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorneys fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

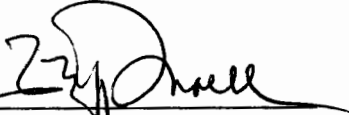
l. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or Party thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.

m. Subject to Appropriation. All payment obligations of the Parties as set forth herein shall be subject to appropriation of funding therefore by the applicable legislative bodies; however, failure to appropriate funding adequate to meet such payment obligations shall be dealt with as a dispute under this Agreement.

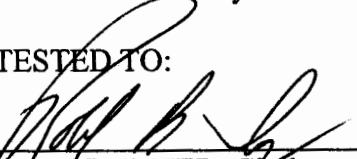
n. Exceptions to Agreement. All provisions of Chapter 18, of the Leon County Code of Laws, not in conflict with the provisions herein, shall remain in full force and effect. All provisions of the City of Tallahassee Code, particularly Chapter 21 not in conflict with the provisions herein, shall remain in full force and effect. The Water and Sewer Agreement entered into by and between Leon County and the City February 11, 1993 shall be cancelled as of the effective date of this agreement and shall have no effect upon the terms and conditions of this Agreement, nor the Franchise granted herein.

IN WITNESS WHEREOF, the Parties hereto, through their duly authorized representative, have executed this Water and Sewer Agreement as of the date first written above.

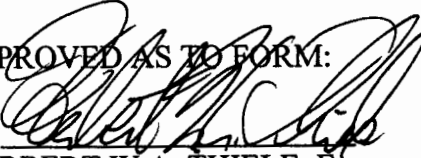
LEON COUNTY, FLORIDA

By: 
CLIFF THABELL, Chairman
of the Board of County Commissioners

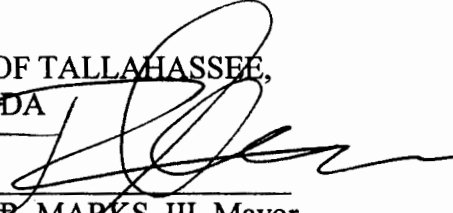
ATTESTED TO:

By: 
ROBERT B. INZER, Clerk
Leon County, Florida

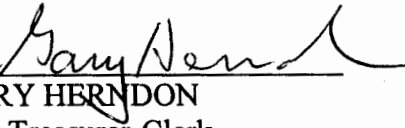
APPROVED AS TO FORM:

By: 
HERBERT W.A. THIELE, Esq.
COUNTY ATTORNEY

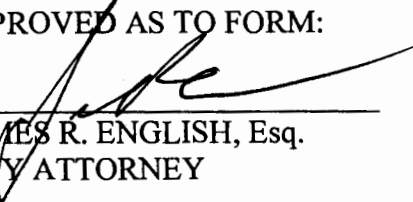
CITY OF TALLAHASSEE,
FLORIDA

By: 
JOHN R. MARKS, III, Mayor
of the City of Tallahassee

ATTESTED TO:

By: 
GARY HERNDON
City Treasurer-Clerk

APPROVED AS TO FORM:

By: 
JAMES R. ENGLISH, Esq.
CITY ATTORNEY

COMMISSIONERS:
 WILLIAM G. PROCTOR, JR.
 DISTRICT 1
 JANE G. SAULS
 DISTRICT 2
 DAN WINCHESTER
 DISTRICT 3
 TONY GRIPPA
 DISTRICT 4
 BOB RACKLEFF
 DISTRICT 5
 CLIFF THAEEL
 AT-LARGE
 ED DEPUY
 AT-LARGE



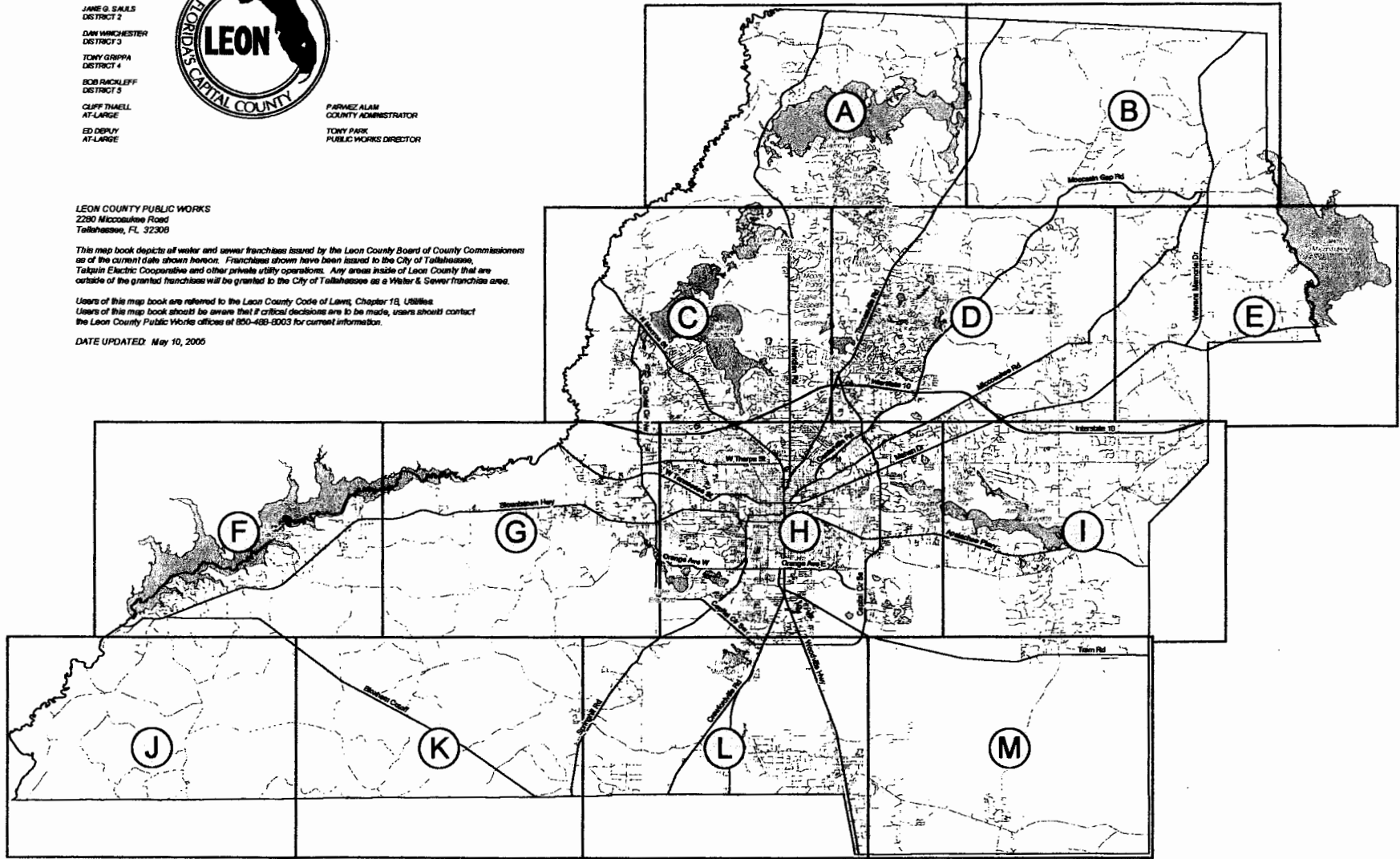
PARVEZ ALAM
 COUNTY ADMINISTRATOR
 TONY PARK
 PUBLIC WORKS DIRECTOR

LEON COUNTY PUBLIC WORKS
 2280 Miccosukee Road
 Tallahassee, FL 32308

This map book depicts all water and sewer franchises issued by the Leon County Board of County Commissioners as of the current date shown hereon. Franchises shown have been issued to the City of Tallahassee, Talquin Electric Cooperative and other private utility operations. Any areas inside of Leon County that are outside of the granted franchise will be granted to the City of Tallahassee as a Water & Sewer franchise area.

Users of this map book are referred to the Leon County Code of Laws, Chapter 18, Utilities. Users of this map should be aware that if critical decisions are to be made, users should contact the Leon County Public Works offices at 850-488-8003 for current information.

DATE UPDATED: May 10, 2005



NOTE: This product has been compiled from the most available source data from Leon County and the City of Tallahassee. However, this product is for reference purposes only and is not to be used as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County and the City of Tallahassee assume no responsibility for any use of the information contained herein or any resulting consequences.



Water & Sewer Utility Franchise Areas and Target Areas

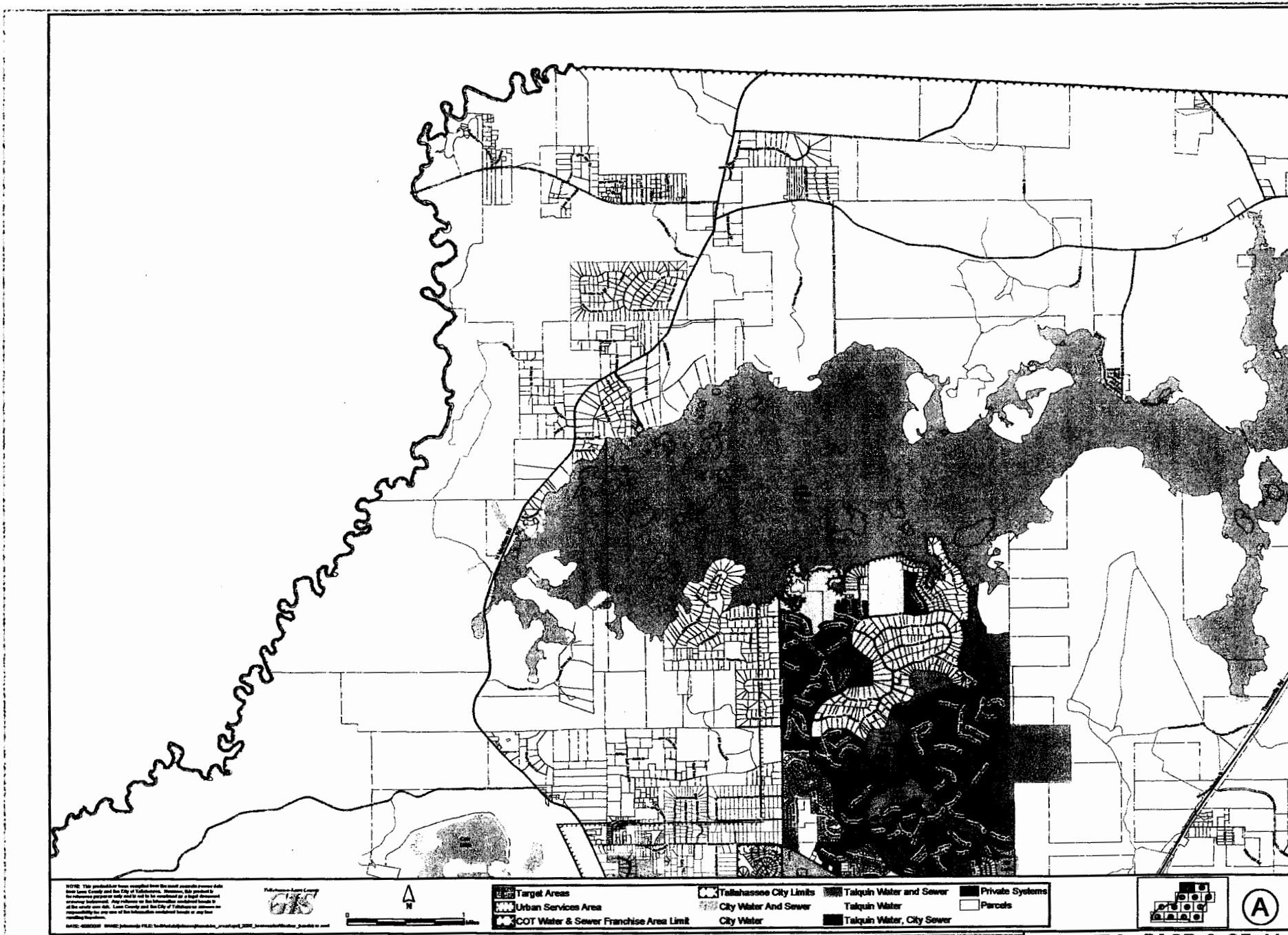
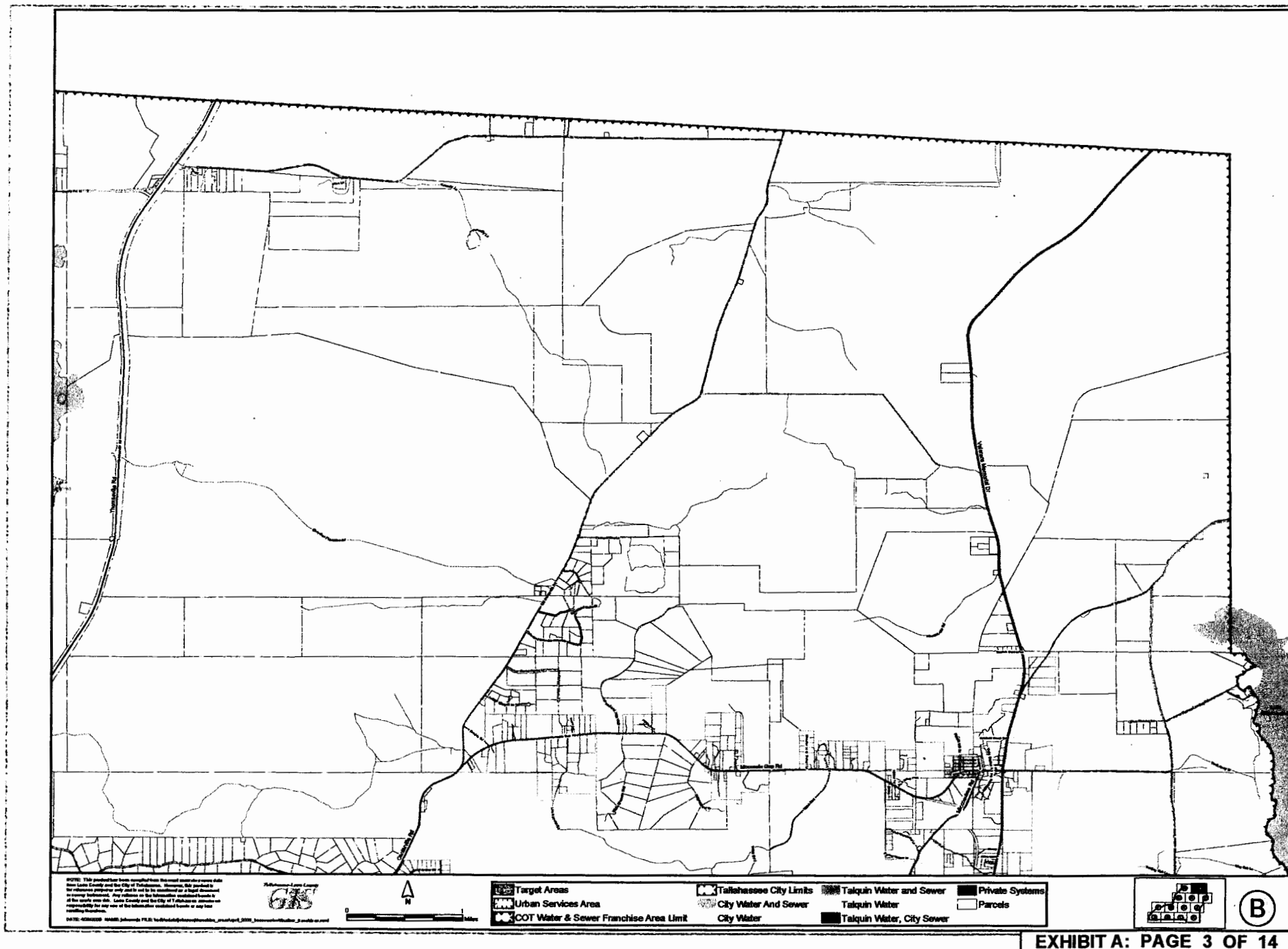


EXHIBIT A: PAGE 2 OF 14



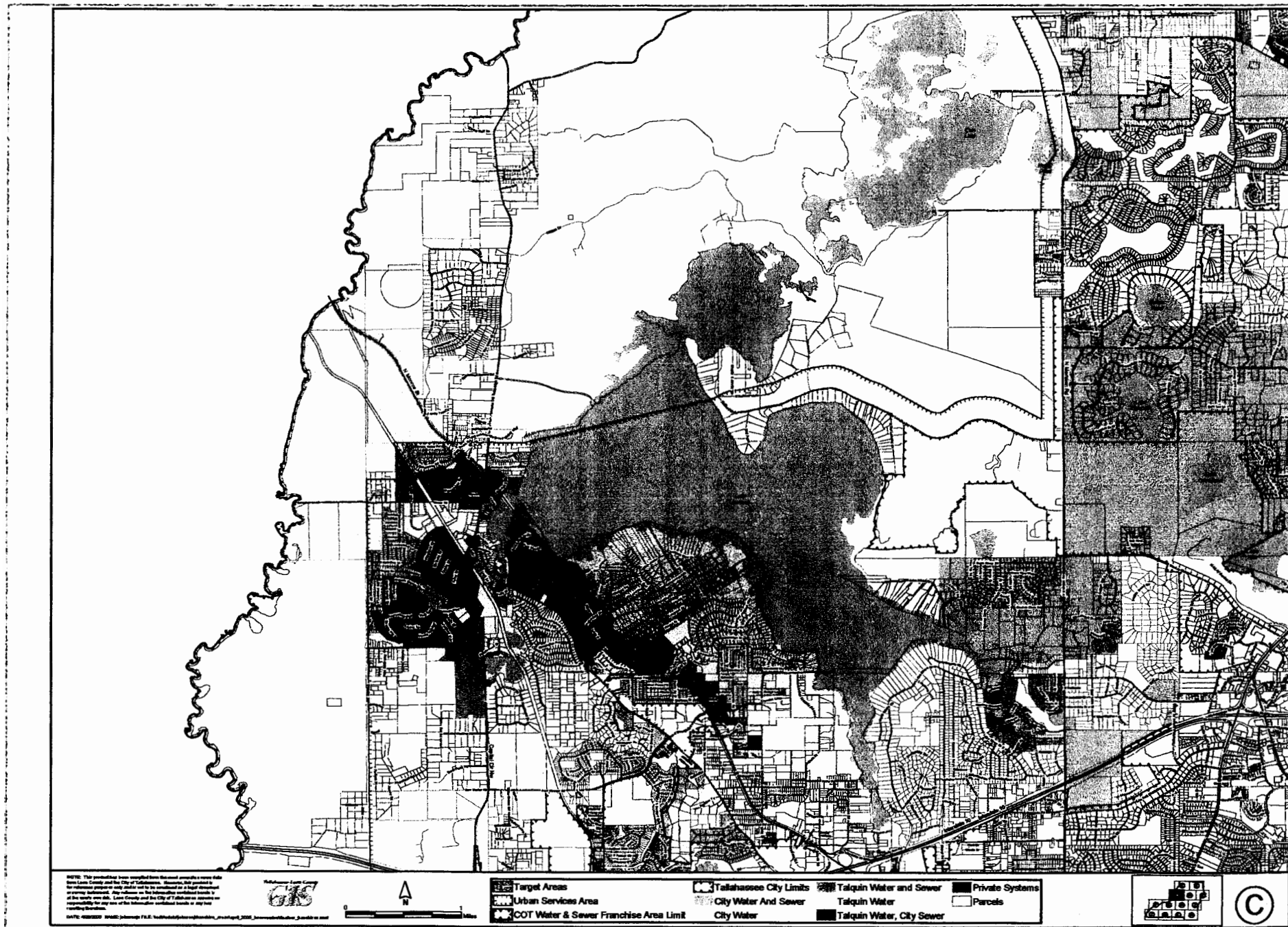
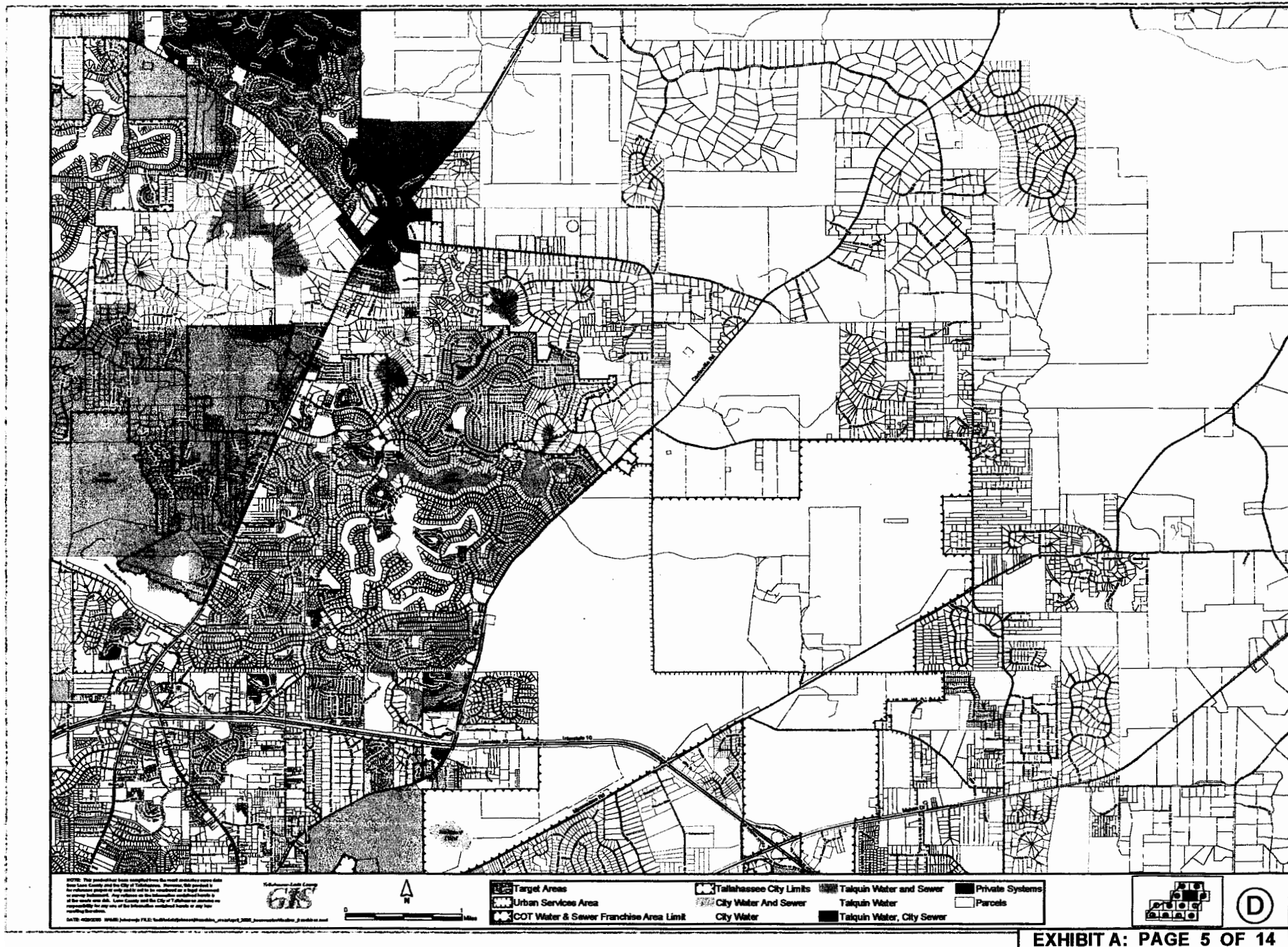
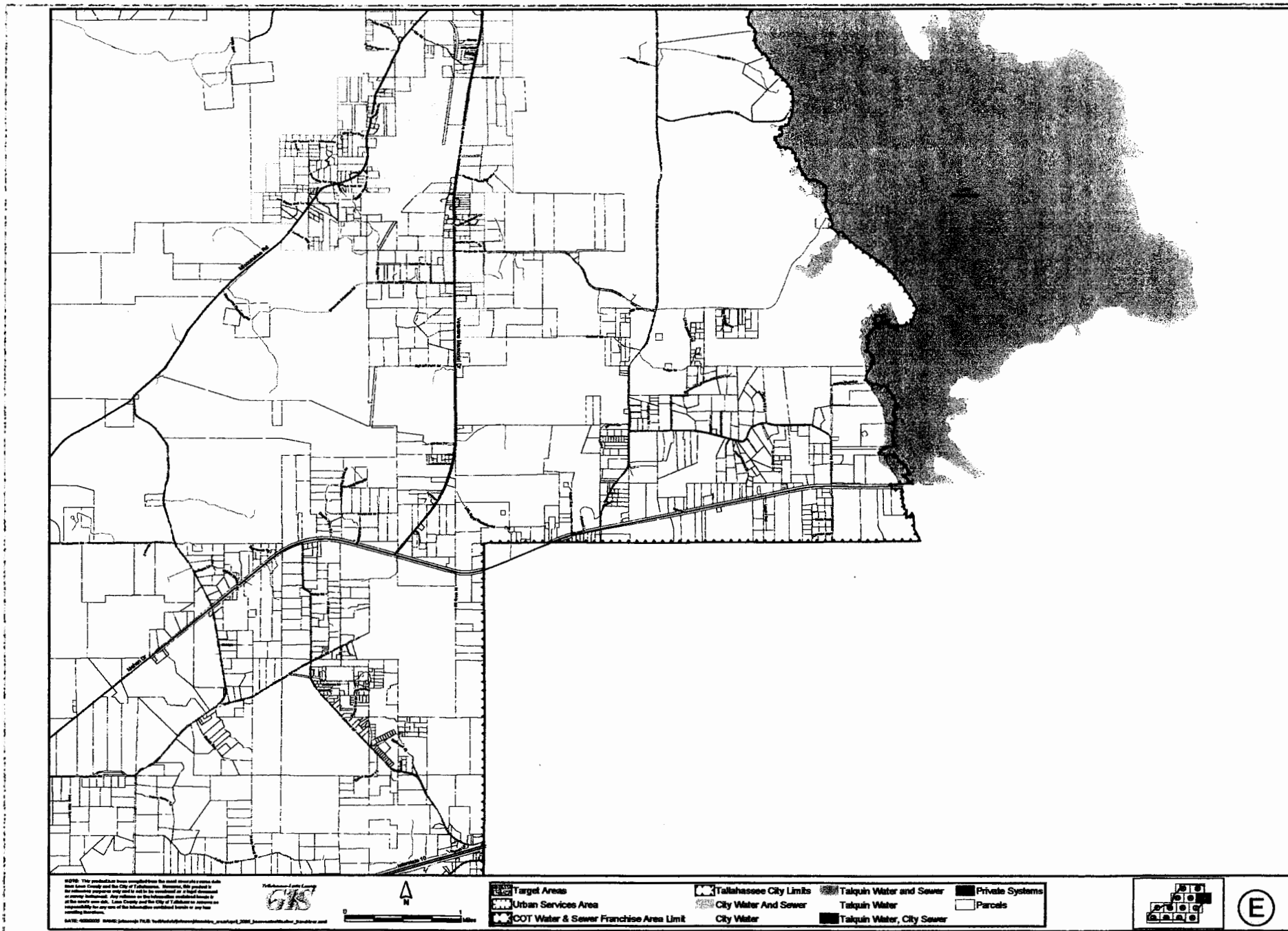
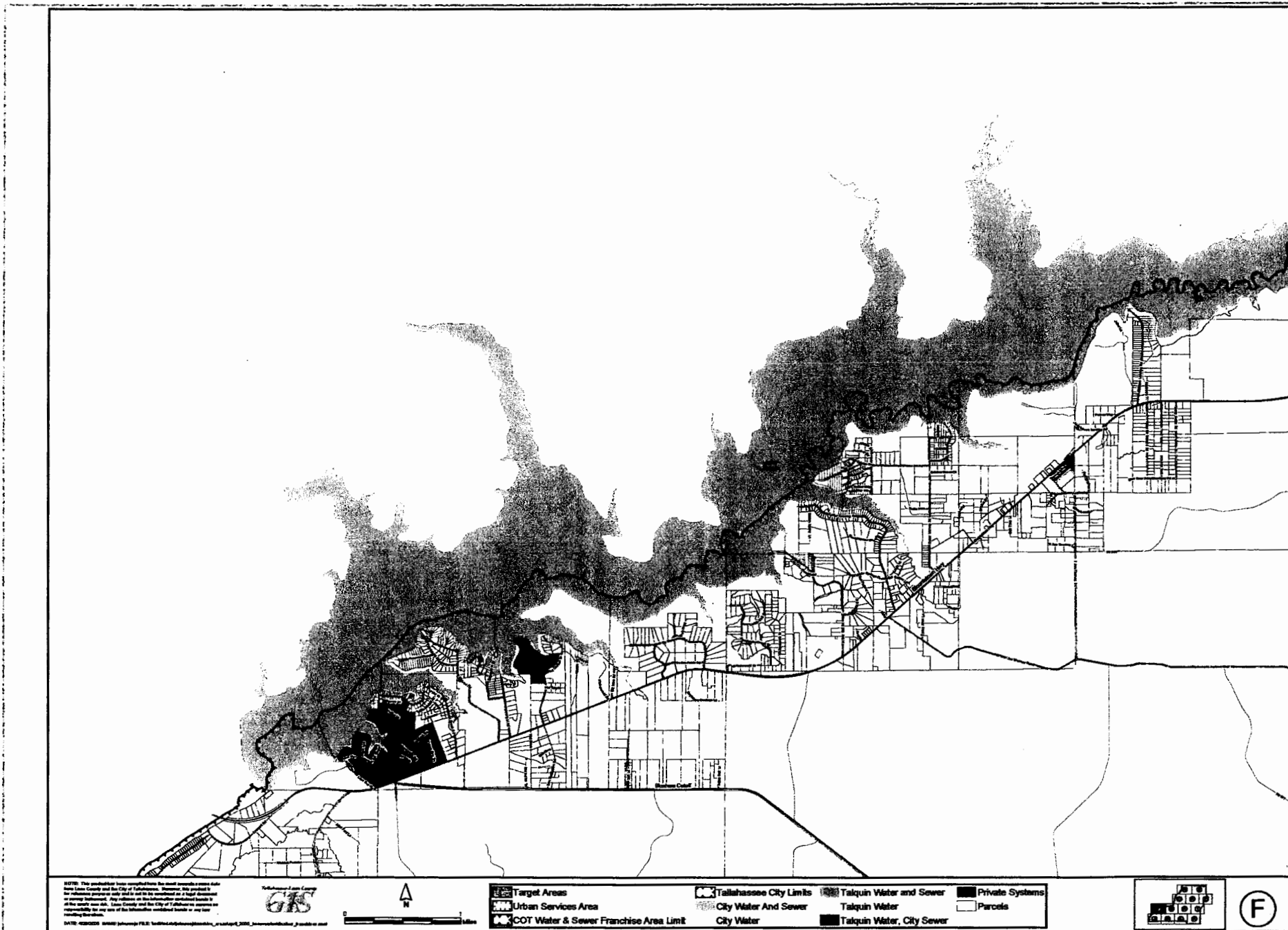
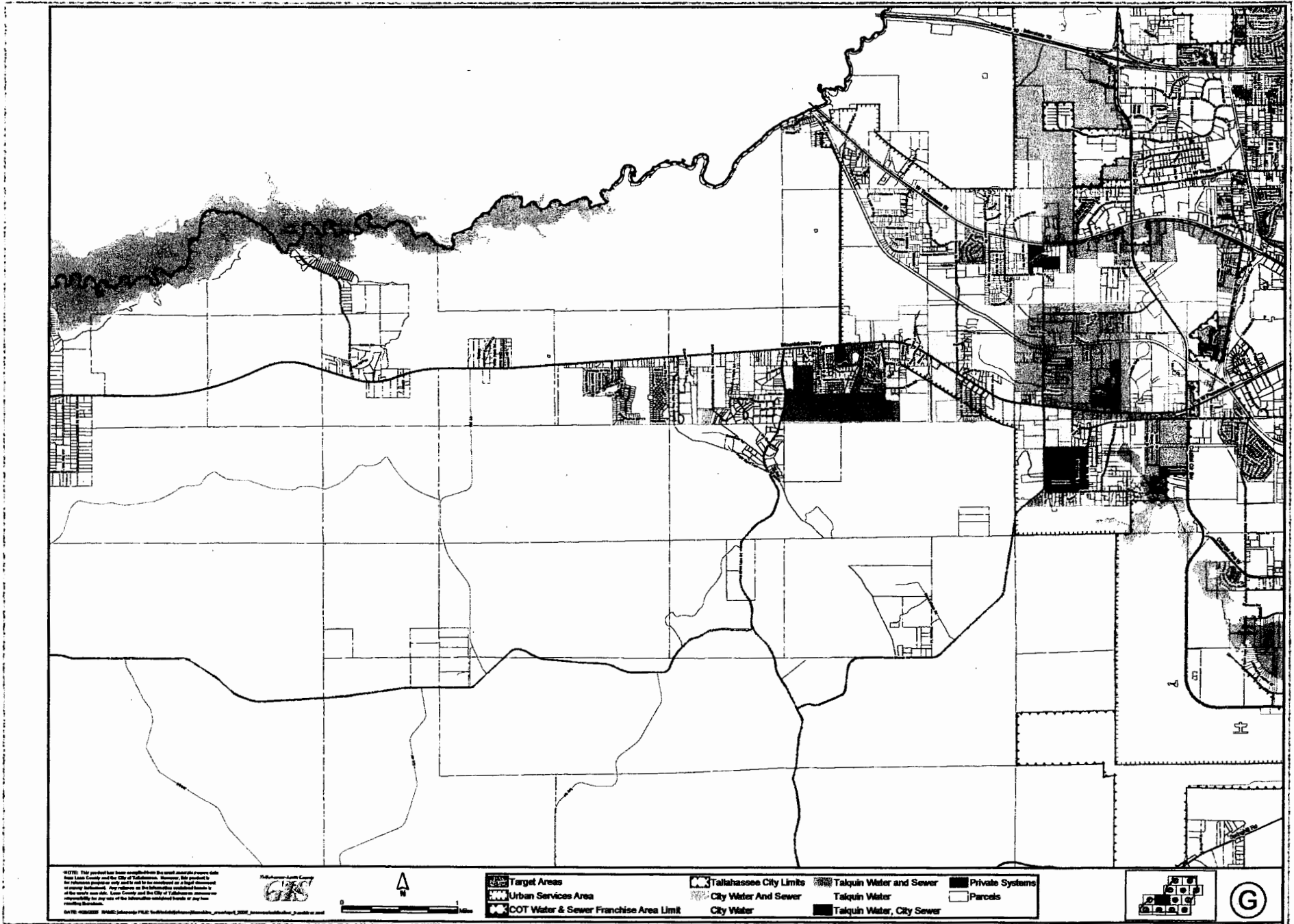


EXHIBIT A: PAGE 4 OF 14





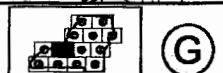


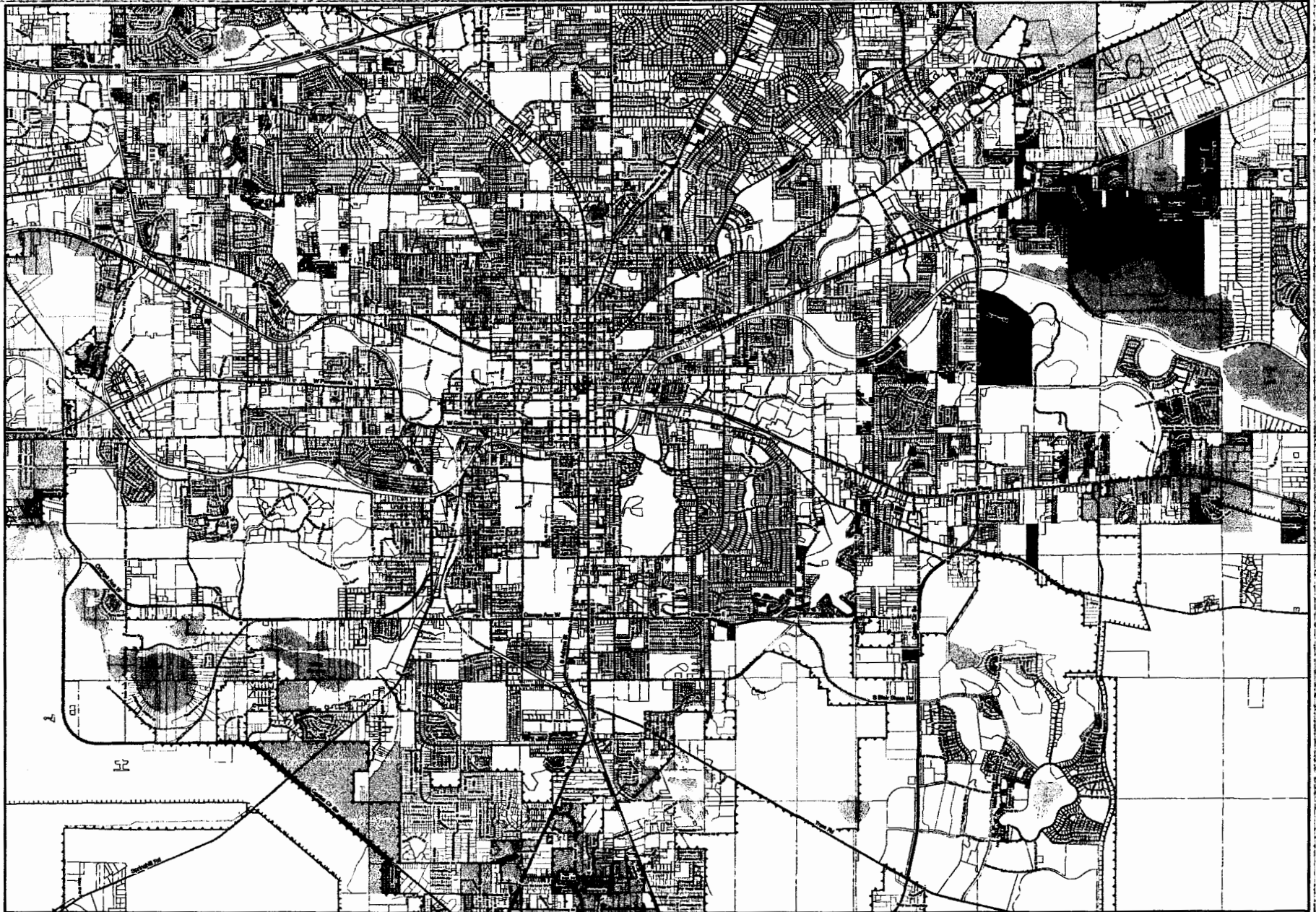


NOTE: This product has been compiled from the most available property data from Leon County and the City of Tallahassee. However, this product is for reference purposes only and is not to be considered as a legal document or survey instrument. Any reliance on the information contained herein is at the reader's own risk. Leon County and the City of Tallahassee assume no responsibility for any use of the information contained herein or any loss resulting therefrom.



- | | | | |
|--|-------------------------|---------------------------|-----------------|
| Target Areas | Tallahassee City Limits | Talquin Water and Sewer | Private Systems |
| Urban Services Area | City Water And Sewer | Talquin Water | Parcels |
| COT Water & Sewer Franchise Area Limit | City Water | Talquin Water, City Sewer | |

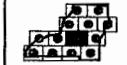


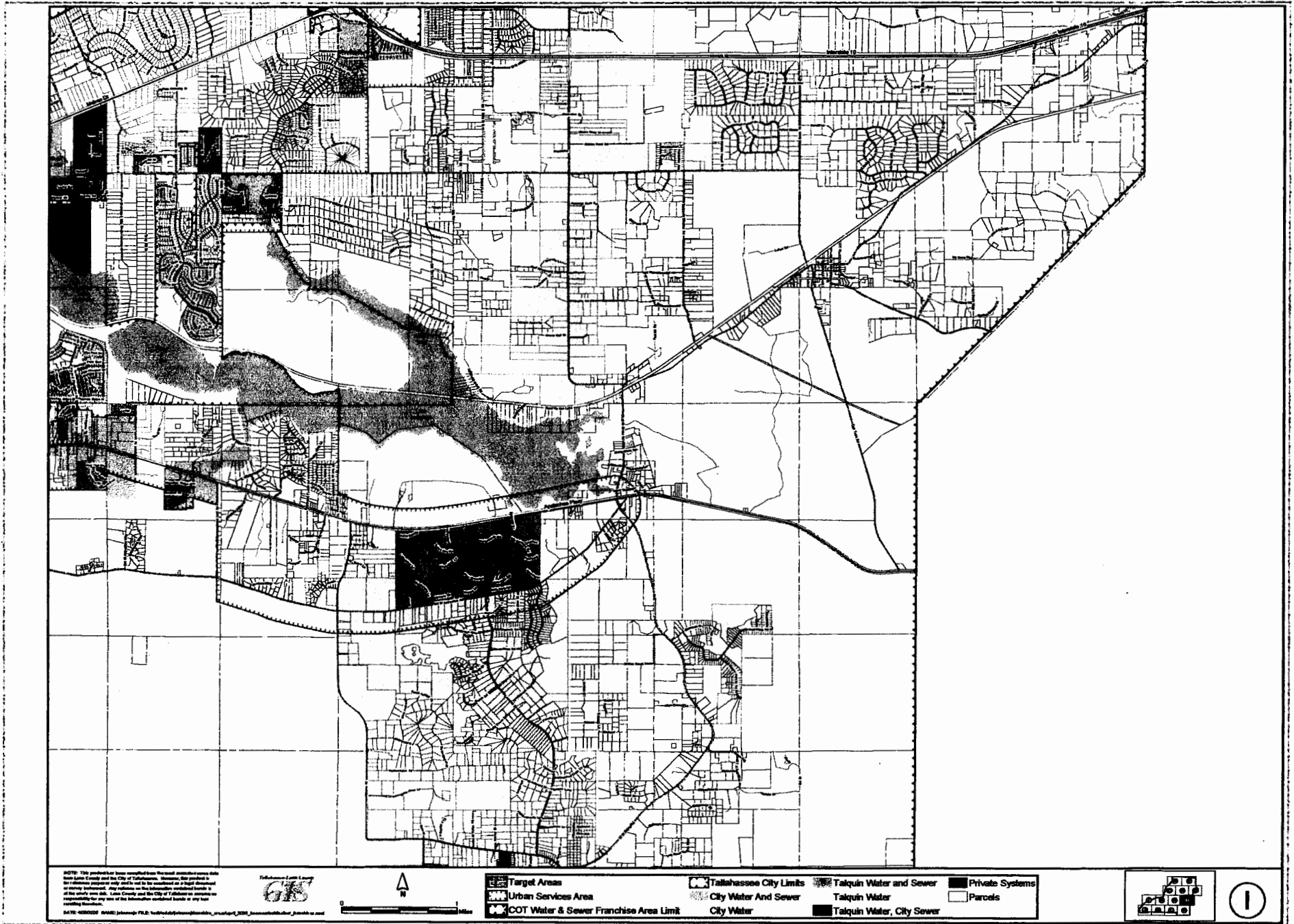


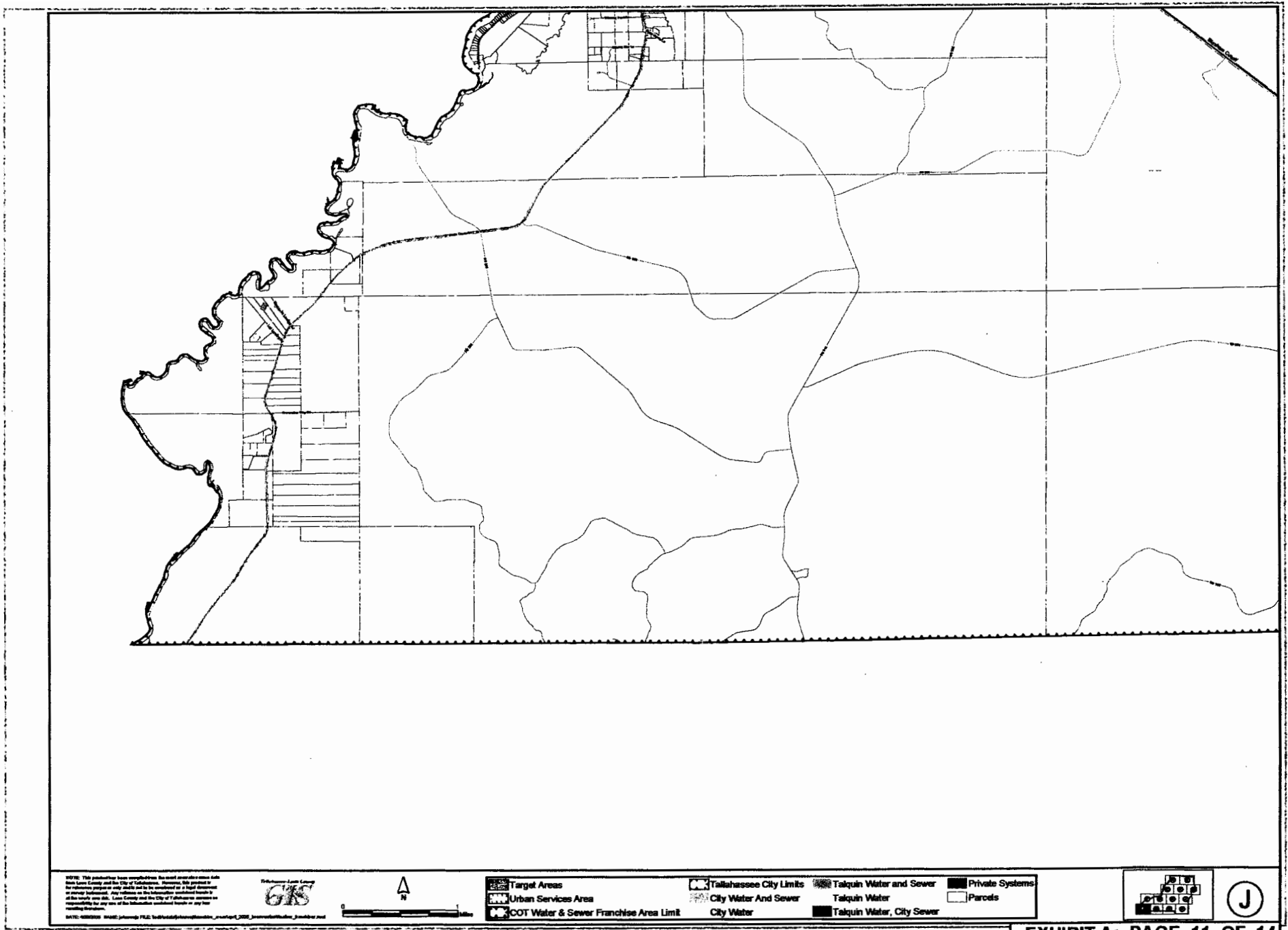
NOTE: This product has been compiled from the most current available data from Linn County and the City of Tallahassee. However, we warrant no representation or warranty as to the accuracy of the information on a particular parcel or property. Any reliance on the information is at the user's own risk. Linn County and the City of Tallahassee accept no responsibility for any use of the information contained herein or any loss resulting therefrom.

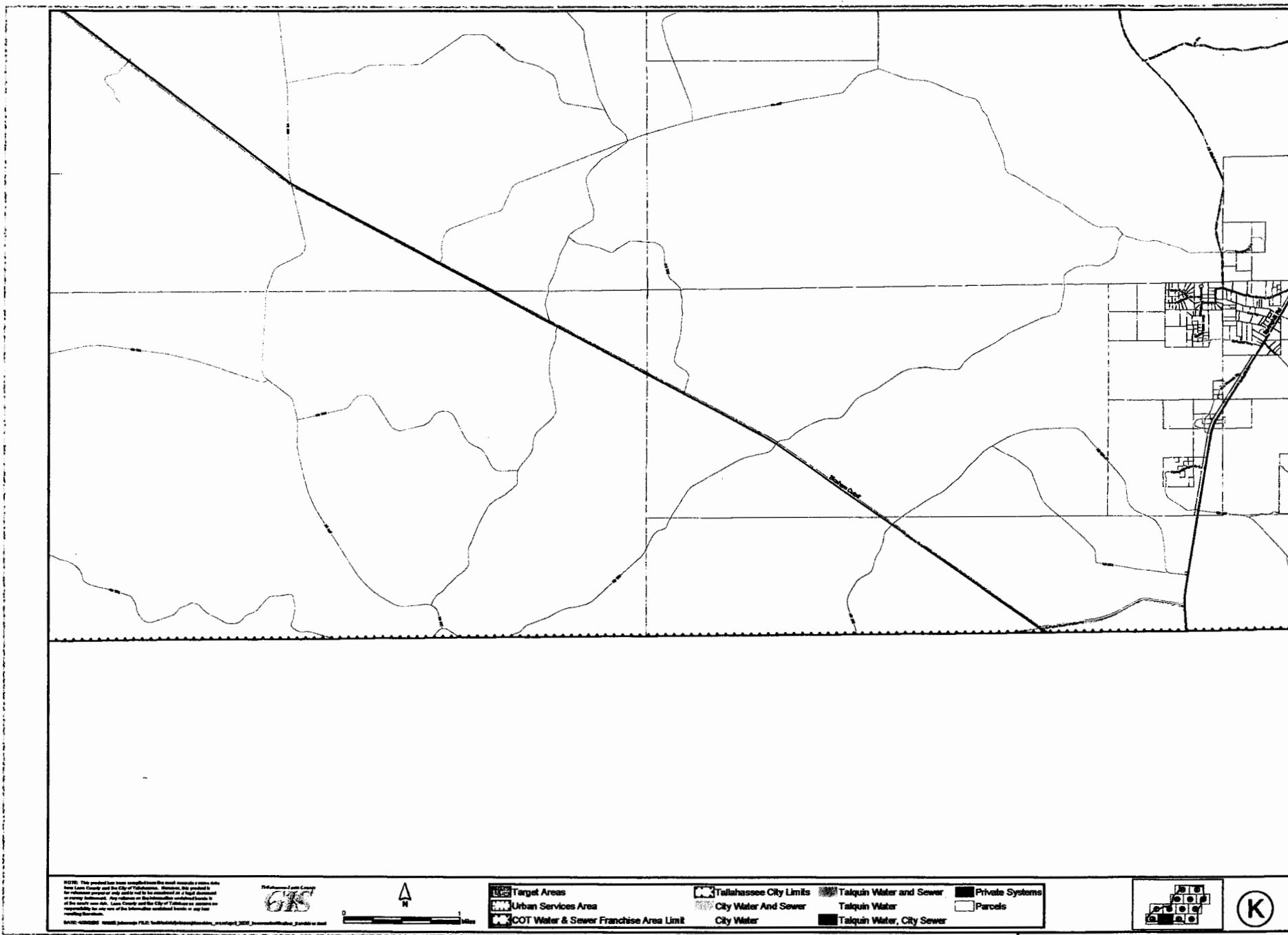


- Target Areas
- Urban Services Area
- COT Water & Sewer Franchise Area Limit
- Tallahassee City Limits
- City Water And Sewer
- City Water
- Tallahassee Water and Sewer
- Tallahassee Water
- Tallahassee Water, City Sewer
- Private Systems
- Parcels









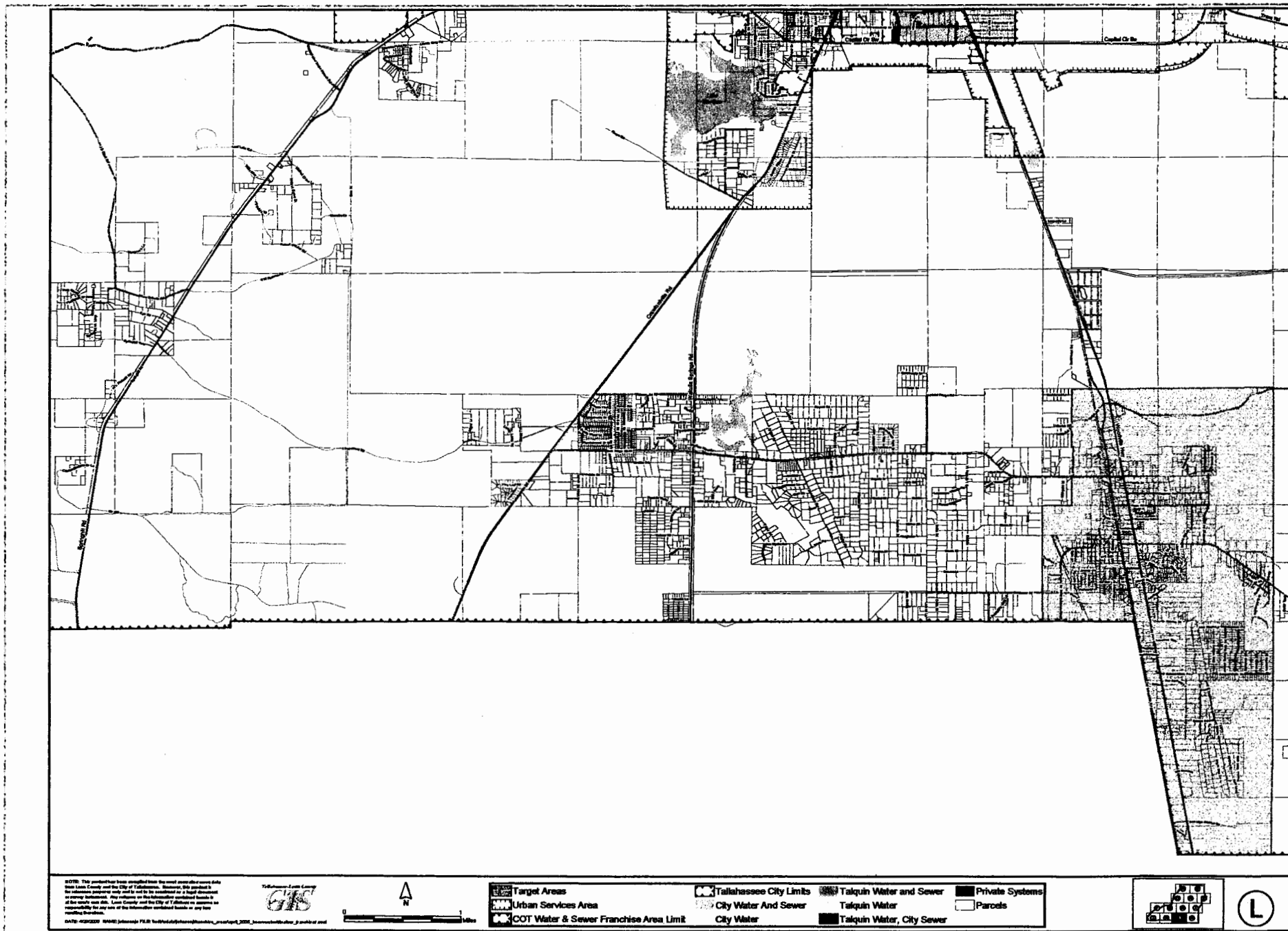
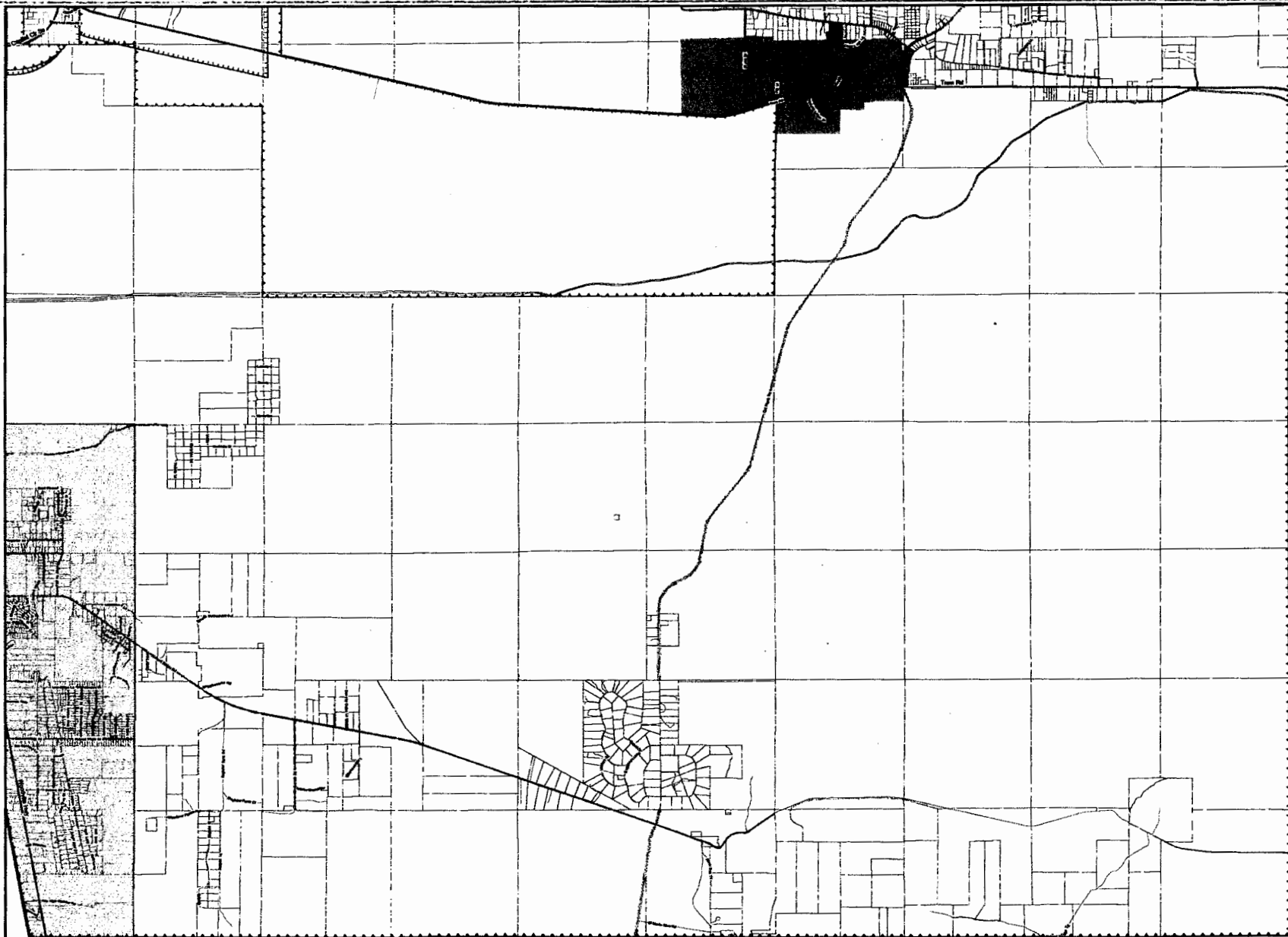


EXHIBIT A: PAGE 13 OF 14



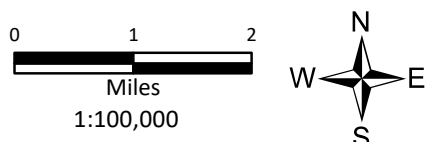
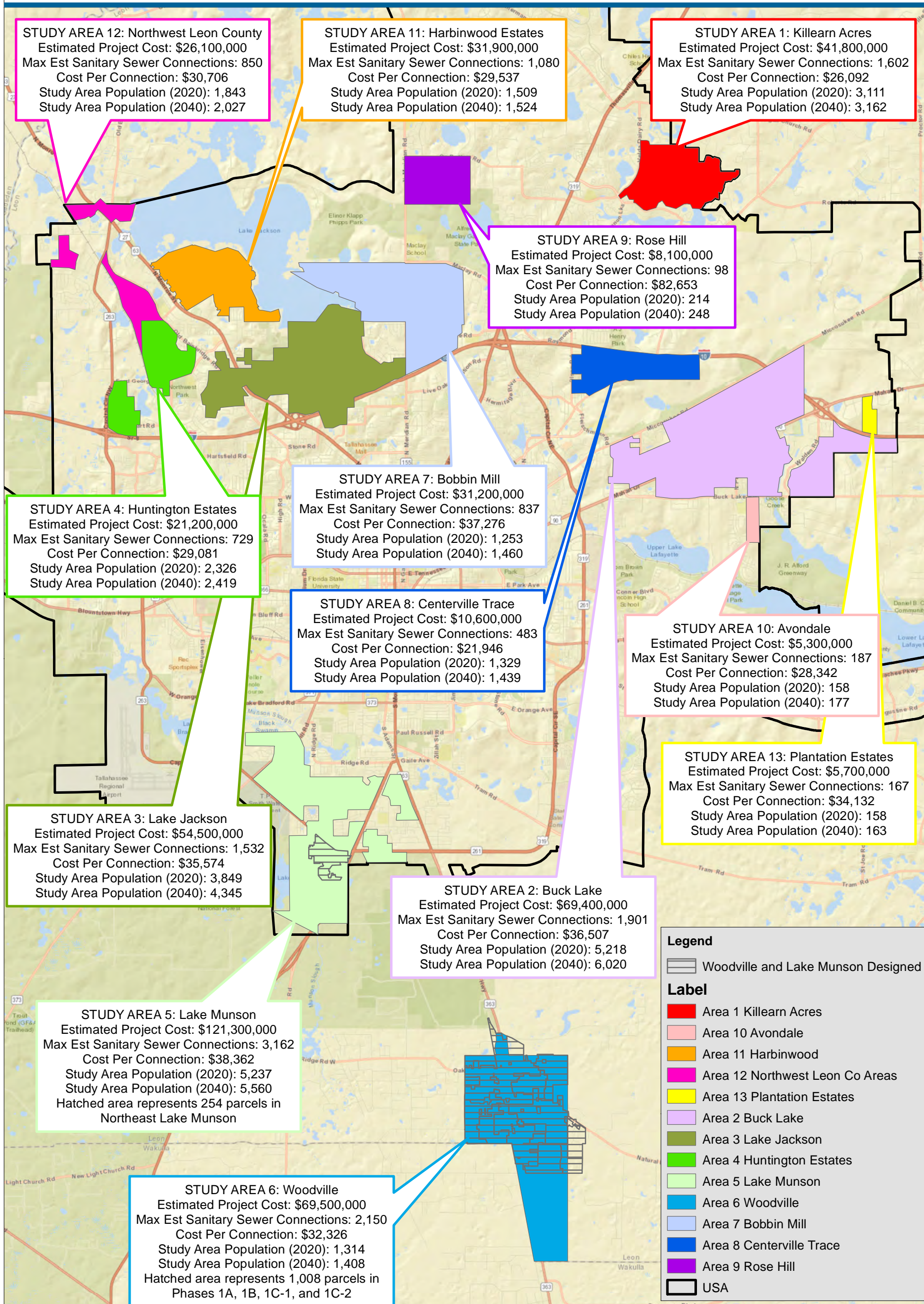
NOTE: This production has been prepared from the most current available data from Linn County and the City of Tallahassee. However, the accuracy of this information is not guaranteed. The user is responsible for verifying the accuracy of the information contained herein for any use.



Target Areas	Tallahassee City Limits	Takquin Water and Sewer	Private Systems
Urban Services Area	City Water And Sewer	Takquin Water	Parcels
COT Water & Sewer Franchise Area Limit	City Water	Takquin Water, City Sewer	



Figure 4-4
Unsewered Target Areas



EXCERPTS FROM

City of Tallahassee

**2020 WATER MASTER PLAN
UPDATE
FINAL**

June 2021

EXECUTIVE SUMMARY

The City of Tallahassee selected ARCADIS U.S., Inc. to complete the City’s Water Master Plan Update (WMPU). The purpose of the WMPU was to identify water supply and system improvements necessary to meet projected water demands through the year 2040. Pursuant to the Leon County-City of Tallahassee Water and Sewer Agreement, the WMPU is updated every five years.

The majority of the improvements identified in this WMPU are driven by water demand, fire flow, renewal and replacement of infrastructure, and future growth. Timing of recommended improvements shall be need-based, and will be dictated by economic feasibility, as well as funding availability. The CIP presented herein is intended to serve as a planning tool, not a mandate to construct projects. The City will need to monitor growth and other project-specific factors to adjust the CIP schedule as appropriate. For example, growth in one development may occur more quickly than projected, and as such, certain improvements may need to happen sooner than indicated. On the other hand, growth may not occur as quickly as projected, meaning certain projects can be delayed.

Population Projections

Three different population projection methodologies were evaluated: Traffic Analysis Zones (TAZ), University of Florida Bureau of Economic and Business Research (BEBR), and U.S. Census data. The Tallahassee-Leon County Planning Department (TLCPD) utilizes TAZ projections for concurrency planning and development of the Comprehensive Plan. The City utilized TAZ projections for the development of the 2035 Master Sewer Plan. Thus, for consistency with other planning efforts and because TAZ projections have historically been more representative of growth in the Tallahassee area, the population and water demand estimates in this WMPU are based upon TAZ projections.

The Urban Service Area (USA) is intended to provide for growth and development within the 20-year planning horizon of the Comprehensive Plan. Development within the USA is characterized by an urban level of government services such as roads, mass transit, stormwater, water, sewer, solid waste, and parks. There are 697 TAZs in the USA. A summary of the TAZ-based population projections for growth inside the USA for the planning period is provided in **Table ES-1**.

Table ES-1: Summary of TAZ-Based Population Projections

Year	Estimated USA Population
2015	259,063
2020	268,719
2025	278,376
2030	288,032
2035	297,688
2040	307,345

Future Water Demand

The TLCPD estimates that the combined number of units coming to the market by 2040 based on existing and proposed projects is 14,521. This translates to an increased annual average day potable water demand of about 3.98 million gallons per day (MGD) and maximum day demand of 6.18 MGD through the year 2040. An estimate of the persons associated with the 14,521 habitable units can be calculated by multiplying the number of units by 2.5 persons per unit (the factor utilized by City water facilities planning staff) for a total of 36,302 persons. Subtracting these persons from the total TAZ projected population growth of approximately 38,626 people results in approximately 2,324 additional people in the current TAZ projections in the USA that are not in the currently planned developments.

Future water demand was projected based on the following, taken from the Tallahassee-Leon County's Comprehensive Plan (IX. Capital Improvements. Policy 1.1.3:4.):

1. Known Planned Developments:
 - i. Average day demand of 100 gpcd will be used to determine future annual average day demands. The existing demand in addition to the planned development demand will generate total future demand. This assumes the majority of future growth in these areas is residential in nature.
 - ii. A peaking factor of 1.6 will be used to calculate the maximum day demand for the planned developments.
2. Outside Known Planned Developments:
 - i. Population growth outside known planned developments will be evenly distributed across the system to the nodes with existing demands.
 - ii. Future maximum day demand outside known planned developments, but within the USA, will be based on 150 gpcd due to the uncertainty of the type of demand.

A summary of future demands for the period of 2020-2040 is provided in **Table ES-2**.

Table ES-2: Projected Future Water Demands (2020-2040)

YEAR	Population		Demand (MGD)			
	Total (Inside USA)	Increase	Additional LOS	Cumulative LOS	Additional AAD	Cumulative AAD
2020	268,719	0	--	43.00	--	28.43
2025	278,376	9,657	1.55	44.54	0.99	29.42
2030	288,032	9,656	1.54	46.09	0.99	30.41
2035	297,688	9,656	1.54	47.63	0.99	31.41
2040	307,345	9,657	1.55	49.18	0.99	32.40
TOTAL		38,626	6.18		3.98	

Under the City’s current consumptive user permit (CUP), the permitted withdrawal quantities are as follows:

- Combined average annual withdrawal of 33,700,000 gpd.
- Combined monthly withdrawal of 1,470,000,000 gallons.

Based on the projections in **Table ES-2**, the projected AAD through 2040 are lower than the City’s existing permitted annual average withdrawal of 33.7 MGD. Although based on these projections, the City is not projected to reach the existing permit limit, the AAD projected at the year 2040 is approximately 96% of the existing limit. It is recommended that when the existing permit is set to expire in 2036, the City should look into additional water sources, evaluate the feasibility of implementing reclaimed water for irrigation to help offset groundwater withdrawals, and/or modifying the permit to ensure meeting water requirements after 2040.

Distribution Hydraulic Modeling

For the purposes of developing the WMPU, the current City of Tallahassee Water Distribution hydraulic model was updated in InfoWater. The City’s geographic information system (GIS), including improvements completed as a part of this project, was used as the basis for the model development.

There are no strict guidelines for performance of calibration in terms of goodness-of-fit between modeled and measured data. The level of calibration required generally depends on the specific system being modeled and the intended use of the model. The calibration results for the Tallahassee model fall within the suggested goodness-of-fit ranges. The results at each of the storage tanks were good, with most predicted tank levels falling within the standard of ±6 feet. The majority of final modeled flows were within 2% of the measured values.

arcadis.com

The calibration process provided many insights into the operation of the Tallahassee distribution system. Overall, the calibration resulted in a model that will effectively serve to address the goals of the WMPU and enable the City to evaluate distribution system operation and improvements in the future.

Future Water Supply Alternatives

Projected additional future demands from planned developments will result in the need for improvements to the City's water system.

A new 1 million gallon tank to replace the existing Tank 5 (500,000 gallons), which is currently in the planning phase, and a new groundwater well to replace Well 26 will be required in the northwest quadrant of the distribution system to provide the required storage and production needs throughout the planning period.

A design study is recommended to determine the requirements for a new Tank 1 (75,000 gallons) that would provide additional water system capacity to enhance reliability and fire protection to the Woodville area and the St Marks connection. The study should consider the effects on water production and storage if St Marks removed their existing storage tank and relied solely on the City for water. After the study, it is anticipated a new storage tank would need to be designed and constructed to replace Tank 1.

Tank 2 (500,000 gallons) is one of the City's oldest tanks. A recent inspection identified significant age-related and safety deficiencies. Safety improvements have been completed and a comprehensive inspection scheduled that will help the City better understand the scope of rehabilitation required. Due to the known deficiencies and the facility's proximity to an electric substation, the City anticipates rehabilitation costs to be unfeasible for a tank of this age and size. Tank 2 is the primary source of stored water to supply peak day demand and provide fire protection for a large and significant portion of the City. The water system in this region supplies the historic Frenchtown community; Downtown Tallahassee, which is home to the Florida Capital, dozens of State and Federal office buildings, and hundreds of commercial properties; Southside; Florida State University; and Florida A&M University. It is recommended that the City complete the comprehensive inspection and complete a study of replacement for Tank 2. After the study, it is anticipated that replacement planning will be needed for the existing Tank 2 to ensure continued reliable potable water supply for the region.

It has been proven that the NW water quality issues are due to the source water from Well 23 and Well 26. Closed valves have exacerbated problems but are not the cause. The City has experienced isolated water quality problems resulting from unknown broken, closed, or partially closed isolation valves. Staff have concerns that there are other areas in the distribution system where there are closed or inoperable valves they are not aware of. It is recommended that the City perform a valve survey of all the City's valves to ensure operability and valve status and water quality throughout the Distribution System.

Additionally, a water supply well with a capacity of 2,500 gpm is recommended in the vicinity of Tank 7. This new well will be required to maintain water levels in Tank 7 under anticipated 2040 demands. The area around Tank 7 is located within a region of high groundwater quality and availability. Though productivity will vary locally depending on the site-specific geology encountered, high capacities and favorable water quality similar to the other wells near Tank 7 are expected.

Distribution Expansion Alternatives

The City's existing infrastructure is largely adequate to meet future water supply needs for the planning period. The City has a highly looped, extensive water supply grid and as a result there are few identifiable bottlenecks in the system that would prevent the City from meeting future water demands through 2040. Based on a detailed review of the system and projected water demands from 2020 to 2040, the following improvements are recommended:

- Installation of a pipe parallel to the Woodville water main consisting of approximately 18,000 ft (3.5 miles) of 10 to 12-inch pipe. This new water main would require an additional PRV to reduce the pressures and aid in fire flow to the southern (Woodville) portion of the system. This improvement would cost approximately \$2.2 Million and would be considered if demands increase, to serve new areas and improve fire flow, it is not considered for CIP planning.
- Monitoring of existing supply well production capabilities and rehabilitation of wells as required. This project will not be included in the CIP as the funds for this will be taken out of the yearly operating budget.

Downtown Infrastructure Replacement

It is recommended that the City continue with the downtown infrastructure improvements program established during the 2010 WMPU which replaces aging infrastructure to improve system capacity, reliability, and fire protection.

Capital Improvements

Table ES-3 provides a summary of the capital improvement recommendations resulting from these master planning efforts. The information contained in the table includes only those operational and capacity improvements necessary to meet the water supply needs of future customers and other improvements included in this report, such as the cost of the downtown infrastructure improvements.

Table ES-3
Detailed Capital Improvements Schedule

Project ID	Project Description	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	20-Year Total
Capacity Improvements																						
1	Design and Construct Replacement for Well 26	\$ 200,000	\$ 500,000	\$ 1,500,000	\$ 1,500,000																	\$ 3,700,000
2	Design and Install New Welaunee Well Near Tank #7								\$ 1,300,000	\$ 2,000,000												\$ 3,300,000
	Total Capacity Improvements	\$ 200,000	\$ 500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,300,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000,000
Operational Improvements																						
3	Downtown Infrastructure Replacement	\$ 1,000,000	\$ 1,000,000	\$ 1,200,000		\$ 1,000,000	\$ 1,000,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000											\$ 10,000,000
4	Study of Replacement for Tank 1						\$ 100,000															\$ 100,000
5	Study of Replacement for Tank 2					\$ 100,000																\$ 100,000
6	Valve Survey for Distribution System	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000																\$ 125,000
7	Raymond Diehl Road Line Size Upgrades (connected to Well 16)		\$ 250,000																			\$ 250,000
8	Minor Line Extensions and Upgrades (Reflect CIP budget)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 20,000,000
9	East-West 12-Inch Water Main Replacement						\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000											\$ 6,000,000
	Total Operational Improvements	\$ 2,025,000	\$ 2,275,000	\$ 2,225,000	\$ 1,025,000	\$ 2,125,000	\$ 3,300,000	\$ 3,400,000	\$ 3,400,000	\$ 3,400,000	\$ 3,400,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 36,575,000
	Total Improvements	\$ 2,225,000	\$ 2,775,000	\$ 3,725,000	\$ 2,525,000	\$ 2,125,000	\$ 3,300,000	\$ 3,400,000	\$ 4,700,000	\$ 5,400,000	\$ 3,400,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 43,575,000

10 CONCLUSIONS, RECOMMENDATIONS, AND CAPITAL IMPROVEMENT PLAN

10.1 Conclusions

The majority of the improvements identified in this WMPU are driven by water demand, fire flow, renewal and replacement of infrastructure, and future growth. Timing of recommended improvements shall be need-based, and will be dictated by economic feasibility, as well as funding availability. The CIP presented is intended to serve as a planning tool, not a mandate to construct projects. The City will need to monitor growth and other project-specific factors to adjust the CIP schedule as appropriate. For example, growth in one development may occur more quickly than projected, and as such, certain improvements may need to happen sooner than indicated. On the other hand, growth may not occur as quickly as projected, meaning certain projects can be delayed.

10.2 Recommendations

As discussed in Section 5, for consistency with other planning efforts and because TAZ projections have historically been the most representative growth in the Tallahassee area, the population and water demand estimates in this WMPU are based upon TAZ projections. A summary of projected future population and water demands for the period of 2020-2040 is provided in **Table 10-1**.

Table 10-1: Population and Water Demand Projection (2020-2040)

YEAR	Population			Demand (MGD)			
	Total (Inside USA)	Increase	Percentage in Planned Development*	Additional LOS	Cumulative LOS	Additional AAD	Cumulative AAD
2020	268,719	0	--	--	43.00	--	28.43
2025	278,376	9,657	94%	1.55	44.54	0.99	29.42
2030	288,032	9,656	94%	1.54	46.09	0.99	30.41
2035	297,688	9,656	94%	1.54	47.63	0.99	31.41
2040	307,345	9,657	94%	1.55	49.18	0.99	32.40
TOTAL		38,626		6.18		3.98	

*The percentage of the population increase in the planned development area is based on the total number of persons (38,626) assumed in planned development as a percentage of the total population growth (36,308). It was assumed that this percentage would hold for each of the five-year planning periods.

The City’s hydraulic model was calibrated and utilized to assess future system MDD scenarios over the planning period. This effort provided many insights into the future operation of the City’s distribution system, including spatial information on system demands, velocities, and pressures. This tool was important in the identification of several recommended capital projects to be implemented over the coming years.

The model will also serve to enable the City to effectively evaluate distribution system operation and improvements in a real-time manner, as required in the future.

10.2.1 Future Capacity Growth Improvements

Projected future demand will result in the need for some improvements to the water system to ensure that future demands of the City's service area are able to be supplied. Based on a detailed review of the system and projected water demands from 2020-2040, the following are recommended:

- At 40% build out of the Welaunee Development, design and install a new 2,500 gallon per minute water supply well in the eastern portion of the City's service area (to be called Welaunee Supply Well, and located in the vicinity of Tank 7). For the purposes of CIP planning, this is anticipated to be in the FY 2025 capital planning period.
- Replacement Well for Well 26. This is preliminarily expected to be located at Tharpe Street and Ocala Road.
- Continued monitoring of existing supply well production capabilities and on-going well rehabilitation. This will not be a capital improvements option, the funds for this should come out of the yearly operating budget.

10.2.2 Target Areas/Operational Improvements/Fire Flow Improvements

Improvements associated with increased system operational efficiencies, ongoing infrastructure maintenance activities, and service area pressure and velocity upgrades are recommended. The Areas of Concern and results of the future MDD modeling and fire flow analysis produced a need for additional relatively minor improvements to the water system. The following improvements are recommended:

- Continue the Downtown Water Infrastructure Replacement Plan improvements.
- The City is currently in the process of preliminary engineering for a new storage tank in the Northwest area of the distribution system that will replace Tank 5. This proposed improvement was originally projected to be needed in FY2024 in the 2010 WMPU based on future growth projections. In 2015 it was determined that operational changes and fire flow testing under the operational strategy had revealed that additional storage capacity was needed for fire protection as soon as practical.
- Complete a design study to determine the requirements for a new Tank 1 that would provide water to the Woodville area and the St Marks. Consider the effects of St. Marks removing their existing tank and relying solely on the City for water.
- Complete a design study to determine the requirements for a new Tank 2 to ensure continued reliable potable water supply for the region.
- Complete a valve survey for the City's distribution system, completing 1/5 of the distribution system each year from 2021-2025.
- Replace 250 LF of 16-inch piping near Raymond Diehl Road with 24-inch pipe (connected to Well 16).
- Continue the Minor Line Extensions and Upgrades Project, which is a system-wide project that targets undersized mains, mains with recurring maintenance problems, and main

extensions into unserved areas (including the 6 and 12-inch piping along Santa Anita and Buck Lake Road that is connected to Well 29, for example).

- East-West 12-inch Water Main Replacement, which includes replacing 3.5 miles of existing 6, 8, and 10-inch piping running east to west along Mahan and Call, on either side of downtown with 12-inch mains to allow for flow from the east to the west downtown. This is not a required capital improvement, but shall be implemented depending on available funds.

10.3 Capital Improvement Plan

10.3.1 Cost Estimates

Opinions of probable construction cost were developed for the distribution system capital projects. Capital project costs include equipment, labor, materials, installation, contingencies, and incidentals.

The compiled capital project costs are consistent with an Association for the Advancement of Cost Engineering Class 4 estimate, where the project definition is between 1% and 15% and engineering design is 1% to 5% complete. The typical purpose of this level of estimate is for conceptual studies or feasibility evaluations. These estimates are primarily stochastic in nature (i.e., they are based on inferred or statistical relationships between similar projects and/or equipment quotes with additional factors applied). Class 4 estimates are generally prepared based on limited information and thus they have a wide accuracy range, typically -15 to +30%. These estimates can successfully be used by owners for budget estimating purposes. Costs are presented in **Table 10-2**, and are presented in 2020 dollars.

10.3.2 20-Year CIP Schedule

Table 10-2 presents a recommended 20-year capital improvements plan (CIP). The plan contains needed capacity and operational improvements during the planning period based on analyses summarized in this report. **Figure 10-1** shows the annual and cumulative capital expenditures over the 20-year planning period from 2021 through 2040.

It should be noted that a part of updating the CIP Schedule includes the removal of the projects that were completed as a part of the 2015 WMPU CIP, or are no longer needed for the City's distribution system. The projects no longer in the CIP include:

- Pipeline addition for VA Hospital, this was completed
- Well #23 Rehabilitation and Upgrade, this was completed
- Old Bainbridge Rd Line Size Upgrades (connected to Well 26)
- Fire Flow Improvements, this was shifted to the "Minor Line Extensions and Upgrades (Reflect CIP budget)" line item.
- Areas in Conjunction with Welaunee Development, this is a developer-driven project.
- Woodville Fire Flow Improvements (Northern Loop), as demands increase this may be considered to serve new areas and complete fire flow improvements.

The detailed CIP presented in **Table 10-2** envisions an investment of \$10 million for Downtown Infrastructure replacement. Expansions into other unserved areas, have not been included in the CIP, however these expansions would be funded based on financial feasibility, and development trends and needs. It also should be noted that this assumes developers will be responsible for the cost and construction of infrastructure within specific developments.

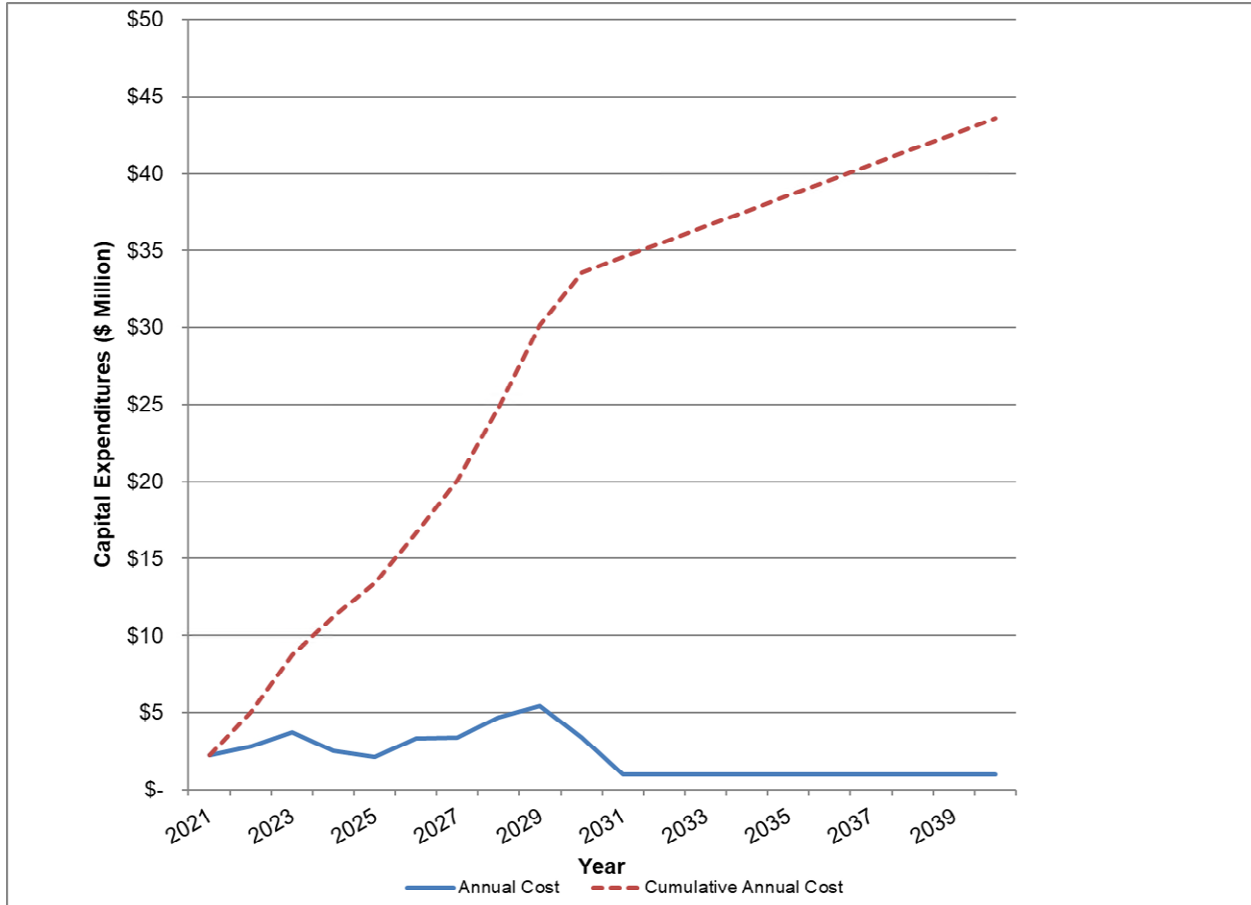


Figure 10-1: Annual and Cumulative CIP Capital Expenditure

Table 10-2
Detailed Capital Improvements Schedule

Project ID	Project Description	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	20-Year Total
Capacity Improvements																						
1	Design and Construct Replacement for Well 26	\$ 200,000	\$ 500,000	\$ 1,500,000	\$ 1,500,000																	\$ 3,700,000
2	Design and Install New Welaunee Well Near Tank #7								\$ 1,300,000	\$ 2,000,000												\$ 3,300,000
	Total Capacity Improvements	\$ 200,000	\$ 500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,300,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000,000
Operational Improvements																						
3	Downtown Infrastructure Replacement	\$ 1,000,000	\$ 1,000,000	\$ 1,200,000		\$ 1,000,000	\$ 1,000,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000											\$ 10,000,000
4	Study of Replacement for Tank 1						\$ 100,000															\$ 100,000
5	Study of Replacement for Tank 2					\$ 100,000																\$ 100,000
6	Valve Survey for Distribution System	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000																\$ 125,000
7	Raymond Diehl Road Line Size Upgrades (connected to Well 16)		\$ 250,000																			\$ 250,000
8	Minor Line Extensions and Upgrades (Reflect CIP budget)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 20,000,000
9	East-West 12-Inch Water Main Replacement						\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000											\$ 6,000,000
	Total Operational Improvements	\$ 2,025,000	\$ 2,275,000	\$ 2,225,000	\$ 1,025,000	\$ 2,125,000	\$ 3,300,000	\$ 3,400,000	\$ 3,400,000	\$ 3,400,000	\$ 3,400,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 36,575,000
	Total Improvements	\$ 2,225,000	\$ 2,775,000	\$ 3,725,000	\$ 2,525,000	\$ 2,125,000	\$ 3,300,000	\$ 3,400,000	\$ 4,700,000	\$ 5,400,000	\$ 3,400,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 43,575,000

EXCERPTS FROM



2040 MASTER SEWER PLAN UPDATE

City of Tallahassee | September 2021

2040 MASTER SEWER PLAN UPDATE

Prepared for:

City of Tallahassee
300 South Adams Street B-26
Tallahassee, Florida 32301

Prepared by:

Jones Edmunds & Associates, Inc.
730 NE Waldo Road
Gainesville, Florida 32641

Certificate of Engineering Authorization #1841

Jones Edmunds Project No.: 08801-027-01

September 2021

Brett C. Cunningham, PE, ENV SP, State of Florida Professional Engineer, License No. 46050

This item has been digitally signed and sealed by Brett C. Cunningham, PE, ENV SP on September 3, 2021.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

EXECUTIVE SUMMARY

INTRODUCTION

This report documents the 2040 Master Sewer Plan Update (MSPU) to the City's existing Sewer Trunk System Model analysis, findings, and recommendations. The Existing Conditions portion of the report covers an update from 2016 conditions (updated previously from 2014 conditions in the *2035 Master Sewer Plan Update* ([Hatch Mott MacDonald, February 2016])) to 2020 conditions. The 2040 Trunk System Model builds on the 2035 Trunk System model. The City determined that no additional unsewered target areas or franchise areas beyond those considered in the 2035 conditions were necessary for this update. However, consistent with the 2035 MSPU, all existing unsewered areas and future growth areas inside the Urban Service Area (USA) were assumed to be served by the 2040 Trunk System Model. This assumption may be conservative and is higher than the assumption being used concurrently for projecting future needs at the wastewater treatment plant (WWTP).

The 2040 MSPU includes system capacity results and future conceptual infrastructure improvements through 2040 as a 20-year Capital Improvements Program (CIP). Projects already completed or nearly completed from the previous 20-year CIP are included in the existing conditions model.

The 2040 MSPU serves as a planning tool and is not intended to be used as a mandate to construct the projects. The City will need to monitor growth and may need to adjust the CIP schedule and timing of projects as growth occurs and as dictated by economic feasibility and available funding. For example, growth in one development may occur more quickly than projected and, as such, certain improvements may need to happen sooner than indicated. Conversely, growth may not happen as quickly as projected, meaning certain projects will be delayed. This report is prepared in accordance with the May 2005 Water and Sewer Agreement between the City of Tallahassee and Leon County to maintain a long-range sewer master plan.

2020 TRUNK SYSTEM MODEL SUMMARY

The 2020 Trunk System Model consists of all City-owned pump stations and force mains. The model also contains gravity sewers 10 inches and larger in diameter, with smaller-diameter pipes added only when needed to maintain connectivity.

URBAN SERVICE AREA POPULATION PROJECTIONS

The service area for the existing conditions update is the USA and Woodville. Flow increases were added to the 2016 model to reflect 2020 conditions based on development data provided by the City and an evaluation of recent aerial imagery. The intent was to then distribute additional flow increases to account for other minor infill development. However, with the flow increases from the development data provided by the City and observed on recent aerial imagery, the total modeled dry-weather flows were very similar to recent dry-weather flows recorded at the TP Smith Water Reclamation Facility (TPSWRF) during the wet season. Therefore, no additional flow increases were added to the model.

The service area of the 2040 conditions is the same as existing conditions. Flows for 2040 conditions were based on site-specific and population data. When we compared the site-specific projected flows from ones derived by using the population data in the traffic analysis zones (TAZs) provided by Leon County, they were nearly identical. Therefore, we did not make further adjustments to the flows based on the TAZ data. Flow distributions from the currently unsewered areas to the existing collection system were based on topography using the City's 2018 light detection and ranging (LiDAR) data set.

2040 TRUNK SYSTEM MODEL SUMMARY

The 2040 Trunk System Model is an update to the model created as part of the 2035 MSPU completed in 2016. It contains all force mains, pump stations, and gravity sewers with a 10-inch diameter and larger. We included reaches of gravity sewer less than a 10-inch diameter as needed for connectivity. We also created dry- and wet-weather scenarios for the 2040 Trunk System Model.

SEWER SYSTEM CAPACITY ANALYSIS SUMMARY

We analyzed the capacity of gravity sewer systems in the 2020 and 2040 models based on the depth of flow. Gravity sewers flowing full were assumed to be at 100-percent capacity for the purpose of identifying potential problem areas. Instances of adversely sloped or flat pipes invalidates this assumption, as does backwater created by pump stations that do not have the peak capacity to prevent it; therefore, some areas where the results are showing full-flow pipes needed to be evaluated in the context of longer trunk lines to determine if pipe capacity really is a problem. Additionally, pipes under surcharged conditions where the energy grade line is greater than the pipe slope may have flows that exceed the assumed 100-percent capacity. Significant surcharge in the collection system is generally undesirable except under very rare events when reasonable design capacities may be exceeded for short durations without overflows.

For the 2020 Trunk System Model, the increased flows from the dry-weather and wet-weather scenarios did not result in overflowing manholes. Surcharging occurs in 40 of the 4,843 gravity main pipes in the dry-weather scenario and in 151 of the gravity main pipes in the wet-weather scenario. However, the surcharging is generally associated with adversely sloped/flat pipes or backwater from pump stations as opposed to hydraulic limitations in the gravity mains.

We also performed a force main capacity analysis using a limiting condition of 6.5 feet per second (fps) as the upper acceptable limit for the maximum instantaneous velocity. The upper acceptable limit is exceeded in 161 of the 979 force main pipes under the dry-weather scenario and in 193 under the wet-weather scenario for the 2020 Trunk System Model. However, the high velocities generally occur in small sections of risers included in the model as opposed to the larger force main sections.

We reviewed the pump stations for dry- and wet-weather operation, looking for inefficiencies in pump cycle times, excessive reliance on the redundant pump, high pump utilization rates, and where significant surcharge occurs behind a pump station. Some of these issues may be rectified by adjusting pump operating levels. Several pump stations run minimally throughout the day and have significant capacity available for future flows. Under

existing conditions, no pump station relies on the redundant pump for extended periods, one pump station has greater than 288 starts per 24 hours under dry-weather conditions, and no pump stations have pump utilization rates greater than 33 percent under dry-weather conditions.

As with the existing system, we analyzed the gravity system in the initial 2040 model (i.e., the 2035 hydraulic model with 2040 flows). A few small overflows occur under those conditions including some areas with significant surcharge in the initial model results. Some of the surcharging noted in the model output for the gravity mains is being caused by limitations at 12 of the pump stations. However, the surcharging upstream of the pump stations is relatively minor for five of the pump stations. In addition to analyzing for upstream surcharging, we extracted a summary of pump station performance from the model output and reviewed it for the following:

- Number of pumps running – Multiple pumps running during dry weather should not occur. During wet-weather conditions, redundant pumps should not be on for more than a short period. Model results for runtimes of the redundant pump in PS156 indicate that future upgrades will be necessary.
- Maximum and average pump flow – Flow rates lower than expected may indicate a total dynamic head (TDH) that is significantly greater than that considered for design conditions.
- Total pump runtime over 24 hours (i.e., percent use) – Runtimes of 8 hours or less (i.e., 33 percent or less) for fixed-speed pump stations are generally preferred. No fixed-speed pump stations were outside that threshold.
- Number of pump-starts per day – Based on the City’s current design standards, the City desires pump-starts to be 288 or fewer per 24 hours. PS47, PS118, and PS167 have more than 288 starts per day. These should be monitored in the future for control level or wet well volume changes.

Since a large change does not occur in the projected flows from 2035 to 2040, the number of capacity problems identified above under 2040 conditions is relatively small. Some of the newly identified capacity problems result from changes in how the flow increases are expected to be distributed throughout the collection system as the 2040 MSPU is based on newer information in some larger developments. Twelve new projects are recommended to address future capacity needs.

UPDATED OPINIONS OF PROBABLE COSTS

Fifty-six of the projects from the 2035 MSPU have not yet been fully implemented due to the length of the implementation schedule, but they are still valid and needed. However, sewer construction costs in Tallahassee have changed significantly since the 2035 MSPU; therefore, we updated the opinions of probable costs for sewer projects that have not yet been implemented based on more recent local and state bid data.

20-YEAR CIP SUMMARY

We developed a sanitary sewer system 20-Year CIP through 2040. The 20-Year CIP provides improvements in 5-year increments. These increments are for general guidance

only. Implementation of individual projects will be based on policy decisions, growth patterns, and available funds as the City's sewer system expands.

SUMMARY AND RECOMMENDATIONS

The City of Tallahassee's 2020 InfoSWMM® Trunk System Model represents a valid working model of the existing system as of 2020. Except for a limited number of very short pipe segments that were creating instabilities and/or continuity errors, model elements are a one-to-one match with the City's geographic information system (GIS) data.

Minor system surcharging without adverse impacts to connected customers or overflows is acceptable, practical, and economical. However, these reaches should be reviewed occasionally to confirm that the surcharge levels are still acceptable.

The 2040 MSPU carries forward 56 projects that were recommended in the 2035 MSPU that have not yet been implemented or are only partially implemented. It also includes the following 12 new projects:

1. Project A-18a: Connection to PS84
Install new connection to PS84 to serve initial Welaunee phases.
2. Project A-18b: PS84 Upgrades
Increase the current capacity of PS84 by 50 percent.
3. Project A-18c: Welaunee Boulevard Parallel Force Main
Install new 30-inch-diameter force main down to the 36-inch diameter force main near Weems Road. The force main will be in parallel with the existing force main hydraulically but follow a different route. This project is to provide critical redundancy, increase reliability, and put the force main for PS84 in a more accessible roadway.
4. Project C-02: PS118 Optimization
Optimize the operations of PS118 to reduce the number of daily starts.
5. Project L-02: PS120 and Force Main Upgrade
Double the capacity of PS120 and upsize the force main to 8 inches in diameter.
6. Project L-03: PS167 Optimization
Optimize the operations of PS167 to reduce the number of daily starts.
7. Project A-20: PS47 Optimization
Optimize the operations of PS47 to reduce the number of daily starts.
8. Project H-28: PS156 Upgrade
Optimize the operations of PS156 with the new force main and pumps. An upgrade of this station has already been planned.
9. Project A-19: Lake Killarney 24-inch Gravity Main Upgrade
Upsize gravity main to 24-inch diameter along the south side of Lake Killarney.
10. Project H-26: North Meridian Road Force Main Extension
Install 8-inch diameter force main in parallel with the gravity main down to where the gravity main becomes 16 inches in diameter at the Center of Tallahassee. The actual route could vary from the current gravity main route. The alternative to this option is to increase the gravity main along this same stretch, which would be difficult construction.

11. Project H-27: Huntington Woods Boulevard Gravity Main Upgrade
Upgrade gravity line to 10-inch from 8-inch to accommodate new flows from Lake Jackson target unsewered area.
12. Project I-06: Ridge Road Gravity Main Upgrade
Upsize gravity main to 12-inch diameter.

The following general recommendations are offered to the City resulting from this MSPU:

- Continue updating the model's physical data, calibration (via flow monitoring), and operating scenario(s) to reflect evolving system conditions, operating protocol(s), and bypassing capabilities.
- Develop a Trunk System Model maintenance guidelines and specifications protocol, to ensure modifications are uniformly made to the Trunk System Model by all entities who use the model. A semiannual update is recommended.
- Consider adjustments to several pump station operating levels to better equalize the stations' performance.
- Consider modifications to several pump impellers and/or motors to better equalize the stations' performance and enable pumps to operate more efficiently.
- During the next update, consider expanding the level of detail in the model to better facilitate the use of the model as a tool to determine the impacts of proposed new developments.
- Use the City's current inflow and infiltration (I&I) efforts to recalibrate and update the model, identify high I&I locations in the collection system for potential rehabilitation, and position the City to be in compliance with the collection system rules likely to come from SB712 (Clean Waterways Act from the 2020 legislative session).
- Compare modeled pump run times and starts/day to the supervisory control and data acquisition (SCADA) system data for days representative of the two modeled scenarios. Perform drawdown tests at the pump stations where the model and SCADA data differ significantly.
- Field verify locations in the model where the pipe size reduces in diameter from upstream to downstream, and survey locations with adverse pipe slopes (minus known inverted siphons) to verify that they were constructed that way.

Figure 4-4
Unsewered Target Areas

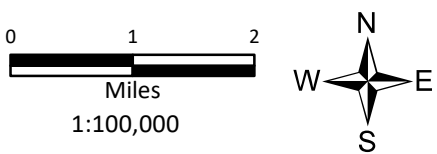
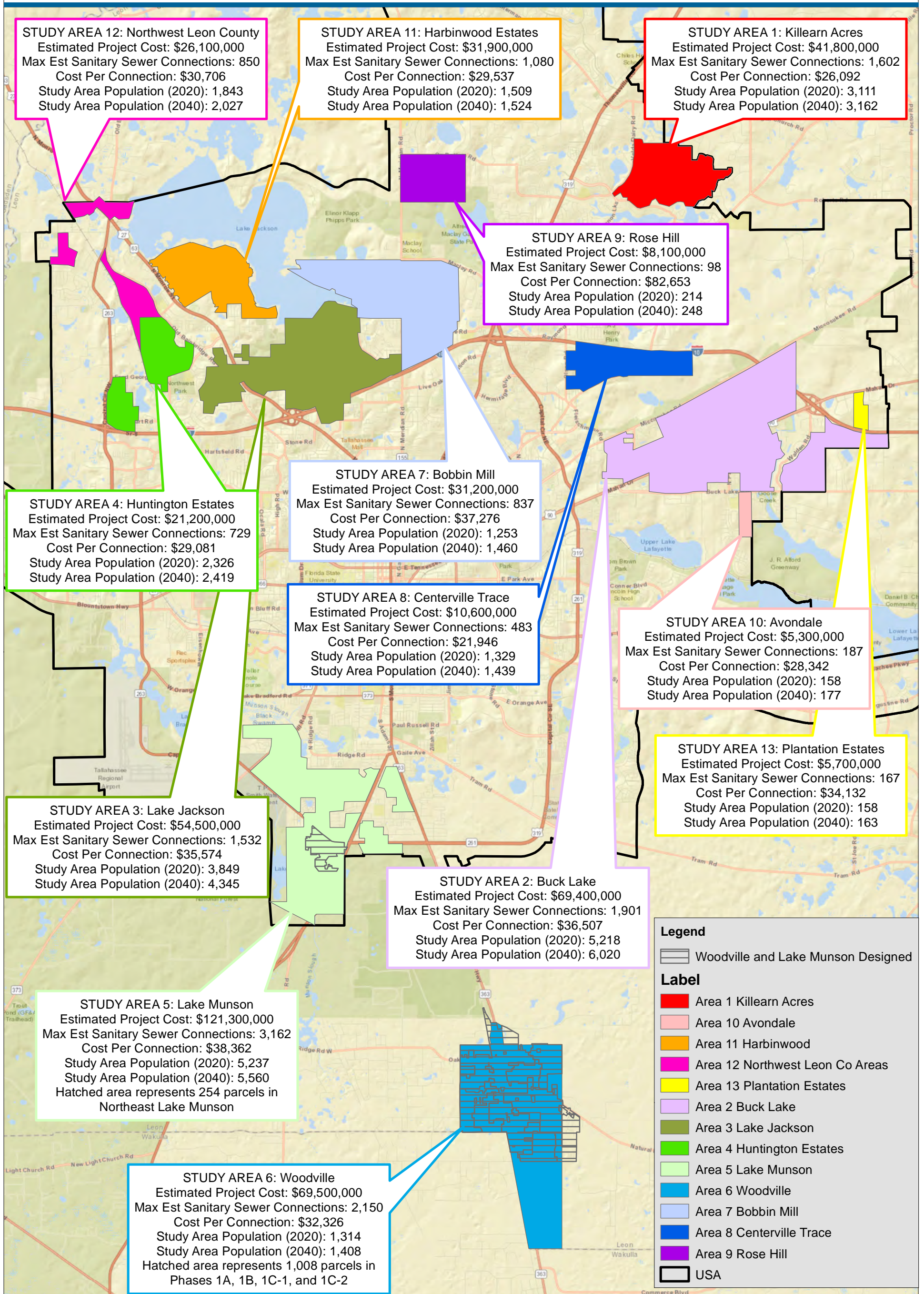
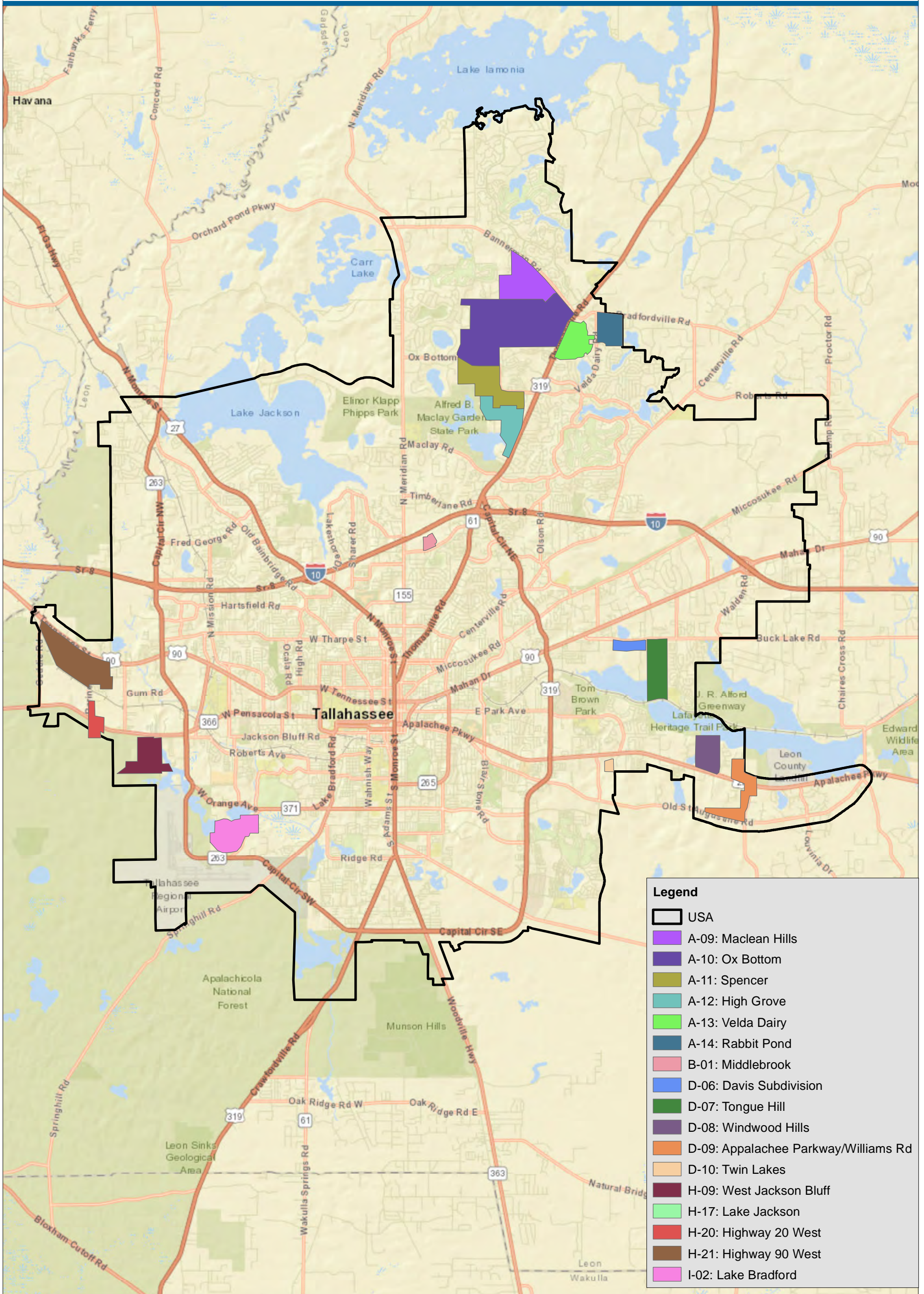
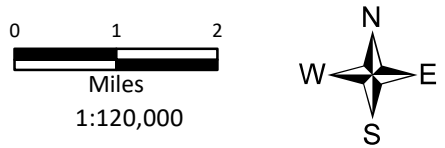


Figure 4-5
Large Unsewered Areas



Legend

- USA
- A-09: Maclean Hills
- A-10: Ox Bottom
- A-11: Spencer
- A-12: High Grove
- A-13: Velda Dairy
- A-14: Rabbit Pond
- B-01: Middlebrook
- D-06: Davis Subdivision
- D-07: Tongue Hill
- D-08: Windwood Hills
- D-09: Appalachee Parkway/Williams Rd
- D-10: Twin Lakes
- H-09: West Jackson Bluff
- H-17: Lake Jackson
- H-20: Highway 20 West
- H-21: Highway 90 West
- I-02: Lake Bradford



5 20-YEAR CAPITAL IMPROVEMENTS PROGRAM (2040)

This Section presents the 20-Year CIP for the wastewater collection system. The 20-Year CIP is based on the following criteria:

- Capacity-related improvements based on projected population growth.
- Service area expansion within the existing USA.
- No service area expansion outside of the existing USA except for the existing Woodville Rural Community.
- No rehabilitation and replacement of existing infrastructure, which will be done outside of the 20-Year CIP.
- A phased list of projects with input from City staff.
- Opinions of probable construction costs.
- Engineering and Inspection Cost = 17% of estimated Construction Cost.
- Construction costs include a 20% contingency.
- All costs presented in 2020 dollars.

Tables 5-1 through 5-4 list the projects applicable to extending the existing sewer system to serve the entire USA plus Woodville by 2040. Specifically, Table 5-1 contains capacity-related improvements. Tables 5-2 through 5-4 contain operational-strategy-related improvements, targeted unsewered-area-related improvements, and large unsewered-area improvements, respectively. With the exception of W. B. Rodgers Gravity Main (H-16) and Apalachee Parkway East (D-03), costs in Table 5-4 are based on using \$25,000 per connection from an average of recent contractors' bids in large unsewered areas. Tables 5-5 through 5-8 contain the capacity-related and operational-strategy-related projects ordered chronologically based on the estimated year of implementation over the 20-Year CIP, with 1-year increments through 2024 and three 5-year increments after 2024. The suggested phasing is for general guidance only. Policy decisions and available funding will ultimately determine phasing as the City's sewer system expands.

In addition to the 20-Year CIP, the City will continue to provide implement minor sewer line extensions and rehabilitation projects within the USA as part of the annual budget appropriations. These projects will continue to take place concurrently with CIP projects.

Table 5-1 2040 Capacity-Related Improvements

Project ID	Project Description	Construction Cost	Engineering/ Inspection Cost	Estimated Capital Cost
A-18a	PS84 Connection	\$3,000,000	\$510,000	\$3,510,000
A-18b	PS84 Upgrades	\$3,600,000	\$612,000	\$4,212,000
A-18c	Welaunee Boulevard Parallel Force Main	\$22,410,000	\$3,810,000	\$26,220,000
A-19	Lake Killarney 24-inch Gravity Main Upgrade	\$3,754,000	\$639,000	\$4,393,000
B-04	Killlearn Trunk Outfall Upgrade	\$2,489,000	\$424,000	\$2,913,000
D-04	PS33 Upgrade	\$360,000	\$62,000	\$422,000
G-01	PS137 (Tied to CCFM)	\$1,408,000	\$240,000	\$1,648,000
H-13	Mission Road Gravity Sewer Upgrade	\$1,225,000	\$209,000	\$1,434,000
H-26	North Meridian Road Force Main Extension	\$773,000	\$132,000	\$905,000
H-27	Huntington Woods Boulevard Gravity Main Upgrade	\$905,000	\$154,000	\$1,059,000
I-04	Jake Gaither Inverted Siphon Modifications	\$401,000	\$69,000	\$470,000
I-06	Ridge Road Gravity Main Upgrade	\$766,000	\$131,000	\$897,000
L-02	PS120 and Force Main Upgrade	\$777,000	\$133,000	\$910,000
Total				\$48,993,000

Table 5-2 2040 Operational Strategy-Related Improvements

Project ID	Project Description	Construction Cost	Engineering/ Inspection Cost	Estimated Capital Cost
A-03	PS129 Gravity Outfall	\$1,162,000	\$198,000	\$1,360,000
A-04a	PS128 Gravity Outfall	\$1,809,000	\$308,000	\$2,117,000
A-04b	PS128 Gravity Outfall	\$268,000	\$46,000	\$314,000
A-05	PS85 Gravity Outfall	\$842,000	\$144,000	\$986,000
A-15	Velda Dairy 15-inch Gravity Sewer Upgrade	\$1,103,000	\$188,000	\$1,291,000
A-16	Replace Drop Manhole SH28379	\$15,000	\$3,000	\$18,000
A-17	PS155 Force Main Discharge into Velda Dairy Gravity Sewer	\$18,000	\$4,000	\$22,000
A-20	PS47 Optimization	\$12,000	\$3,000	\$15,000
B-03	Raymond Diehl Road 10-inch Force Main Extension	\$172,000	\$30,000	\$202,000
C-02	PS118 Optimization	\$12,000	\$3,000	\$15,000
G-02	Capital Circle 42-inch Force Main Valves and Bleed-Offs	\$1,065,000	\$182,000	\$1,247,000
H-03	PS160 Gravity Outfall	\$2,035,000	\$346,000	\$2,381,000
H-04	CCNW PS and Force Main	\$3,043,000	\$518,000	\$3,561,000
H-05	PS37 Gravity Outfall and PS78 Upgrade	\$488,000	\$83,000	\$571,000
H-10	Capital Circle West Force Main – Phase 3 (PS Talquin2 to Highway 90)	\$3,771,000	\$642,000	\$4,413,000
H-12	PS66 Relocation	\$428,000	\$73,000	\$501,000
H-28	PS156 Upgrade	\$360,000	\$62,000	\$422,000
I-05	TPSWRF Force Main/Valve Manifold/ARVs	\$1,890,000	\$108,000	\$1,998,000
J-01	PS117 (Tied to CCSWFM)	\$63,000	\$11,000	\$74,000
L-03	PS167 Optimization	\$12,000	\$3,000	\$15,000
Total				\$21,523,000

Table 5-3 2040 Target Unsewered Area-Related Improvements

Project ID	Project Description	Construction Cost	Engineering/ Inspection Cost	Estimated Capital Cost
A-07	Rose Hill	\$6,886,326	\$1,170,675	\$8,100,000
A-08	Killearn Acres	\$35,682,748	\$6,066,067	\$41,700,000
C-01	Centerville Trace	\$9,054,571	\$1,539,277	\$10,600,000
D-05	Buck Lake	\$59,241,778	\$10,071,102	\$69,300,000
D-11	Avondale	\$4,529,429	\$770,003	\$5,300,000
D-12	Plantation Estates	\$4,844,173	\$823,509	\$5,700,000
H-17	Lake Jackson	\$46,531,171	\$7,910,299	\$54,400,000
H-18	Bobbin Mill	\$26,638,791	\$4,528,594	\$31,200,000
H-19	Huntington Estates	\$18,098,161	\$3,076,687	\$21,200,000
H-22	Harbinwood Estates	\$27,238,496	\$4,630,544	\$31,900,000
H-23	Northwest Leon County	\$22,248,552	\$3,782,254	\$26,000,000
L-01	Lake Munson	\$100,679,000	\$20,621,000	\$121,300,000
N-01	Woodville	\$57,685,000	\$11,815,000	\$69,500,000
Total				\$496,200,000

Table 5-4 2040 Large Unsewered Area Improvements Not Included in Target Unsewered Areas

Project ID	Project Description	Construction Cost	Engineering/ Inspection Cost	Estimated Capital Cost
A-09	Maclean Hills	\$6,810,000	\$1,158,000	\$7,968,000
A-10	Ox Bottom	\$9,480,000	\$1,612,000	\$11,092,000
A-11	Spencer	\$4,950,000	\$842,000	\$5,792,000
A-12	High Grove	\$6,810,000	\$1,158,000	\$7,968,000
A-13	Velda Dairy	\$5,130,000	\$873,000	\$6,003,000
A-14	Rabbit Pond	\$4,080,000	\$694,000	\$4,774,000
B-01	Middlebrook	\$1,140,000	\$194,000	\$1,334,000
D-03	Apalachee Parkway East	\$758,000	\$129,000	\$887,000
D-06	Davis Subdivision	\$3,450,000	\$587,000	\$4,037,000
D-07	Tongue Hill	\$3,450,000	\$587,000	\$4,037,000
D-08	Windwood Hills	\$2,310,000	\$393,000	\$2,703,000
D-09a	Apalachee Parkway/Williams Road	\$6,840,000	\$1,163,000	\$8,003,000
D-09b	Apalachee Parkway/Williams Road	\$6,840,000	\$1,163,000	\$8,003,000
D-10a	Twin Lakes Subdivision	\$3,180,000	\$541,000	\$3,721,000
D-10b	Twin Lakes Subdivision	\$3,180,000	\$541,000	\$3,721,000
H-08	West Tennessee Street PS	\$480,000	\$82,000	\$562,000
H-09	West Jackson Bluff	\$9,060,000	\$1,541,000	\$10,601,000
H-16	W.B. Rodgers Gravity Main	\$1,053,000	\$180,000	\$1,233,000
H-20	Highway 20 West	\$3,900,000	\$663,000	\$4,563,000
H-21	Highway 90 West	\$10,800,000	\$1,836,000	\$12,636,000
I-02	Lake Bradford Road	\$5,220,000	\$888,000	\$6,108,000
Total				\$115,746,000

Table 5-5 2040 Phase I (2021 – 2025) Improvements

Year	Project ID	Type	Project Description	Construction Cost	Engineering/ Inspection Cost	Estimated Capital Cost
2022	A-16	O	Replace Drop Manhole SH28379	\$15,000	\$3,000	\$18,000
2023	H-26	C	North Meridian Road Force Main Extension	\$773,000	\$132,000	\$905,000
2023	H-28	O	PS156 Upgrade	\$360,000	\$62,000	\$422,000
2025	H-27	C	Huntington Woods Boulevard Gravity Main Upgrade	\$905,000	\$154,000	\$1,059,000
2025	I-05	O	TPSWRF Force Main/ Valve Manifold/Force Main ARVs	\$1,890,000	\$108,000	\$1,998,000
Total						\$4,402,000

C – Capacity-related improvements

O – Operational-strategy-related improvements

Table 5-6 2040 Phase II (2026 – 2030) Improvements

Project ID	Type	Project Description	Construction Cost	Engineering/ Inspection Cost	Estimated Capital Cost
A-04a	O	PS128 Gravity Outfall	\$1,809,000	\$308,000	\$2,117,000
A-04b	O	PS128 Gravity Outfall	\$268,000	\$46,000	\$314,000
A-15	O	Velda Dairy 15" Gravity Sewer Upgrade	\$1,103,000	\$188,000	\$1,291,000
A-17	O	PS155 Force Main Discharge into Velda Dairy Gravity Sewer	\$18,000	\$4,000	\$22,000
A-18a	C	Connection to PS84	\$3,000,000	\$510,000	\$3,510,000
A-18b	C	PS84 Upgrades	\$3,600,000	\$612,000	\$4,212,000
A-18c	C	Welaunee Blvd Parallel Force Main	\$22,410,000	\$3,810,000	\$26,220,000
B-03	O	Raymond Diehl Road 10" Force Main Extension	\$172,000	\$30,000	\$202,000
B-04	C	Killearn Trunk Outfall Upgrade	\$2,489,000	\$424,000	\$2,913,000
G-01	C	PS137 (Tied to CCFM)	\$1,408,000	\$240,000	\$1,648,000
H-04	O	CCNW PS and Force Main	\$3,043,000	\$518,000	\$3,561,000
H-05	O	PS37 Gravity Outfall & PS78 Upgrade	\$488,000	\$83,000	\$571,000
H-13	C	Mission Road Gravity Sewer Upgrade	\$1,225,000	\$209,000	\$1,434,000
I-04	C	Jake Gaither Inverted Siphon Modifications	\$401,000	\$69,000	\$470,000
J-01	O	PS117 (Tied to CCSWFM)	\$63,000	\$11,000	\$74,000
Total					\$48,559,000

C – Capacity-related improvements

O – Operational-strategy-related improvements

Table 5-7 2040 Phase III (2031 – 2035) Improvements

Project ID	Type	Project Description	Construction Cost	Engineering/ Inspection Cost	Estimated Capital Cost
A-03	O	PS129 Gravity Outfall	\$1,162,000	\$198,000	\$1,360,000
A-05	O	PS85 Gravity Outfall	\$842,000	\$144,000	\$986,000
A-19	C	Lake Killarney 24-inch Gravity Main Upgrade	\$3,754,000	\$639,000	\$4,393,000
D-04	C	PS33 Upgrade	\$360,000	\$62,000	\$422,000
G-02	O	Capital Circle 42-inch Force Main Valves and Bleed-Offs	\$1,065,000	\$182,000	\$1,247,000
H-03	O	PS160 Gravity Outfall	\$2,035,000	\$346,000	\$2,381,000
H-10	O	Capital Circle West Force Main - Phase 3 (PS Talquin2 to Hwy 90)	\$3,771,000	\$642,000	\$4,413,000
H-12	O	PS66 Relocation	\$428,000	\$73,000	\$501,000
I-06	C	Ridge Road Gravity Main Upgrade	\$766,000	\$131,000	\$897,000
L-02	C	PS120 and Force Main Upgrade	\$777,000	\$133,000	\$910,000
Total					\$17,510,000

Table 5-8 2040 Phase IV (2036 – 2040) Improvements

Project ID	Type	Project Description	Construction Cost	Engineering / Inspection Cost	Estimated Capital Cost
A-20	O	PS47 Optimization	\$12,000	\$3,000	\$15,000
C-02	O	PS118 Optimization	\$12,000	\$3,000	\$15,000
L-03	O	PS167 Optimization	\$12,000	\$3,000	\$15,000
Total					\$45,000

6 SUMMARY AND RECOMMENDATIONS

6.1 SUMMARY

- The City of Tallahassee’s InfoSWMM Trunk System Model represents a valid working model of the existing system as of 2020. Except for a few short pipe segments, model elements are matched one-to-one with the City’s GIS data.
- Flow projections for the existing USA were established using project-specific updates and verified against TAZ data provided by the Tallahassee – Leon County Planning Department. The 2020 flows were also verified against measured flows at the TPSWRF.
- The 2040 Trunk System Model was established to provide sewer service to the entire existing USA and the Woodville Rural Community.
- Capacity analysis of the gravity system showed minor manhole surcharging in the system during wet weather. Most of the observed gravity system surcharging is of little concern, due to minimal surcharging of manholes and significant system storage capacity prior to surface discharge (manhole “flooding”). Minor surcharging of the system and manholes without detriment to connected customers or risk of overflow is acceptable, practical, and economical. These reaches should be periodically reviewed for rehabilitation, repair, or replacement to reduce RDII entering the system upstream of the applicable area.
- For the 2020 Trunk System Model, the increased flows in the dry-weather and wet-weather scenarios did not result in overflowing manholes. Surcharging occurs in 40 of the 4,843 gravity main pipes in the dry-weather scenario and in 221 of the gravity main pipes in the wet-weather scenario. However, the surcharging is generally associated with adversely sloped/flat pipes or backwater from pump stations as opposed to hydraulic limitations in the gravity mains. Most of the modeled surcharging may be acceptable. Minor surcharging of the system without adverse impacts to customers or risk of overflow is acceptable, practical, and economical. These reaches should be periodically reviewed for rehabilitation, repair, or replacement to reduce RDII entering the system upstream of the applicable area.
- We also performed a force main capacity analysis using a limiting condition of 6.5 fps as the upper acceptable limit for the maximum instantaneous velocity. The upper acceptable limit is exceeded in 161 of the 979 force main pipes under the dry-weather scenario and in 189 under the wet-weather scenario for the 2020 Trunk System Model. However, the high velocities generally occur in small sections of risers included in the model as opposed to the larger force main sections.
- We reviewed the pump stations for dry- and wet-weather operation, looking for inefficiencies in pump cycle times, excessive reliance on the redundant pump, high pump utilization rates, and where there was significant surcharge behind a pump station. Some of these issues may be rectified by adjusting pump operating levels. Several pump stations run minimally throughout the day and have significant capacity available for future flows. Under existing conditions, no pump station relies on the

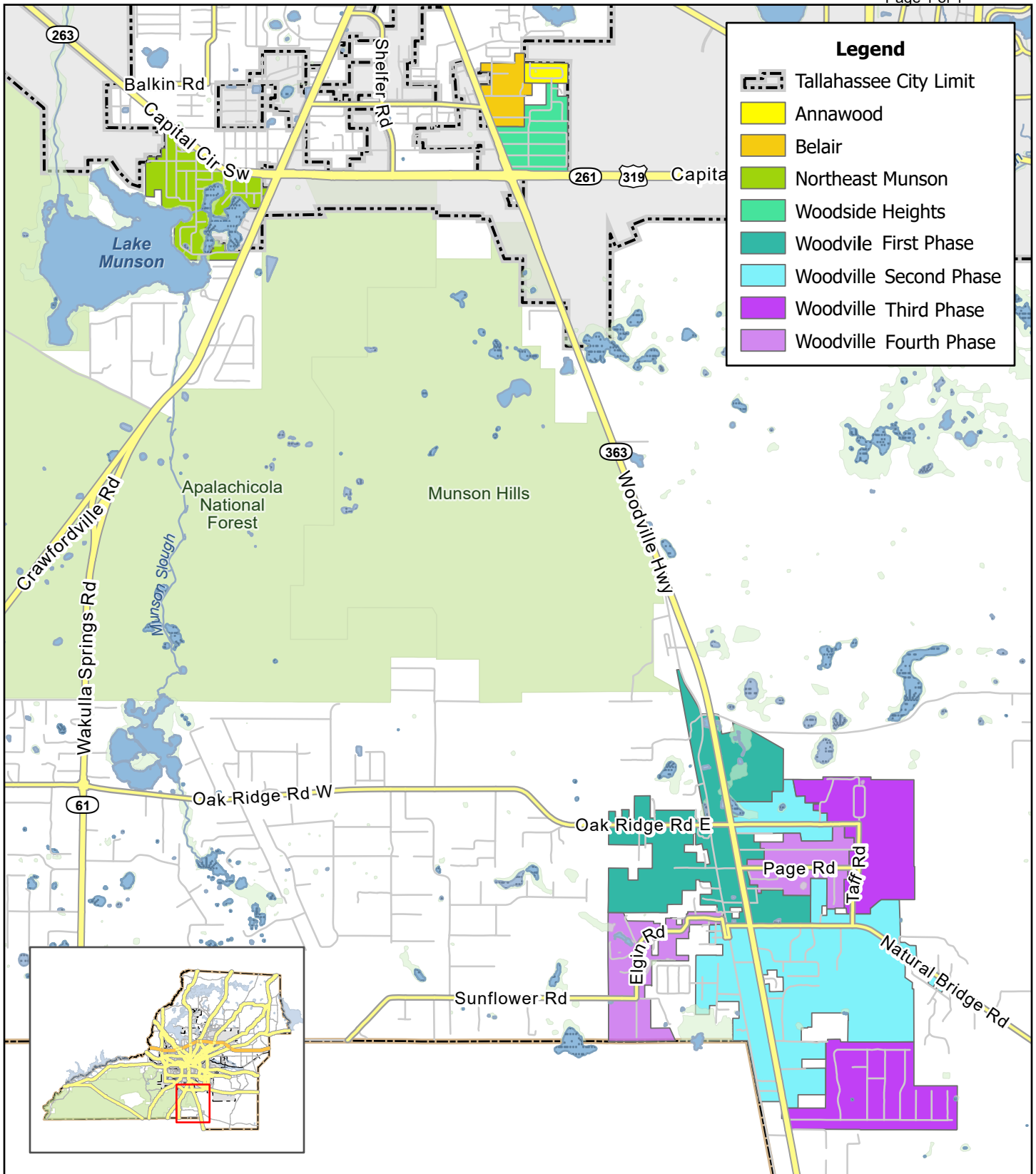
redundant pump for extended periods, one pump station has greater than 288 starts per 24 hours under dry-weather conditions, and no pump stations have pump utilization rates greater than 33 percent under dry-weather conditions. Several pump stations run minimally throughout the day and have significant capacity available for future flows. In addition to the projects not yet implemented that were carried over from the 2035 SMPU, an additional 17 projects are needed to provide the needed capacity for the projected 2040 flows.

- A phased CIP was created through 2040.

6.2 RECOMMENDATIONS

The following recommendations are offered to the City as a result of this project:

- Continue updating the model's physical data, calibration (via flow monitoring), and operating scenario(s) to reflect evolving system conditions, operating protocol(s), and bypassing capabilities.
- Develop a Trunk System Model maintenance guidelines and specifications protocol, to ensure modifications are uniformly made to the Trunk System Model by all entities who use the model. A semiannual update is recommended.
- Consider adjustments to several pump station operating levels to better equalize the stations' performance.
- Consider modifications to several pump impellers and/or motors to better equalize the stations' performance and enable pumps to operate more efficiently.
- During the next update, consider expanding the level of detail in the model to better facilitate the use of the model as a tool to determine the impacts of proposed new developments.
- Use the City's current inflow and inflow (I&I) efforts to recalibrate and update the model, identify high I&I locations in the collection system for potential rehabilitation, and position for being in compliance with the collection system rules likely to come from SB712 (Clean Waterways Act from the 2020 legislative session).
- Compare modeled pump run times and starts/day to SCADA data for days representative of the two modeled scenarios. Perform drawdown tests at the pump stations where the model and SCADA data differ significantly.
- Field verify locations in the model where the pipe size reduces in diameter from upstream to downstream and survey locations with adverse pipe slopes (minus known inverted siphons) to verify that they were constructed that way.



Legend

- Tallahassee City Limit
- Annawood
- Belair
- Northeast Munson
- Woodside Heights
- Woodville First Phase
- Woodville Second Phase
- Woodville Third Phase
- Woodville Fourth Phase



This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.



Leon County Septic-to-Sewer Projects

Date Drawn: 9/19/2023

**Leon County
Board of County Commissioners**

Notes for Agenda Item #21

Leon County Board of County Commissioners

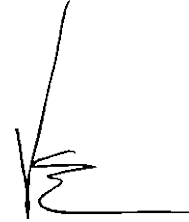
Agenda Item #21

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Florida Department of Environmental Protection Springs Restoration Grant Amendments for the Northeast Lake Munson and Woodville Sewer System Projects



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff/ Project Team:	Anna Padilla, Stormwater Management Coordinator

Statement of Issue:

This item seeks Board approval to amend the existing Florida Department of Environmental Protection (FDEP) Springs Restoration Grant Agreements to realize a total of \$7,847,735 in additional funding for priority county septic to sewer projects. The required local match for these amendments comes from the county share of sales tax water quality funding.

Fiscal Impact:

This item has a fiscal impact. This item provides two FDEP Grant Agreement Amendments for two priority county septic-to-sewer projects (Northeast Lake Munson and Woodville Sewer Projects) that will realize \$7,847,735 in additional state funding for these projects. The local match for these grant amendments exists from the county share of sales tax water quality funding.

Staff Recommendation:

Provided on the following page.

Staff Recommendation:

- Option #1: Approve the Florida Department of Environmental Protection Springs Restoration Grant Agreement Amendment No. 3 for the Northeast Lake Munson Sewer System Project (Attachment #1), and authorize the County Administrator to execute the grant amendment, including any future modifications, subject to legal review by the County Attorney.
- Option #2: Approve the Florida Department of Environmental Protection Springs Restoration Grant Agreement Amendment No. 3 for the Woodville Sewer System Project (Attachment #2), and authorize the County Administrator to execute the grant amendment, including any future modifications, subject to legal review by the County Attorney.
- Option #3: Approve the Resolution and associated Budget Amendment (Attachment #3).

Report and Discussion

Background:

This item seeks Board approval to modify the existing FDEP Springs Restoration Grant Agreements (Attachment #1 and #2) for the Northeast Lake Munson and Woodville Sewer System Projects to formally realize an additional \$2,947,735 for the Northeast Lake Munson Sewer System Project and \$4,900,000 for the Woodville Sewer System Project (first phase), for a total of \$7,847,735 in new state grant funding. A Resolution and associated Budget Amendment is provided to realize the \$7,847,735 in new grant awards (Attachment #3).

These Springs Restoration Grant Amendments advance the following FY2022-FY2026 Strategic Initiatives and Bold Goal:

- *Continue to work with the state to seek matching grants to convert septic to sewer systems and support septic system upgrades. (2022-11, rev. 2023)*
- *Ensure County's water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County's adopted strategic priority: to protect the quality and supply of our water. (2022-16)*
- *Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone (BG2)*

These particular Strategic Initiatives and Bold Goal align with the Board's Environment Strategic Priorities:

- *(EN1) Protect the quality and supply of our water.*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

The Board's commitment to enhancing water quality in Leon County and the region has spanned many years and substantial investment. The completed and ongoing septic to sewer projects will provide sewer service to 709 homes served by septic tanks in the primary springs protection zone (PSPZ) and reflect an investment totaling \$63 million either spent or budgeted over the next five years. In 2018, Leon County and FDEP jointly adopted the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan (Springs Improvement Plan), a first of its kind multiyear agreement between the State and a Florida County. Through the Springs Improvement Plan, the county has accelerated sewer infrastructure construction in southern Leon County. The completed and ongoing fully funded construction septic to sewer projects include Woodside Heights, Belair/Annawood, Northeast Lake Munson, and the Woodville Sewer System/Phase 1.

Leon County has two current grant agreements with FDEP for the Northeast Lake Munson and Woodville Sewer System projects, respectively. Currently, the state has funded NE Lake Munson Sewer project at \$4.6M and this agenda will increase that grant award by \$2.9M. Similarly, the current state grants for the Woodville Sewer Project are \$10.55M and this agenda will increase that grant award by \$4.9M. Further details are included in the analysis section, below.

Title: Florida Department of Environmental Protection Springs Restoration Grant Amendments for the Northeast Lake Munson and Woodville Sewer System Projects

February 20, 2024

Page 4

Analysis:

This item seeks Board approval of Amendments to two existing Grant Agreements with FDEP to formally realize the additional \$7,847,735 in new state funding, as detailed below.

The Northeast Lake Munson Sewer System Project will provide sanitary sewer service to approximately 220 properties immediately adjacent to Lake Munson. Construction for this project began in February 2023 and is estimated to be complete in August 2024. The project is fully funded, and the total project cost is \$15.1M. The current Grant Agreement provides \$4.6 million in FDEP funding for the design and construction of the NE Lake Munson Sewer System project. The Grant Amendment of this agenda item increases that amount by an additional \$2,947,735 (Attachment #1). There is no new match requirement as county funding for this project will remain above 50% of the total project cost. County match funding for this grant amendment exists from the county share for water quality projects from sales tax revenues in the current county budget. The grant amendment will enable reallocation of \$2.9M into the Woodville Sewer Project to fund the next phase of construction. As described below, this reallocation action will be brought back to the Board for consideration at your May FY 2025 budget development workshop.

The Woodville Sewer System Project will provide septic-to-sewer service for an estimated 1,000 properties. This project is partially funded. The total project cost estimate for all phases of Woodville is \$102.3M. Thus far, the project has been funded at \$19.1M for design of the entire project (all four phases) and construction of the first phase. The remaining three phases of the Woodville Sewer System Project will require an additional \$83.2M to construct. Construction on the first project phase began in June 2023 and will provide sanitary sewer service to 170 properties upon completion which is anticipated in October 2024. The remaining three phases of this project will add another 819 properties onto sewer when they are constructed.

The current FDEP Grant Agreement for the Woodville Sewer Project provides \$10.55 million in state funding. This agenda item approves an additional FDEP grant award of \$4.9 million for the project (Attachment #2). This additional state funding requires an equal local match. County match funding for this grant amendment exists from the county share for water quality projects from sales tax revenues in the current county budget. The grant amendment will enable reallocation of \$4.9M into the Woodville Sewer Project to fund the next phase of construction. As described below, this reallocation action will be brought back to the Board for consideration at your May FY 2025 budget development workshop.

A budget update detailing reallocation of an estimated \$7.8M in sales tax water quality funds, that the above two grant amendments make possible, and to support the next phase of the Woodville Sewer System project, will be presented for Board consideration during the FY 2025 budget development workshop in May 2024.

This item seeks, and recommends, Board approval to modify the FDEP Springs Restoration Grant Agreements to formally realize a total of \$7,847,735 in additional funding for both projects (Options #1, #2, and #3).

Options:

1. Approve the Florida Department of Environmental Protection Springs Restoration Grant Amendment for the Northeast Lake Munson Sewer System Project (Attachment #1), and authorize the County Administrator to execute the grant amendment, including any future modifications, subject to legal review by the County Attorney.
2. Approve the Florida Department of Environmental Protection Springs Restoration Grant Amendment for the Woodville Sewer System Project (Attachment #2), and authorize the County Administrator to execute the grant amendment, including any future modifications, subject to legal review by the County Attorney.
3. Approve the Resolution and associated Budget Amendment (Attachment #3).
4. Do not approve the Florida Department of Environmental Protection Springs Restoration Grant Amendment for the Northeast Lake Munson Sewer System Project.
5. Do not approve the Florida Department of Environmental Protection Springs Restoration Grant Amendment for the Woodville Sewer System Project.
6. Board direction.

Recommendation:

Options #1, #2, and #3

Attachments:

1. FDEP Springs Restoration Grant Amendment for the Northeast Lake Munson Sewer System Project
2. FDEP Springs Restoration Grant Amendment for the Woodville Sewer System Project
3. Resolution and Budget Amendment

**AMENDMENT NO. 3
TO AGREEMENT NO. LP0110E
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
LEON COUNTY**

This Amendment to Agreement No. LP0110E (Agreement), as previously amended, is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and the Leon County, Florida (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for Northeast Lake Munson Sewer System Project (Project), effective March 20, 2018; and,

WHEREAS, \$66,084.53 in additional funding for this Project is provided under Line Item 1639 of the 2015-2016 General Appropriations Act; and,

WHEREAS, \$1,067,959.72 in additional funding for this Project is provided under Line Item 1606 of the 2017-2018 General Appropriations Act; and,

WHEREAS, \$879,738.83 in additional funding for this Project is provided under Line Item 1634 of the 2020-2021 General Appropriations Act; and,

WHEREAS, \$933,951.92 in additional funding for this Project is provided under Line Item 1657 of the 2022-2023 General Appropriations Act; and the total funding for this Agreement is now \$7,547,735; and,

WHEREAS, the reimbursement period for the additional funding provided begins on July 1, 2023; and,

WHEREAS, an extension to the Agreement is needed to provide additional time to complete the Project; and,

WHEREAS, other changes to the Agreement are necessary; and,

WHEREAS, the parties have agreed to amend the Agreement as set forth herein.

NOW THEREFORE, the parties agree as follows:

1. Section 3. of the Standard Grant Agreement is hereby revised to change the Date of Expiration to March 31, 2026. The Department and the Grantee shall continue to perform their respective duties during this extension period pursuant to the same terms and conditions provided in the Agreement.
2. Section 5. of the Standard Grant Agreement is hereby revised to the following:

Total Amount of Funding:	Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
\$7,547,735.00	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	Springs, GAA LI 1639, FY 15-16, LATF	\$66,084.53
	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	Springs, GAA LI 1606, FY 17-18, LATF	\$5,667,959.72
	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	Springs, GAA LI 1634, FY 20-21, LATF	\$879,738.83
	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	Springs, GAA LI 1657, FY 22-23, LATF	\$933,951.92
	<input type="checkbox"/> State <input type="checkbox"/> Federal		
	<input type="checkbox"/> Grantee Match		
Total Amount of Funding + Grantee Match, if any:			\$7,547,735.00

3. Section 6. of the Standard Grant Agreement is hereby revised to the following:

Department's Grant Manager	Grantee's Grant Manager
Name: Jackie Noval	Name: Anna Padilla
Address: Florida Dept. of Environmental Protection 3900 Commonwealth Blvd. Tallahassee, FL 32399-3000	Address: 2280 Miccosukee Road Tallahassee, FL 32308
Phone: 850-245-3163	Phone: 850-606-1539
Email: Jackie.Noval@FloridaDEP.gov	Email: PadillaA@leoncountyfl.gov

4. The following is hereby added to Attachment 1 in Section 8:

State Funds Documentation. Pursuant to section 216.1366, F.S., if Contractor meets the definition of a non-profit organization under section 215.97(2)(m), F.S., Contractor must provide the Department with documentation that indicates the amount of state funds:

- i. Allocated to be used during the full term of the contract or agreement for remuneration to any member of the board of directors or an officer of Contractor.
- ii. Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the Contractor.

The documentation must indicate the amounts and recipients of the remuneration. Such information must be posted on the State's contract tracking system and maintained pursuant to section 215.985, F.S., and must be posted on the Contractor's website, if Contractor maintains a website.

5. Attachment 3-2, Revised Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-3, Revised Grant Work Plan, as attached to this Amendment and hereby incorporated into the Agreement. All references in the Agreement to Attachment 3 shall hereinafter refer to Attachment 3-3, Revised Grant Work Plan.
6. Attachment 5-1, Revised Special Audit Requirements, is hereby deleted in its entirety and replaced with Attachment 5-2, Revised Special Audit Requirements, attached hereto and made a part of the Agreement. All references in the Agreement to Attachment 5 shall hereinafter refer to Attachment 5-2, Revised Special Audit Requirements.
7. All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

LEON COUNTY, FLORIDA

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

By: _____
Authorized Signature

By: _____
Secretary or Designee

Vincent S. Long, County Administrator
Print Name and Title

Angela Knecht, Division Director
Print Name and Title

Date: _____

Date: _____

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

Jackie Noval, DEP Grant Manager

Zach Easton, DEP QC Reviewer

Kyle L. Kemper, Senior Assistant County Attorney

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

By: _____

List of attachments/exhibits included as part of this Amendment:

Specify Type	Letter/ Number	Description
Attachment	3-3	Revised Grant Work Plan
Attachment	5-2	Revised Special Audit Requirements

ATTACHMENT 3-3 REVISED GRANT WORK PLAN

PROJECT TITLE: Northeast Lake Munson Sewer System Project

PROJECT LOCATION: The Project will be located in the Yon's Lakeside Estates and Idlewild neighborhoods, just south of Capital Circle SW and west of Crawfordville Road (State Road 319), which is located within Leon County; Lat/Long (30.3760, -84.2996). See Figure 1 for a location map.

PROJECT BACKGROUND: The Project will make service connections available for approximately 263 single-family residences and commercial properties in Leon County (Grantee), adjacent to Lake Munson, currently on septic tanks. This project will result in a significant reduction in nutrient load leaching into the Floridan aquifer in the Wakulla Springs contribution area. The need for this project has been identified in the Florida Department of Environmental Protection's 2015 Upper Wakulla River and Wakulla Springs Basin Management Action Plan (BMAP), the 2035 City of Tallahassee Master Sewer Plan, and the Onsite Sewage Treatment and Disposal and Management Options Final Report. Wakulla Springs is an important recreational destination that receives approximately 200,000 visitors annually.

PROJECT DESCRIPTION: The full project will make central sanitary connections available for approximately 263 single-family residences and commercial properties in South Leon County adjacent to Lake Munson, the extents of which are shown in Figure 1. The collection system, ranging in size from 8-inch to 12-inch diameter lines with two lift stations, will be designed for gravity sewer in accordance with City of Tallahassee standards, which will own and operate the system after construction and acceptance. The transmission system (primary lift station and force main) will connect to the City's collection system at Capital Circle Southwest. Eliminating the onsite systems will result in a significant reduction in nutrient load leaching into the Floridan aquifer in the Wakulla Springs contribution area.

This project grant is part of the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan (Figure 2), which may be amended, and requires pledged local contributions of up to 50% of the project costs for long-term water quality and springs restoration capital projects. The Grantee will provide to the Department a status update on the plan each year to include an anticipated date that additional funding will be needed for the projects listed in Attachment 3-3, Figure 2, Leon County Water Quality and Springs Protection Infrastructure Improvement Plan. Based on the Grantee's project schedule, and subject to legislative appropriation of infrastructure funding for water quality and springs restoration each year, the Department may amend this Agreement to provide project funding to the Grantee for the next phase of the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan. Under this Agreement, Leon County project identified in Figure 2 will have priority consideration as funds become available and these projects do not have to be submitted each year through the Water Management District/Department springs evaluation process.

The DEP Grant Funds associated with this Agreement were awarded based on local contributions pledged towards the total project costs: \$3,773,867.50 from Leon County. Documentation of these local contributions will be required in the Final Quarterly Progress Report.

TASKS: All documentation should be submitted electronically unless otherwise indicated.

Task 1: Design and Permitting

Deliverables: The Grantee will complete the design of the proposed lift stations, force and gravity mains, sewer connections and obtain all necessary permits for construction of the project.

Documentation: The Grantee will submit: 1) a signed acceptance of the completed work to date, as provided in the Grantee’s Certification of Payment Request; and 2) a summary of design activities to date, indicating the percentage of design completion for the time period covered in the payment request. For the final documentation, the Grantee will also submit a copy of the design completed with the funding provided for this task and a list of all required permits identifying issue dates and issuing authorities.

Performance Standard: The Department’s Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department’s Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

Task 2: Construction

Deliverables: The Grantee will construct two lift stations, force main, gravity mains, and provide connections to the existing sanitary sewer system for wastewater treatment by the City of Tallahassee’s Tom P. Smith facility for approximately 263 single family residences and commercial properties in accordance with the construction contract documents. The Grantee will submit through the Department’s GIS web-interface data collection tool, parcel-level data identifying collection system extensions, lift stations, any parcels connected to sewer, and the parcels where sewer has been made available for connection but not yet connected along with associated grant information.

Documentation: The Grantee will submit 1) a copy of the final design; 2) a signed acceptance of the completed work to date, as provided in the Grantee’s Certification of Payment Request; 3) a signed Engineer’s Certification of Payment Request; 4) a list of addresses and types of the properties connected; and 5) proof of septic abandonment and connection for each property, as evidenced by copies of invoices for the abandonments and connections by a licensed plumber, utility contractor, or building contractor. For the final documentation, the Grantee will also submit: 6) an email from the Department’s GIS web-interface data collection tool, confirming that data for the project has been submitted.

Performance Standard: The Department’s Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department’s Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

PROJECT TIMELINE & BUDGET DETAIL: The tasks must be completed by, and all documentation received by, the corresponding task end date. Cost reimbursable grant funding must not exceed the budget amounts as indicated below.

Task No.	Task Title	Budget Category	Grant Amount	Task Start Date	Task End Date
1	Design and Permitting	Contractual Services	\$475,000	05/15/2018	09/30/2025
2	Construction	Contractual Services	\$7,072,735	05/15/2018	09/30/2025
Total:			\$7,547,735		

Note that, per Section 8.h. of Attachment 1 of the Agreement, authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if the Legislature reduces or eliminates appropriations. Extending the contract end date carries the risk that funds for this project may become unavailable in the future. This should be a consideration for the Grantee with this and future requests for extension.

Figure 1. Location Map

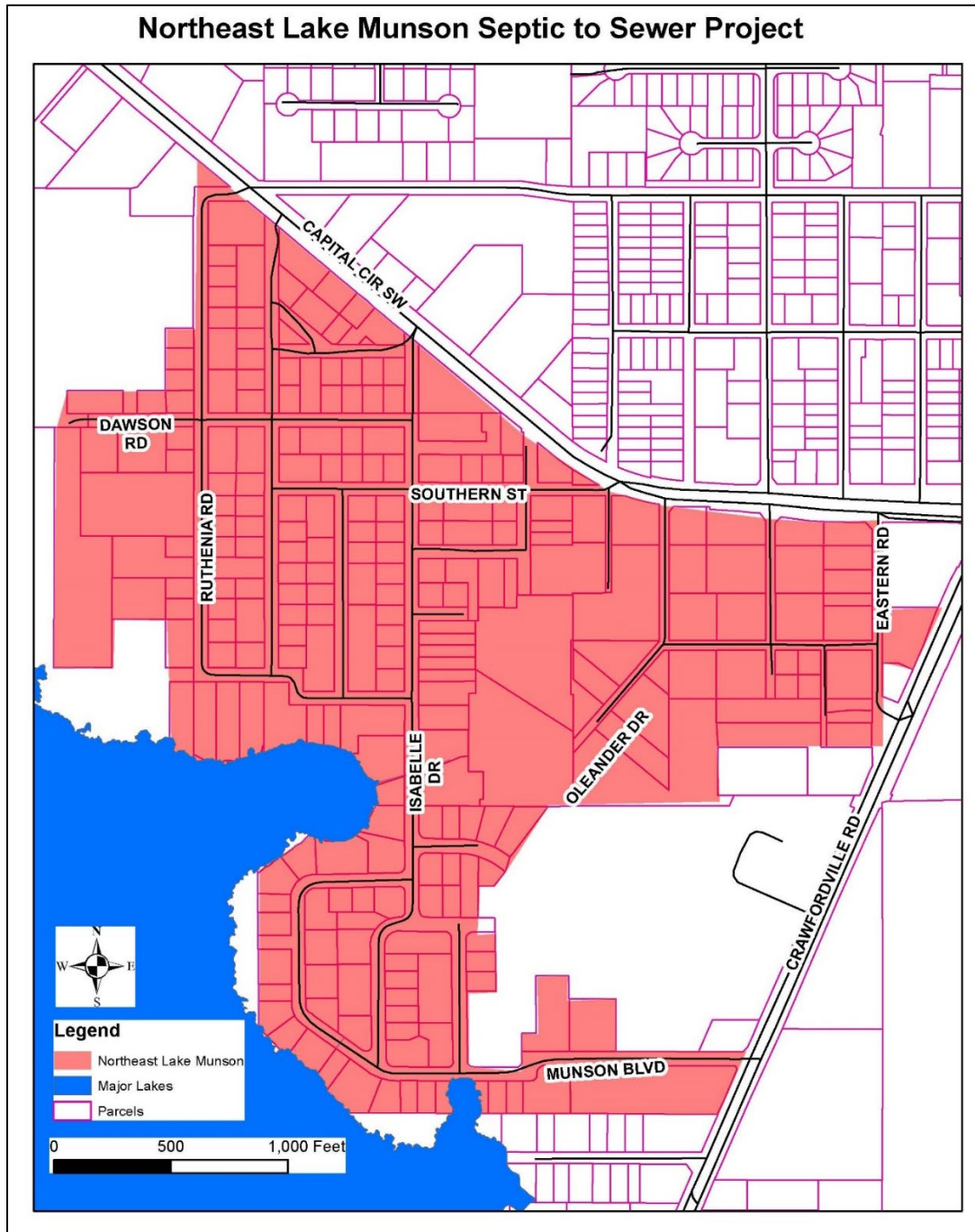


Figure 2. Leon County Water Quality and Springs Protection Infrastructure Improvement Plan

Leon County Water Quality and Springs Protection Infrastructure Improvement Plan														
Project Name	Project Number	Total Project Cost	Funding	COST by GRANT YEAR										
				Pre-SFY17	SFY16-17	SFY17-18	SFY18-19	SFY19-20	SFY20-21	SFY21-22	SFY22-23	SFY23-24	SFY24-25	SFY25-26
Leon County Septic to Sewer Project (Springs FY14-15)	LP37110	\$75,000	STATE	\$75,000										
			MATCH	\$0										
Lake Munson Target Area WW Improvements (Springs FY14-15)	LP37112	\$1,000,000	STATE	\$500,000										
			MATCH	\$500,000										
Woodside Heights Sewer Connection (Springs FY15-16)	LP37112	\$4,600,000	STATE	\$1,950,000	\$350,000									
			MATCH	\$1,950,000	\$350,000									
Advanced Septic Systems Pilot Project (Springs FY16-17)	LP01102	\$1,500,000	STATE	\$750,000	\$750,000									
			MATCH	\$0	\$0									
Woodville Sewer System Project Phase I-A (Springs FY16-17)	LP37114	\$3,000,000	STATE		\$1,500,000									
			MATCH		\$750,000									
Woodville Sewer System Project Construction 1A (Springs FY19-20)	LP37114	\$5,625,000	STATE					\$3,750,000						
			MATCH					\$1,875,000						
Woodville Sewer System Project Construction 1B (Springs FY21-22)	LP37114	\$7,950,000	STATE						\$3,500,000	\$1,800,000				
			MATCH						\$1,750,000	\$900,000				
Woodville Sewer System Project Construction 1C-1 (Springs FY22-23)	LP37114	\$7,350,000	STATE								\$4,900,000			
			MATCH								\$2,450,000			
Woodville Sewer System Project Construction 1C-2 (Springs FY23-24)	LP37114	\$7,162,500	STATE									\$4,275,000	\$500,000	
			MATCH									\$2,137,500	\$250,000	
Northeast Lake Munson Sewer System Project (Springs FY17-18)	LP0110E	\$11,321,603	STATE		\$4,600,000							\$2,947,735		
			MATCH		\$2,300,000							\$1,473,867.50		
Belair/Annawood Sewer System Project (Springs FY17-18)	LP01108	\$4,041,000	STATE		\$1,750,000			\$444,000			\$500,000			
			MATCH		\$875,000			\$222,000			\$250,000			
Septic System Upgrades, SUIP (Springs FY21-22 & FY22-23)	LPF3701	\$2,222,222.22	STATE							\$1,111,111.11	\$1,111,111.11			
			MATCH							\$0	\$0			
			STATE	\$3,275,000	\$8,950,000	\$0	\$0	\$4,194,000	\$0	\$4,611,111.11	\$3,411,111.11	\$7,847,735	\$4,275,000	\$500,000
Septic Systems Upgrade/Removal TOTALS		\$55,847,324.72	LOCAL	\$2,450,000	\$4,275,000	\$0	\$0	\$2,097,000	\$0	\$1,750,000	\$1,150,000	\$3,923,867.50	\$2,137,500	\$250,000
Septic tanks addressed per project:				235	376	100	286	396	274	421	100	100		2,288

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Revised Special Audit Requirements
(State and Federal Financial Assistance)

Attachment 5-2

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient (*which may be referred to as the "Recipient", "Grantee" or other name in the agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEP Department staff, limited scope audits as defined by 2 CFR 200.425, or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR §200.330

1. A recipient that expends \$750,000 or more in Federal awards in its fiscal year, must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of Environmental Protection. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200.514 will meet the requirements of this part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F-Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F-Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <https://sam.gov/content/assistance-listings>.

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of Environmental Protection by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal year ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and required by PART I of this form shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.36 and 200.512
 - A. The Federal Audit Clearinghouse designated in 2 CFR §200.501(a) (the number of copies required by 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:

By Mail:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

2. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (<http://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

4. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

5. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with 2 CFR 200, Subpart F-Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (non and for-profit organizations), Rules of the Auditor General, should indicate the date and the reporting package was delivered to the recipient correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award and this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

EXHIBIT – 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Note: If the resources awarded to the recipient represent more than one federal program, provide the same information shown below for each federal program and show total federal resources awarded

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program A	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	
Federal Program B	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	

Note: Of the resources awarded to the recipient represent more than one federal program, list applicable compliance requirements for each federal program in the same manner as shown below:

Federal Program A	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	
Federal Program B	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	

Note: If the resources awarded to the recipient for matching represent more than one federal program, provide the same information shown below for each federal program and show total state resources awarded for matching.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:					
Federal Program A	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category
Federal Program B	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

Note: If the resources awarded to the recipient represent more than one state project, provide the same information shown below for each state project and show total state financial assistance awarded that is subject to section 215.97, F.S.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program A	State Awarding Agency	State Fiscal Year ¹	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement	Department of Environmental Protection	2017-2018	37.052	Florida Springs Grant Program - LI 1606	\$2,750,000.00	087870
Amendment 1	Department of Environmental Protection	2017-2018	37.052	Florida Springs Grant Program - LI 1606	\$1,850,000.00	087870
Amendment 3	Department of Environmental Protection	2015-2016	37.052	Florida Springs Grant Program - LI 1639	\$66,084.53	087870
Amendment 3	Department of Environmental Protection	2017-2018	37.052	Florida Springs Grant Program - LI 1606	\$1,067,959.72	087870
Amendment 3	Department of Environmental Protection	2020-2021	37.052	Florida Springs Grant Program - LI 1634	\$879,738.83	087870
Amendment 3	Department of Environmental Protection	2022-2023	37.052	Florida Springs Grant Program - LI 1657	\$933,951.92	087870
State Program B	State Awarding Agency	State Fiscal Year ²	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Total Award					\$7,547,735.00	

¹ Subject to change by Change Order.

² Subject to change by Change Order.

Note: List applicable compliance requirement in the same manner as illustrated above for federal resources. For matching resources provided by the Department for DEP for federal programs, the requirements might be similar to the requirements for the applicable federal programs. Also, to the extent that different requirements pertain to different amount for the non-federal resources, there may be more than one grouping (i.e. 1, 2, 3, etc.) listed under this category.

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [<https://sam.gov/content/assistance-listings>] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>], and State Projects Compliance Supplement (Part Four: State Projects Compliance Supplement [https://apps.fldfs.com/fsaa/state_project_compliance.aspx]). The services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

**AMENDMENT NO. 3
TO AGREEMENT NO. LP37114
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
LEON COUNTY**

This Amendment to Agreement No. LP37114 (Agreement), as previously amended, is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and the Leon County, Florida (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for Woodville Sewer System Project Phase I (Project), effective January 18, 2019; and,

WHEREAS, \$4,900,000 in additional funding for this Project is provided under Line Item 1698 of the 2023-2024 General Appropriations Act; and the total funding for this Agreement is now \$15,450,000; and,

WHEREAS, the reimbursement period for the additional funding provided under Line Item 1698 of the 2023-2024 General Appropriations Act begins on July 1, 2023; and,

WHEREAS, an extension to the Agreement is needed to provide additional time to complete the Project; and,

WHEREAS, other changes to the Agreement are necessary; and,

WHEREAS, the parties have agreed to amend the Agreement as set forth herein.

NOW THEREFORE, the parties agree as follows:

1. Section 3. of the Standard Grant Agreement is hereby revised to change the Date of Expiration to March 31, 2026. The Department and the Grantee shall continue to perform their respective duties during this extension period pursuant to the same terms and conditions provided in the Agreement.
2. Section 5. of the Standard Grant Agreement is hereby revised to the following:

Total Amount of Funding:	Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
\$15,450,000	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	Springs, GAA LI 1600, FY 16-17, LATF	\$1,500,000
	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	Springs, GAA LI 1657, FY 19-20, LATF	\$3,750,000
	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	Springs, GAA LI 1605, FY 21-22, LATF	\$3,500,000
	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	Springs, GAA LI 1657, FY 22-23, LATF	\$1,800,000
	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	Springs, GAA LI 1698, FY 23-24, LATF	\$4,900,000
	<input type="checkbox"/> Grantee Match		
Total Amount of Funding + Grantee Match, if any:			\$15,450,000

3. Section 6. of the Standard Grant Agreement is hereby revised to the following:

Department's Grant Manager	Grantee's Grant Manager
Name: Jackie Noval	Name: Anna Padilla
Address: Florida Dept. of Environmental Protection 3900 Commonwealth Blvd. Tallahassee, FL 32399-3000	Address: 2280 Miccosukee Road Tallahassee, FL 32308
Phone: 850-245-3163	Phone: 850-606-1539
Email: Jackie.Noval@FloridaDEP.gov	Email: PadillaA@leoncountyfl.gov

4. The following is hereby added to Attachment 1 in Section 8:

State Funds Documentation. Pursuant to section 216.1366, F.S., if Contractor meets the definition of a non-profit organization under section 215.97(2)(m), F.S., Contractor must provide the Department with documentation that indicates the amount of state funds:

- i. Allocated to be used during the full term of the contract or agreement for remuneration to any member of the board of directors or an officer of Contractor.
- ii. Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the Contractor.

The documentation must indicate the amounts and recipients of the remuneration. Such information must be posted on the State's contract tracking system and maintained pursuant to section 215.985, F.S., and must be posted on the Contractor's website, if Contractor maintains a website.

5. Attachment 3-2, Revised Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-3, Revised Grant Work Plan, as attached to this Amendment and hereby incorporated into the Agreement. All references in the Agreement to Attachment 3 shall hereinafter refer to Attachment 3-3, Revised Grant Work Plan.
6. Attachment 5-2, Revised Special Audit Requirements, is hereby deleted in its entirety and replaced with Attachment 5-3, Revised Special Audit Requirements, attached hereto and made a part of the Agreement. All references in the Agreement to Attachment 5 shall hereinafter refer to Attachment 5-3, Revised Special Audit Requirements.
7. All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

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The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

LEON COUNTY, FLORIDA

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

By: _____
Authorized Signature

By: _____
Secretary or Designee

Vincent S. Long, County Administrator
Print Name and Title

Angela Knecht, Division Director
Print Name and Title

Date: _____

Date: _____

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

Jackie Noval, DEP Grant Manager

Kyle L. Kemper, Senior Assistant County Attorney

Zach Easton, DEP QC Reviewer

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

By: _____

List of attachments/exhibits included as part of this Amendment:

Specify Type	Letter/ Number	Description
Attachment	3-3	Revised Grant Work Plan
Attachment	5-3	Revised Special Audit Requirements

ATTACHMENT 3-3 REVISED GRANT WORK PLAN

PROJECT TITLE: Woodville Sewer System Project Phase I

PROJECT LOCATION: The Project location will include multiple sites located near Woodville Highway, and adjacent residential streets within the general area of the project's coordinates (30.3142, -84.2475). See Figure 1 for a site plan.

PROJECT BACKGROUND: The Woodville Sewer System Project Phase I will make service connections available for residential households and businesses currently served by onsite sewage treatment and disposal systems (OSTDS) to the City of Tallahassee TP Smith Water Reclamation Facility. This will result in a significant reduction in nutrient leaching into the Floridan aquifer in the Wakulla Springs contribution area. The need for this project was identified in the Florida Department of Environmental Protection's (Department's) Upper Wakulla River and Wakulla Springs Basin Management Action Plan (BMAP), the 2030 City of Tallahassee Master Sewer Plan, and the Onsite Treatment and Disposal and Management Options Final Report. Wakulla Springs is an important recreational destination which receives approximately 200,000 visitors annually.

PROJECT DESCRIPTION: Leon County (Grantee) will complete Phase I of the Project, which includes the design, permitting and construction of a collection and transmission system to make central sanitary sewer service connections available for approximately 1,011 residences and businesses, located in the areas indicated in the site plan. The collection system will be designed and constructed in accordance with City of Tallahassee (City) standards. The transmission system, master pump station, lift stations and force main, will connect to the existing City collection system near Capital Circle Southeast. The City will own and operate the system after construction and approval.

This project grant is part of the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan (Figure 2), which may be amended, and requires pledged local contributions of up to 50% of the project costs for long-term water quality and springs restoration capital projects. The Grantee will provide to the Department a status update on the plan each year to include an anticipated date that additional funding will be needed for the projects listed in Attachment 3-3, Figure 2, Leon County Water Quality and Springs Protection Infrastructure Improvement Plan. Based on the Grantee's project schedule, and subject to legislative appropriation of infrastructure funding for water quality and springs restoration each year, the Department may amend this Agreement to provide project funding to the Grantee for the next phase of the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan. Under this Agreement, Leon County project identified in Figure 2 will have priority consideration as funds become available and these projects do not have to be submitted each year through the Water Management District/Department springs evaluation process.

The DEP Grant Funds associated with this Agreement were awarded based on local contributions pledged towards the total project costs: \$7,725,000 from Leon County. Documentation of these local contributions will be required in the Final Quarterly Progress Report.

TASKS: All documentation should be submitted electronically unless otherwise indicated.

Task 1: Preconstruction Activities

Deliverables: The Grantee will work with the City of Tallahassee to complete the design of the proposed lift station(s), force mains, and gravity mains and obtain all necessary permits for construction of the project.

Documentation: The Grantee will submit a signed acceptance of the completed work and a summary of design activities to date, indicating the percentage of design completion of the time period covered in the payment request. For the final documentation, Grantee will also submit a copy of the final design and a list of all required permits identifying issue dates and issuing authorities.

Performance Standard: The Department’s Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department’s Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

Task 2: Construction

Deliverables: The Grantee will construct the sewer system upgrades in accordance with the construction contract documents.

Documentation: The Grantee will submit 1) a copy of the final design; 2) a signed acceptance of the completed work to date, as provided in the Grantee’s Certification of Payment Request; and 3) a signed Engineer’s Certification of Payment Request.

Performance Standard: The Department’s Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department’s Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

PROJECT TIMELINE & BUDGET DETAIL: The tasks must be completed by, and all documentation received by, the corresponding task end date. Cost reimbursable grant funding must not exceed the budget amounts as indicated below.

Task No.	Task Title	Budget Category	Grant Amount	Task Start Date	Task End Date
1	Preconstruction Activities	Contractual Services	\$1,500,000	07/01/2016	09/30/2025
2	Construction	Contractual Services	\$13,950,000	07/01/2019	09/30/2025
Total:			\$15,450,000		

Note that, per Section 8.h. of Attachment 1 in the Agreement, authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if the Legislature reduces or eliminates appropriations. Extending the contract end date carries the risk that funds for this project may become unavailable in the future. This should be a consideration for the Grantee with this and future requests for extension.

Figure 1. Site Plan

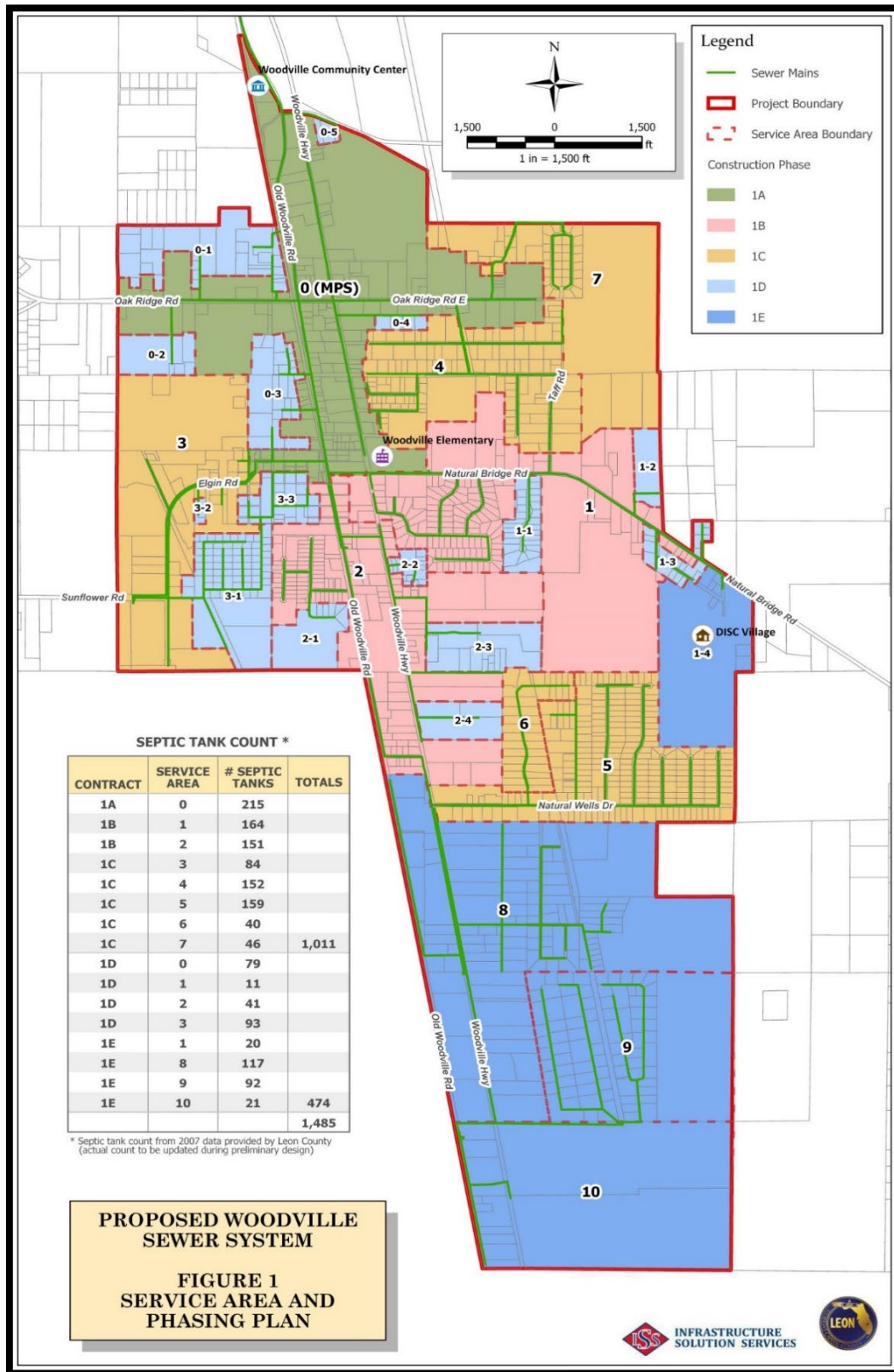


Figure 2. Leon County Water Quality and Springs Protection Infrastructure Improvement Plan

Leon County Water Quality and Springs Protection Infrastructure Improvement Plan														
Project Name	Project Number	Total Project Cost	Funding	COST by GRANT YEAR										
				Pre-SFY17	SFY16-17	SFY17-18	SFY18-19	SFY19-20	SFY20-21	SFY21-22	SFY22-23	SFY23-24	SFY24-25	SFY25-26
Leon County Septic to Sewer Project (Springs FY14-15)	LP37110	\$75,000	STATE	\$75,000										
			MATCH	\$0										
Lake Munson Target Area WW Improvements (Springs FY14-15)	LP37112	\$1,000,000	STATE	\$500,000										
			MATCH	\$500,000										
Woodside Heights Sewer Connection (Springs FY15-16)	LP37112	\$4,600,000	STATE	\$1,950,000	\$350,000									
			MATCH	\$1,950,000	\$350,000									
Advanced Septic Systems Pilot Project (Springs FY16-17)	LP01102	\$1,500,000	STATE	\$750,000	\$750,000									
			MATCH	\$0	\$0									
Woodville Sewer System Project Phase I-A (Springs FY16-17)	LP37114	\$3,000,000	STATE		\$1,500,000									
			MATCH		\$750,000									
Woodville Sewer System Project Construction 1A (Springs FY19-20)	LP37114	\$5,625,000	STATE					\$3,750,000						
			MATCH					\$1,875,000						
Woodville Sewer System Project Construction 1B (Springs FY21-22)	LP37114	\$7,950,000	STATE							\$3,500,000	\$1,800,000			
			MATCH							\$1,750,000	\$900,000			
Woodville Sewer System Project Construction 1C-1 (Springs FY22-23)	LP37114	\$7,350,000	STATE									\$4,900,000		
			MATCH									\$2,450,000		
Woodville Sewer System Project Construction 1C-2 (Springs FY23-24)	LP37114	\$7,162,500	STATE										\$4,275,000	\$500,000
			MATCH										\$2,137,500	\$250,000
Northeast Lake Munson Sewer System Project (Springs FY17-18)	LP0110E	\$11,321,603	STATE		\$4,600,000							\$2,947,735		
			MATCH		\$2,300,000							\$1,473,867.50		
Belair/Annawood Sewer System Project (Springs FY17-18)	LP01108	\$4,041,000	STATE		\$1,750,000			\$444,000			\$500,000			
			MATCH		\$875,000			\$222,000			\$250,000			
Septic System Upgrades, SUIP (Springs FY21-22 & FY22-23)	LPF3701	\$2,222,222.22	STATE							\$1,111,111.11	\$1,111,111.11			
			MATCH							\$0	\$0			
Septic Systems Upgrade/Removal TOTALS		\$55,847,324.72	STATE	\$3,275,000	\$8,950,000	\$0	\$0	\$4,194,000	\$0	\$4,611,111.11	\$3,411,111.11	\$7,847,735	\$4,275,000	\$500,000
			LOCAL	\$2,450,000	\$4,275,000	\$0	\$0	\$2,097,000	\$0	\$1,750,000	\$1,150,000	\$3,923,867.50	\$2,137,500	\$250,000
Septic tanks addressed per project:				235	376	100	286	396	274	421	100	100		2,288

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Revised Special Audit Requirements
(State and Federal Financial Assistance)

Attachment 5-3

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient (*which may be referred to as the "Recipient", "Grantee" or other name in the agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEP Department staff, limited scope audits as defined by 2 CFR 200.425, or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR §200.330

1. A recipient that expends \$750,000 or more in Federal awards in its fiscal year, must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of Environmental Protection. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200.514 will meet the requirements of this part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F-Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F-Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <https://sam.gov/content/assistance-listings>.

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of Environmental Protection by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal year ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and required by PART I of this form shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.36 and 200.512
 - A. The Federal Audit Clearinghouse designated in 2 CFR §200.501(a) (the number of copies required by 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:

By Mail:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

2. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (<http://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

4. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

5. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with 2 CFR 200, Subpart F-Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (non and for-profit organizations), Rules of the Auditor General, should indicate the date and the reporting package was delivered to the recipient correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award and this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

EXHIBIT – 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Note: If the resources awarded to the recipient represent more than one federal program, provide the same information shown below for each federal program and show total federal resources awarded

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program A	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	
Federal Program B	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	

Note: Of the resources awarded to the recipient represent more than one federal program, list applicable compliance requirements for each federal program in the same manner as shown below:

Federal Program A	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	
Federal Program B	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	

Note: If the resources awarded to the recipient for matching represent more than one federal program, provide the same information shown below for each federal program and show total state resources awarded for matching.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:					
Federal Program A	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category
Federal Program B	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

Note: If the resources awarded to the recipient represent more than one state project, provide the same information shown below for each state project and show total state financial assistance awarded that is subject to section 215.97, F.S.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program A	State Awarding Agency	State Fiscal Year ¹	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement	Department of Environmental Protection	2016-2017	37.052	Florida Springs Grant Program - LI 1600	\$1,500,000	087870
Amendment No. 1	Department of Environmental Protection	2019-2020	37.052	Florida Springs Grant Program - LI 1657	\$3,750,000	087870
Amendment No. 2	Department of Environmental Protection	2021-2022	37.052	Florida Springs Grant Program - LI 1605	\$3,500,000	087870
Amendment No. 2	Department of Environmental Protection	2022-2023	37.052	Florida Springs Grant Program - LI 1657	\$1,800,000	087870
Amendment No. 3	Department of Environmental Protection	2023-2024	37.052	Florida Springs Grant Program - LI 1698	\$4,900,000	087870
State Program B	State Awarding Agency	State Fiscal Year ²	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Total Award					\$15,450,000	

Note: List applicable compliance requirement in the same manner as illustrated above for federal resources. For matching resources provided by the Department for DEP for federal programs, the requirements might be similar to the requirements for the applicable federal programs. Also, to the extent that different requirements pertain to different amount for the non-federal resources, there may be more than one grouping (i.e. 1, 2, 3, etc.) listed under this category.

¹ Subject to change by Change Order.

² Subject to change by Change Order.

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [<https://sam.gov/content/assistance-listings>] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>], and State Projects Compliance Supplement (Part Four: State Projects Compliance Supplement [https://apps.fldfs.com/fsaa/state_project_compliance.aspx]). The services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

Attachment 5-3, Exhibit 1
7 of 7

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2023/2024; 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 20th day of February, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, 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 2023/2024 BUDGET AMENDMENT REQUEST

No: BAB24019
Date: 2/8/2024

Agenda Item No: _____
Agenda Item Date: 2/20/2024

County Administrator

Assistant County Administrator

Vincent S. Long

Ken Morris

Request Detail

Revenues

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
125	062003	334354	000	Woodville Sewer Project	8,992,122	4,900,000	13,892,122
				NE Lake Munson Septic to Sewer			
125	062008	334357	000		3,569,082	2,947,735	6,516,817
Subtotal:						7,847,735	

Expenditures

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
125	062003	56900	535	Woodville Sewer Project	8,992,122	4,900,000	13,892,122
				NE Lake Munson Septic to Sewer			
125	062008	56900	535		3,569,082	2,947,735	6,516,817
Subtotal:						7,847,735	

Expenditures

305	062008	56900	535	NE Lake Munson Septic to Sewer	4,123,096	(1,480,209)	2,642,887
352	062008	56900	535	NE Lake Munson Septic to Sewer	2,010,683	(2,010,683)	-
305	062003	56900	535	Woodville Sewer Project	1,088,480	1,480,209	2,568,689
352	062003	56900	535	Woodville Sewer Project	-	2,010,683	2,010,683
Subtotal:						-	

Purpose of Request

This budget amendment appropriates additional grant funds from the Florida Department of Environmental Protection (FDEP) in the amount of \$2,947,735 for the Northeast Lake Munson Sewer project and \$4,900,000 for the Woodville Sewer project. Additionally, the increased funds and the reduction in the County's local match requirement allows previously allocated County match funds in the amount of \$3,490,892 to be reallocated to support future phases of the Woodville Sewer project.

Division/Department
2604/26

Roshaunda Bradley, Budget Director

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution

Motion

Administrator

**Leon County
Board of County Commissioners**

Notes for Agenda Item #22

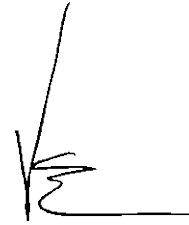
Leon County Board of County Commissioners

Agenda Item #22

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Authorization to Submit Two Northwest Florida Water Management District Springs Restoration Grant Applications for Woodville Sewer System Project and the Munson Slough Embankment Repair Project

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Roshaunda Bradley, Budget Director Brent Pell, Director of Public Works Charles Wu, Director of Engineering Services
Lead Staff/ Project Team:	Eryn Calabro, Principal Budget and Grants Coordinator Anna Padilla, Stormwater Management Coordinator

Statement of Issue:

This item seeks Board approval to submit two Northwest Florida Water Management District Springs Restoration Grant applications, totaling \$12M in grant requests, for the Woodville Sewer System and the Munson Slough Embankment Repair projects.

Fiscal Impact:

This item has a fiscal impact. The two grant applications included in this item request \$10 million for the Woodville Sewer System Project and \$2 million for the Munson Slough Embankment Repair Project from the Northwest Florida Water Management District. The grants require an equal local match which is provided from the county share of water quality sales tax revenues.

Staff Recommendation:

Option #1: Authorize the County Administrator to submit a Northwest Florida Water Management District Springs Restoration Grant application for \$10 million for the Woodville Sewer System Project.

Option #2: Authorize the County Administrator to submit a Northwest Florida Water Management District Springs Restoration Grant application for \$2 million for the Munson Slough Embankment Repair Project.

Title: Authorization to Submit Two Northwest Florida Water Management District Springs Restoration Grants for Woodville Sewer System Project and the Munson Slough Embankment Repair Project

February 20, 2024

Page 2

Report and Discussion

Background:

This item seeks Board approval to submit two Northwest Florida Water Management District (District) Springs Restoration Grant applications for \$10 million for the Woodville Sewer System and for \$2 million for the Munson Slough Embankment Repair projects, respectively. If awarded, the Woodville Sewer System Project grant funding would advance the County's commitment to provide sewer service in southern Leon County by generating new state funding for constructing the next phase of the Woodville Sewer System Project. The Munson Slough Embankment Repair Project grant, if awarded, would increase total project funding for a county stormwater project in Munson Slough enabling an expanded scope of work, detailed further below. Consistent with the County's Grant Application Approval Process (Policy No 23-1), Board approval is required to submit these grant applications because the required local match exceeds \$250,000.

These grant applications advance the following FY2022-FY2026 Strategic Initiatives and Bold Goal:

- *Continue to work with the state to seek matching grants to cover septic to sewer systems and support septic system upgrades. (2022-11, rev. 2023)*
- *Ensure the County's water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County's adopted strategic priority: to protect the quality and supply of our water. (2022-16)*
- *Implement the comprehensive Action Plan for Lake Munson to support the long-term water quality of the lake and surrounding water bodies. (2023-8)*
- *Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone (BG2)*

These particular Strategic Initiatives aligns with the Board's Environment Strategic Priorities:

- *(EN1) Protect the quality and supply of our water.*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

Leon County has long prioritized the protection of local natural resources and waterbodies. Since the 1980s, Leon County, the City of Tallahassee and the Blueprint Intergovernmental Agency (Blueprint) have invested over \$290 million, implementing 28 projects and best management practices in the Lake Munson Basin in southern Leon County aimed at restoring and protecting Lake Munson. Within the past decade, the Board's priorities have expanded to include providing sewer service in southern Leon County, which not only improves water quality and protects area resources, but also provides essential infrastructure services. The County has set high goals to convert septic systems to sewer service and has invested significantly in water quality improvements in southern Leon County. Through adoption of the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan (Springs Improvement Plan), Leon County and the Florida Department of Environmental Protection (FDEP) allocated over \$63 million to provide sewer to 1,528 properties currently on septic tanks in the Primary Springs Protection Zone.

Title: Authorization to Submit Two Northwest Florida Water Management District Springs Restoration Grants for Woodville Sewer System Project and the Munson Slough Embankment Repair Project

February 20, 2024

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The FDEP works in partnership with water management districts to provide funding assistance for water resource projects that protect and restore springs, and other projects that improve water quality or quantity. Funding is available in the State FY 2024-2025 budget through the District for springs restoration projects. Projects eligible for springs restoration funding are capital projects that protect the quality and quantity of water that flows to and from springs, including septic-to-sewer, hydrologic restoration, stormwater, and other water quality projects protecting springs.

The application deadline for the District Springs Restoration Grant is February 23, 2024, and projects should be completed within 24-36 months or less. Construction-ready projects will be prioritized over projects that include a design component. The analysis section provides additional details on the two county projects identified for the District Springs Restoration Grant opportunity.

Analysis:

Public Works staff reviewed the County's Capital Improvement Program (CIP) project list, strategic initiatives, and priorities against the program eligibility requirements to determine the best County projects to apply for this grant opportunity. Projects were reviewed based on their current status in the design and right-of-way acquisition phases and evaluated on the ability to construct the project within the District's desired timeframe of 24-36 months. As detailed below, this item seeks Board approval to submit two District Springs Restoration Grant applications for the County's Woodville Sewer System (for \$10M) and the Munson Slough Embankment Repair projects (for \$2M).

Woodville Sewer System Project

The Woodville Sewer System Project meets the intent of the District's Springs Restoration Grant program by improving the water quality flowing to Wakulla Springs. As reflected above, the County and FDEP have allocated \$63M for a series of southside sewer projects (Woodville, NE Lake Munson, Belair/Annawood and Woodside Heights). Of that amount, and thus far, the Woodville Sewer project has been funded at \$19.1M of its total estimated project cost of \$102.3M. The remaining phases of the Woodville Sewer project, which require an additional \$83.2M to construct, will add another 819 properties to sewer. This grant seeks \$10M in new state funding toward the next phase of the project. The \$10M grant request requires an equal local match. County match funding exists in the current budget from the county share of the sales tax water quality and stormwater project funding.

Munson Slough Embankment Repair Project

The County's current budget also includes \$2M funding for the design and construction of the Munson Slough Embankment Repair Project, with construction occurring in 2026. This project is to mitigate bank erosion along Munson Slough. If approved by the District, the grant requested in this item would generate \$2M in new state funds for this project and would enable the County to expand the project beyond bank repair (current project scope) to also include restoration of wetland areas along Lake Henrietta and Munson Slough, creating pools and rapids similar to a natural channel ecosystem and further improving water quality and wildlife habitat downstream. The grant application requires an equal local match. The \$2M grant request requires a local match of

Title: Authorization to Submit Two Northwest Florida Water Management District Springs Restoration Grants for Woodville Sewer System Project and the Munson Slough Embankment Repair Project

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equal amount which exists in the current county budget from the county share of the sales tax water quality and stormwater project funding. Further details regarding this project, including any new information about this grant application to the District, will be included in the FY 2025 budget workshop agenda material for Board consideration in May 2024.

The application deadline is February 23, 2024. It is anticipated that notification of the grant award will be in late 2024. Should the County applications be successful, an additional agenda item will be brought back to the Board for approval and acceptance of the grants.

Options:

1. Authorize the County Administrator to submit a Northwest Florida Water Management District Springs Restoration Grant application for \$10 million for the Woodville Sewer System Project.
2. Authorize the County Administrator to submit a Northwest Florida Water Management District Springs Restoration Grant application for \$2 million for the Munson Slough Embankment Repair Project.
3. Do not authorize the County Administrator to submit a Northwest Florida Water Management District Springs Restoration Grant application for the Woodville Sewer System Project.
4. Do not authorize the County Administrator to submit a Northwest Florida Water Management District Springs Restoration Grant application for the Munson Slough Embankment Repair Project.
5. Board direction.

Recommendation:

Options #1 and #2

Attachment:

1. Notice of Funding Opportunity for Water Projects



FY 2024-2025 Water Project Funding Application Guidelines

PURPOSE AND BACKGROUND

The State of Florida has long recognized the importance of protecting water resources and developing alternative water supplies for a growing economy. The Florida Department of Environmental Protection (DEP) works in partnership with water management districts to provide funding assistance for water resource projects that develop alternative water supplies, protect and restore springs, and other projects that improve water quality or quantity. For FY 2024-2025, two funding programs are available through the Northwest Florida Water Management District (District): alternative water supply and springs restoration.

STATE AND DISTRICT PRIORITIES

As outlined in Chapter 373, Florida Statutes, one of the District's core missions includes protecting and improving the quality and quantity of water resources and natural systems across northwest Florida. This mission is supported by the Governor's Executive Orders [19-12](#), [23-06](#) and the [Protecting Florida Together](#) initiative. Protecting Florida Together water protection grant programs are available for springs restoration, alternative water supply (AWS), innovative technologies, resiliency from sea level rise and flooding, nonpoint source pollution abatement, and other water quality projects.

The Region II (Santa Rosa, Okaloosa, and Walton counties) regional water supply plan (RWSP) identifies AWS as among the priority needs and strategies to ensure sufficient water is available for all existing and future users and natural systems. In addition to Region II, and as resources are available, priority water supply and AWS projects are implemented districtwide.

The District supports and complements these efforts with a minimum flows and minimum levels (MFLs) program, Surface Water Improvement and Management (SWIM) plans, and collaboration with DEP and other partners on Basin Management Action Plans (BMAPs).

ELIGIBLE APPLICANTS

Eligible applicants and grant recipients are governmental entities as described in [s. 287.012\(14\), F.S.](#), and public and nonprofit water supply and wastewater utilities within the District's 16-county region.

Additionally, the District may sponsor landowners for land acquisition projects and agricultural producers to implement springs restoration projects. Visit the District's website for more information on available [Agriculture Programs](#).

ELIGIBLE PROJECTS AND REQUIREMENTS

A. Eligible Projects

Projects eligible for AWS funding help communities plan for and implement conservation, reuse, and other water supply and water resource development projects.

Projects eligible for springs restoration funding are capital projects that protect the quality and quantity of water that flows to and from springs and land acquisition projects to protect springs.

Funding may be awarded to **Eligible Applicants** for the following types of projects:

Alternative Water Supply*	Springs Restoration
<ul style="list-style-type: none"> • Reclaimed Water • Water Conservation • Stormwater • Surface Water • Brackish Groundwater • Desalination • Other Non-Traditional Source Projects • Other Water Quantity Projects 	<ul style="list-style-type: none"> • Hydrologic Restoration • Land Acquisition • Wastewater Collection and Treatment, such as: <ul style="list-style-type: none"> – Septic-to-Central Sewer – Advanced Septic Systems – Reclaimed Water • Stormwater • Agricultural Best Management Practices (BMPs) • Other water quality or water quantity projects benefitting springs

*For AWS, feasibility and land acquisition projects may be eligible for funding if they relate to one of the project types listed above and are necessary to implement a regional project.

Eligible springs restoration projects may encompass multiple segments or phases. The District may work with applicants and award partial funding for one or more segments or phases.

B. Match Requirements

All projects are required to financially match a minimum of 100 percent of the state funding provided, unless waived for financially disadvantaged communities.

Eligible match funding includes local sources, in-kind contributions, and companion projects. Previous funding from the same sources or match claimed toward a previous project may not count toward these requirements. Rural or financially disadvantaged communities as defined in [s. 288.0656, F.S.](#), can request a reduction or waiver of match in their applications.

C. Additional Project Requirements

Additional project requirements include:

- Projects that can be accomplished within 24-36 months or less.
- For capital projects, facilities must be constructed, owned, operated, and maintained by the cooperator in accordance with state, federal, and local regulations.

- Quantify the amount of water to be made available, offset, and/or saved for AWS projects and the total nutrient reduction for springs restoration projects. See the ***Application Form*** for more information.
- See also ***General Conditions for Receiving Funds*** for more information.

MULTI-PHASE PROJECTS (SPRINGS RESTORATION FUNDING ONLY)

A common practice with large-scale infrastructure projects is to design and construct a project in phases, where the full benefit or project outcome may not be realized until completion of the final phase. A multi-phase plan outlines the full project cost with funding sources and match over the project's entire timeframe. It also includes a narrative description of the overall project and schedule with expected outcomes or results at the end of each phase, where applicable.

Some benefits to developing a multi-phase plan for a project may include:

1. Multi-phase plans help build predictability at the local level in terms of funding and may present opportunities for financially disadvantaged communities.
2. Larger projects may be developed in phases, each with tangible results. This can increase the likelihood of projects staying on schedule and on budget, which is a consideration when an applicant's prior performance is reviewed.
3. Overall longer timeframes may help applicants better secure and leverage the resources needed for large-scale capital projects.
4. Multi-phase projects often support long-term strategies to address water quality and springs protection, which may help to prioritize funding applicability.

New Multi-Phase Projects: To submit a project to be considered for funding as a multi-phase project, complete the applicable section of the application and attach any relevant narrative or project cost information.

Existing Multi-Phase Projects: Multi-phase projects are not required to complete and re-submit an application form each funding year. For returning applicants of a multi-phase project previously submitted, the District will reach out directly for an update on funding and status. Note that because past performance is a factor in project evaluations, regular progress reports demonstrating that all tasks and deliverables are on schedule and on budget is essential.

WATER RESOURCES INFORMATION

Information to assist in completing applications is provided on the District's and on DEP's websites. Detailed guidance from DEP to water management districts submitting requests for funding AWS projects is in the [AWS Funding Guidance](#) document and for springs projects in the [Springs Funding Guidance](#) document. DEP has several tools and guidance documents available for calculating nutrient reductions for springs restoration projects on its [website](#).

Additional programs and links are below. See also ***Frequently Asked Questions (FAQs)*** for more information.

- Florida Department of Environmental Protection: <https://floridadep.gov/>. See the Division of Environmental Assessment and Restoration for Total Maximum Daily Loads, Basin Management Action Plans, Reasonable Assurance Plans, and TMDLs.
- Northwest Florida Water Management District: <https://www.nwfwater.com/>. See the Water Resources pages for Minimum Flows and Minimum Water Levels, Surface Water Improvement and Management, and Agriculture.

EVALUATION CRITERIA

All applications will be reviewed and evaluated based on the criteria noted below.

Evaluation Criteria	Description (as applicable to each project type)
1. State and District Priorities	(1) Project is located within or benefits a RWSP (for AWS projects) or BMAP area (for Springs projects; (2) Will benefit water bodies with adopted MFLs or on the District’s MFL priority list; (3) Implements other District plans or priorities, such as a SWIM Plan.
2. Projected water quality, quantity and other outcomes, results, benefits	(1) Provides regional benefits; (2) Provides multiple benefits to water supply and water quality; (3) Has complementary efforts, such as an AWS project that also provides water quality improvements; (4) Clearly quantifies the amount quantity of water created or saved and/or the nutrient reductions or measurable improvements in water quality and/or the number of acres acquired; (5) Has additional benefits to the community (e.g., socio-economic).
3. Cost effectiveness, cost sharing and leveraging, and resource strategies	(1) Demonstrates cost effectiveness, such as capital cost per 1,000 gallons of water made available; or capital costs per pound of nutrients reduced; (2) Represents a quality return on investment, i.e., the amount of local cooperator funding leveraged by the state grant, while recognizing funding limitations of economically disadvantaged communities; (3) Project is part of a local sponsors’ long-term strategy to address water quality or water supply issues; (4) Is part of a local plan or budget; (5) The degree to which applicant has leveraged additional funding sources to complete the project.
4. Applicant capacity, local commitment, and readiness for implementation	(1) Is ready to proceed and can be implemented in a timely manner; (2) Has demonstrated local commitment to the project, e.g., match funding and public support; (3) Is committed to complete project within 24-36 months or less; (4) If previous District grant recipient, projects and project activities have been on schedule and on budget; (5) Has anticipated potential obstacles or challenges and has a plan or strategies in place to overcome them.

ECONOMICALLY DISTRESSED/FINANCIALLY DISADVANTAGED COMMUNITIES

An economically distressed county or community is defined in [s. 288.0656, F.S.](#), under the Rural Economic Development Initiative (REDI). An economically distressed, or “financially disadvantaged small community” is also defined in [s. 403.1838\(2\), F.S.](#) Visit www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition/rural-communities or call (850) 717-8506 for more information.

APPLICATION PROCESS AND SUBMITTAL

A notice of funding availability (NOFA) is announced through email, the District’s website (www.nwfwater.com), and in the Florida Administrative Register (www.flrules.org). Interested parties may obtain the application form from the District’s website or by emailing the District.

Applications with supporting materials shall be transmitted by email to: grants@nwfwater.com. It is recommended that applications be sent with read receipt enabled. Please note the maximum electronic mail size that can be received is 15 MB. All applications must be received on or before the due date noted in the **Funding Cycle Schedule** below.

FUNDING CYCLE SCHEDULE

Activities or Event	Date(s)
Notice of Funding Availability (NOFA) Posted	December 11, 2023
Application Due Date*	February 23, 2024
Evaluation of project applications	February-March 2024
List of funding recommendations presented to the District Governing Board for approval and transmission to DEP	April-May 2024
Projects evaluated by DEP	Summer 2024
Notice of funding status to applicants	Fall 2024 – Winter 2025

**Funding applications must be received no later than 11:59 PM Eastern Time.*

PROJECT SELECTION AND AVAILABILITY OF FUNDS

The District will review all applications for basic minimum requirements, conduct initial screenings, then evaluate and short-list projects according to the **Evaluation Criteria** noted previously. Final selections and formal recommendations will be presented to the District’s Governing Board for approval, and upon approval, the recommended projects will be forwarded to DEP in May 2024 for funding consideration. Recommendations may include partial funding of specific segments of project submittals.

Any awarded projects are subject to the availability of funds in the state’s FY 2024-2025 budget (July 1 – June 30). In recent years, the Governor and Legislature have approved \$40 million annually for AWS and \$50 million annually for springs protection.

Note that communication between District staff and an applicant about a particular project does not imply funding for that project. **No funding decisions are final until 1) approved by the District Governing Board, 2) approved by DEP, and 3) notice has been received in writing from the District.**

NOTIFICATION OF AWARDS

All applicants will be notified of final project funding decisions consistent with the **Funding Cycle Schedule**.

CONTACT INFORMATION

For additional information or assistance, please contact:

Jerrick Saquibal, PE, Chief, Bureau of Projects and Planning
Northwest Florida Water Management District
(850) 539-5999
Jerrick.Saquibal@nwfwater.com

**Leon County
Board of County Commissioners**

Notes for Agenda Item #23

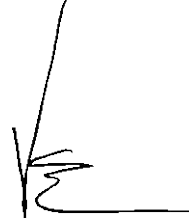
Leon County Board of County Commissioners

Agenda Item #23

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: Full Board Appointments to the Advisory Committee for Quality Growth and the Joint City/County Bicycling Workgroup

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant 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 and the Joint City/County Bicycling Workgroup.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Appoint one nominated citizen, Karrie Larson, to Seat 12 (a person who represents a business association or organization, nominated by the Greater Tallahassee Chamber of Commerce) on the Advisory Committee for Quality Growth for the remainder of the unexpired term ending May 31, 2025.
- Option #2: Appoint one citizen, Melissa Hill, to the Joint City/County Bicycling Workgroup for the remainder of the 3-year term ending December 31, 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: Functions as a focus group to provide a continuous source of community input and technical resources from development industry professionals and community stakeholders by providing proactive input and feedback for development review and approval service enhancements to the Development Support and Environmental Management Department staff.

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.
- **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.**

Title: Full Board Appointments to the Advisory Committee for Quality Growth and the Joint City/County Bicycling Workgroup

February 20, 2024

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- 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.

Members serve for 3-year terms, and are limited to 3 full consecutive terms. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
16	1	Male - 10 Female – 4 N/A - 1	White - 8 Black- 6 N/A - 1

Vacancy: There is a vacancy on the ACQG for the seat for the Greater Tallahassee Chamber of Commerce nominee. The term of the previous member, Mat Tharpe, expired on May 31, 2022 and he did not seek reappointment. The Greater Tallahassee Chamber of Commerce has nominated the eligible applicant as listed in Table #1.

Table #1. Advisory Committee for Quality Growth

Vacancy / Category <i>Term Status</i>	Term Expiration	Eligible Nominated Applicant (Application Attachment #)	Gender - Race	Recommended Action
Seat #12 - Greater Tallahassee Chamber of Commerce nominee				
Mat Tharpe <i>Did not seek reappointment</i>	5/31/2022	1. Karrie Larson	Female – White	Appoint one eligible applicant for the remainder of the unexpired term ending May 31, 2025.

Joint City / County Bicycling Workgroup (JBWG)

Purpose: The JBWG functions as a focus group providing input to the Planning Department staff on cycling-related projects, improvements, events, and ordinances for consideration of recommendations to the Board of County Commissioners and the City Commission.

Composition: The JBWG has twelve (12) members; six (6) members are appointed by the Board and six (6) members are appointed by the City Commission. Members are representatives of cycle-related nonprofit organizations, state/local agencies, bicycle groups, and local bicycle businesses. Terms are for three years, and members are limited to three full consecutive 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
12	5	Male - 6 Female - 1	White - 7

Vacancies: The County currently has two vacant seats, and the City has three. The term of Board appointed JBWG member, Clifford Dudley, expired on December 31, 2023. Mr. Dudley was not eligible for reappointment due to term limits. The eligible applicant is listed in Table #2.

Table #2. Joint County / City Bicycling Workgroup

Vacancies <i>Term Status</i>	Term Expiration	Eligible Applicants Application Attachment #	Gender - Race	Recommended Action
Clifford Dudley <i>Not eligible for reappointment</i>	12/31/2023	2. Melissa Hill	Female - White	Appoint one eligible applicant for the remainder of the three-year term ending Dec. 31, 2026

Options:

1. Appoint one nominated citizen, Karrie Larson, to Seat 12 (a person who represents a business association or organization, nominated by the Greater Tallahassee Chamber of Commerce) on the Advisory Committee for Quality Growth for the remainder of the unexpired term ending May 31, 2025.
2. Appoint one citizen, Melissa Hill, to the Joint City/County Bicycling Workgroup for the remainder of the 3-year term ending December 31, 2026.
3. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Larson application, resume and nomination
2. Hill 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: Mrs. Karrie Larson		Date: 1/30/2024 10:14:54 PM	
Home Address:	8632 Miles Johnson Rd Tallahassee, FL 32309	Do you live in Leon County?	Yes
Home Phone:	(850) 980-0377	Do you live within the City limits?	No
Primary Email:	Karrie@LarsonPark.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?	25

(EMPLOYMENT INFORMATION)

Employer:	Larson Park Realty	Work Address:	216 W College Ave #405 Tallahassee, FL 32301
Occupation:	Broker/Owner, Realtor®	Work Email:	Karrie@LarsonPark.com
Work/Other Phone:	(850) 778-1715		

(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:	46
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Megan Herring	Name:	Karrie Parkhill
Address:	5811 Golden Oak Lane, Tallahassee, FL 32305	Address:	340 Beulah Church Rd, Thomasville, GA 31757
Phone:	(850) 445-3471	Phone:	(850) 559-5587

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?* **No**

Your application will only be considered for those committees/boards/authorities that do not require members to complete the Financial Disclosure Form 1.

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 spouse's employer is Florida Sheriffs Risk Management Fund, which provides services to the Leon County Sheriff's Department.*

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.)
- Employed by a local university or 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.)
Name of nominating organization: *Greater Tallahassee Chamber of Commerce*
- Archaeologist
- Resident of Leon County

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

Signature: *Mrs. Karrie Larson*

The application was electronically sent: 1/30/2024 10:14:54 PM

Karrie Larson

karrie@larsonpark.com | (850) 778-1715 | Tallahassee, FL | www.linkedin.com/in/karrielarson

SUMMARY

Seasoned professional with 20+ years of real estate experience, including the role as National Director of Real Estate for a publicly traded corporation managing site selection, contract negotiations, construction projects, legal compliance, facilities operations, and office staff. Demonstrated expertise in real estate management, contract negotiations, and coordinating diverse teams for seamless operations. Seeking to leverage my background in real estate and legal support to add value to the Advisory Committee for Quality Growth.

WORK EXPERIENCE

Larson Park Realty

May 2014 – Present

Broker/Owner

- Facilitate transactions of commercial and residential properties, including sales, purchases, and leases.
- Manage a portfolio of 30 commercial and residential properties, overseeing all aspects of operations.

Trulieve, Inc.

Jul 2019 – Oct 2022

National Director of Real Estate

- Oversaw the expansion of retail dispensaries from 28 to 105, conducting site selection, lease negotiations, and facilitating site approval processes in multiple counties and states.
- Coordinated cross-functional teams for seamless transition of facilities to operations, including IT and Retail, while providing routine project progress updates to the executive team.
- Implemented robust risk mitigation strategies, including the development of HR administrative policies, process improvements for Legal and Payroll, and the integration of acquired companies into existing operations.
- Achieved a significant annual cost reduction of \$194K through strategic mergers of duplicate processes across retail and manufacturing facility operations.

Florida Supreme Court, Office of the State Courts Administrator

Oct 2014 – Jul 2019

Paralegal

- Assisted in the seamless transition of the Capitol General Counsel's office by managing strategic time schedules and providing robust support.
- Acted as an effective intermediary between judiciary, executive agencies, and management, streamlining communication and fostering collaboration.
- Ensured smooth administrative operations through meticulous handling of correspondence, meeting organization, travel coordination, contract maintenance, and travel auditing.

Florida Capitol, Department of Financial Services

Mar 2013 – Jun 2014

Paralegal

- Provided comprehensive legal support by drafting pleadings and correspondence, as well as conducting in-depth research on case laws and legislative bills, significantly aiding the General Counsel.
- Facilitated a smooth transition to a higher-level judicial environment, maintaining optimal support and efficiency during the move to the Office of the State Courts Administrator.

Law Offices of Timothy D. Padgett

Jul 2012 – Mar 2013

Manager

- Oversaw team operations, ensuring efficiency and productivity while fostering a supportive work environment.
- Developed comprehensive policy manual and templates, and consistently drafted over 80 foreclosure complaints monthly, demonstrating strong attention to detail and legal expertise.

Allen, Kopet & Associates, PLLC

Feb 2010 – May 2012

Paralegal

- Managed and prepared pleadings for a significant volume of cases, including 200 appeals, demonstrating a high level of competency in civil litigation and workers' compensation law.
- Demonstrated exemplary skills in caseload management, successfully handling multiple cases simultaneously while ensuring accuracy and attention to detail in all proceedings.

Dakota Apartments

Jul 2008 – Jul 2009

Commercial Property Manager

- Oversaw leasing and operational aspects of a 99-unit student housing community, effectively maintaining smooth operations and tenant satisfaction.

Ausley & McMullen

Feb 2008 – Jul 2008

Paralegal

- Prepared legal pleadings for Administrative, Constitutional, Government, and Healthcare cases.

Moyé Law Firm

Mar 2007 – Jan 2008

Paralegal

- Supervised staff while handling trial proceedings, appeals, and hearings in the context of 75 malpractice and personal injury cases.

Anderson & Associates

Jun 2005 – Mar 2007

Paralegal

- Oversaw and drafted pleadings for a significant caseload of workers' compensation and personal injury claims.
- Successfully managed all aspects of 240 diverse case files, ensuring accurate and timely completion of all necessary legal documents.

First American Exchange Company, LLC

May 2004 – Feb 2005

Exchange Assistant

- Administered a portfolio of 100 Section 1031 tax-deferred exchanges and crafted PowerPoint presentations for multi-state seminars under the direction of a Regional Manager.

EDUCATION

Barry University

Bachelor of Liberal Studies

University of Florida

Associate of Arts

CERTIFICATIONS

Florida Licensed Real Estate Broker

#BK3215832

National Association of Realtors Member

#284015995

Tallahassee Board of Realtors Member

#11318

Greater Tallahassee Chamber of Commerce Member

#59212

National Association of Legal Assistants Certified Paralegal

#132009

Florida Bar Registered Paralegal

#238239

Notary Public

#HH316509

SERVICE

Vice President, Business Networking International, Big Bend Business Builders, 2023 – Present
Membership Director, Paralegal Association of Florida, Big Bend Chapter, 2012-2014
Director at Large, Paralegal Association of Florida, Big Bend Chapter, 2012-2014
Second Harvest of the Big Bend
Make A Wish Central and Northern Florida
Lighthouse Children's Home

SKILLS

Microsoft Office Suite • SmartSheet • Adobe Acrobat • Visio • Visual Lease • Appfolio • Lexis Front Office •
Operational Efficiency • Project Management • Budget and Financial Management • Strategic Planning

Mary Smach

From: Scott Brockmeier
Sent: Tuesday, January 30, 2024 3:06 PM
To: Mary Smach
Subject: FW: Board Service

Mary,

Karrie Larson was recommended by Sue Dick as the Chamber's ACQG nominee (see below). Karrie is aware the application deadline is tomorrow.

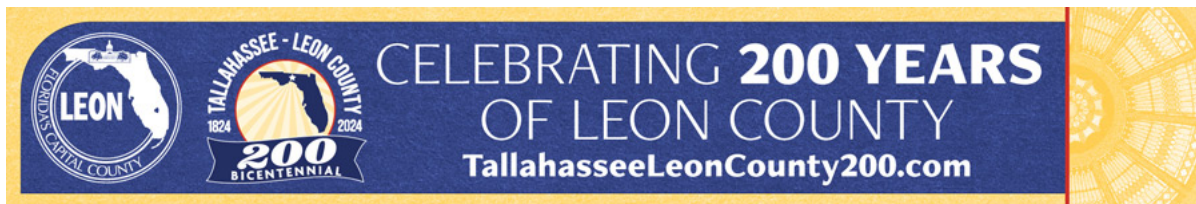
Sincerely,



Scott Brockmeier, CPM
Development Services Administrator
Department of Development Support & Environmental Mgt.
435 N. Macomb St., 2nd Fl | Tallahassee, FL 32301
(850) 606-1317 /work | (850) 606-1301 /fax
brockmeiers@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: Sue Dick <sdick@talchamber.com>
Sent: Tuesday, January 30, 2024 2:16 PM
To: Karrie Larson <karrie@larsonpark.com>; Scott Brockmeier <BrockmeierS@leoncountyfl.gov>
Subject: RE: Board Service

Hello Karrie,

Thank you for your willingness to serve. Scott is also copied on this message as well.

Our January – Chamber Board Meeting is this afternoon. I would love the opportunity to touch base with you regarding this committee.

Scott, in the meantime, please advance Karrie's name.

Sue

Sue Dick

President/CEO

Greater Tallahassee Chamber of Commerce

sdick@talchamber.com

Office: (850) 224-8116 | Direct (850) 521-3100

www.talchamber.com



From: Karrie Larson <karrie@larsonpark.com>

Sent: Tuesday, January 30, 2024 11:49 AM

To: Sue Dick <sdick@talchamber.com>

Subject: Fwd: Board Service

Hi, Sue,

I am touching base on this email. I am looking to be added to the Advisory Committee for Quality Growth, and Scott Brockmeier is also planning to send you an email today to see if you would provide an email nominating me for that vacant seat. I'm not sure what the Chamber process is to fill this seat, and I welcome the opportunity to meet with you tomorrow at any time if you would like to discuss this in person. Please also feel free to call with any questions.

Best,

Karrie Larson, Broker/Owner, Realtor®

Commercial * Residential * Portfolio Management

[Larson Park Realty](#)

Call or Text: [850-778-1715](tel:850-778-1715)



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
JOINT CITY/COUNTY BICYCLING WORKGROUP**

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. Melissa Hill		Date: 2/2/2024 12:44:38 PM	
Home Address:	309 Hoffman Drive Tallahassee, FL 32312	Do you live in Leon County?	Yes
Home Phone:	(352) 250-8043	Do you live within the City limits?	Yes
Primary Email:	milliehill16@gmail.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?	1

(EMPLOYMENT INFORMATION)

Employer:	Trust for Public Land	Work Address:	1834 Hermitage Blvd. Suite #100, Tallahassee, FL 32312
Occupation:	Florida Project Manager	Work Email:	
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:	29
District:		Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Erica Hernandez	Name:	
Address:	4040 Northwest 33rd Place Gainesville, FL 32606	Address:	
Phone:	(850) 339-4883	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 should be representatives of one of the following membership eligibility criterias. Please indicate your area of expertise.

- Cycle-related non-profit organization
- State/local agency
- Bicycle group
- Local bicycle business
- Other

Please explain: *I work for Trust for Public Land which is a national nonprofit that increases public access through protection of open space and the protection of multiuse rail trail corridors for pedestrians and cyclists.*

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

Signature: *Mrs. Melissa Hill*

The application was electronically sent: 2/2/2024 12:44:38 PM

MELISSA K HILL (she/her/hers)

309 Hoffman Drive, Tallahassee, FL 32312 | (352) 250-8043 | milliehill16@gmail.com

Work Experience

Trust for Public Land (TPL)

Florida Project Manager | September 2023 – Present

- Advance community-based and landscape-scale conservation to increase public access to lands and trails
- Identify, negotiate, document, and close real estate transactions in coordination with legal and finance staff
- Secures interim financing and permanent funding for land acquisitions through existing or new public and private funding sources
- Responsible for project management, including research and executing all phases of projects from initial outreach and landowner negotiation
- Supporting and advancing policies in support of land conservation, climate resilience, and public access, including for tribal and historically underserved communities.
- Presents TPL's work to public agencies, conservation organizations, politicians, philanthropists and the general public as opportunities arise
- In consultation with TPL's leadership and key partners, identifies areas in which TPL's protection strategy is needed for the preservation of open space lands of critical local, regional, or national importance

National Wildlife Federation (NWF)

Program Manager, Gulf Program | April 2022 – September 2023

- Manage a project partnership with Sea Turtle Conservancy and FWC to analyze the quality of local government lighting ordinance language for sea turtle nesting protection
- Work directly with FL Gulf coast municipalities to update their local lighting ordinance language
- Assist in hiring of three staff members and manage the Gulf Program's Sea Turtle Intern
- Serve on the Florida Ecological Greenways Technical Advisory Group to incorporate new data sets into the analysis and provide feedback on revisions for this statewide prioritization model
- Author press releases, blogs and action alerts to members on Florida specific issues including land conservation, coastal resilience, and water quality
- Coauthor a water quality scorecard on the progress made on Florida's Blue Green Algae Task Force Recommendations with a coalition of environmental nonprofits
- Assist the Agriculture Policy Team as the NWF Florida field lead by identifying partners to attend a Farm Bill working group meeting to set FL/GA priorities
- Work on a Mississippi River wide natural infrastructure project by interviewing on the ground partners, compiling data for scoping, and managing all Gulf Program financial reporting and subcontracts
- Coauthor and implement a \$300,000 National Academies of Science Engineering and Medicine's Innovative Climate Communications award to determine the value of storytelling and experiential learning in communicating risk and resilience to Tampa Bay residents
- Coordinate monthly Gulf Program Florida project team meetings and bimonthly meetings with our affiliate, the Florida Wildlife Federation
- Assist in planning a major donor trip to Florida and send monthly programmatic report to NWF's foundation management and major donor teams
- Serve as lead on NWF's partnership for the Northwest Sentinel Landscape

Operations Manager, Gulf Program | April 2021 – April 2022

- Manage contracting on upwards of 20+ contracts at a time (including subawards and sub-grants) while coordinating with finance, legal, and accounts payable to meet reporting standards
- Manage up to 14 unique projects for coding and contract processes while tracking a \$2.5 M budget, providing cash flows, making spending recommendations, and communicating spend down plans
- Manage contracts, monitor progress on scopes of work and ensure timely payments
- In collaboration with appropriate staff, develop project proposals and scopes of work
- Coauthor \$95,000 in grants for new Gulf Program work in Florida
- Attend trainings on diversity and allyship while contributing to the creation of the regional Environmental Justice Plan
- Create Florida Gulf Program summary document for funding cultivation and program marketing
- Assist the Gulf Program Director with other administrative duties related to program management
- Provide program support and technical assistance on Florida program work including grant reporting

Alachua Conservation Trust (ACT)

Santa Fe River Basin Project Coordinator (Project Manager) | August 2019 – May 2021

- Facilitate regional partnership with federal, state, local agencies and stakeholders to accelerate land conservation in the Santa Fe River Basin and identify cost share opportunities
- Oversee and implement phases of conservation easement and fee simple transactions including eligibility, deeds/title work, appraisals, boundary surveys, closing, and monitoring
- Build relationships with landowners in navigating conservation options on private property including less-than-fee, fee-simple purchase and land management opportunities
- Seek and apply to private, state, and federal funding for land acquisition and programmatic support for a total of \$9.6 million dollars including a \$7.1 M RCPP award
- Identify land acquisition projects and protect a total of 951 acres
- Interpret state and local policy and data to promote watershed-based conservation
- Manage grant agreements and oversee expenses, reimbursements, and reporting
- Lead workshops and outreach engagement activities to inform landowners on conservation tools
- Advocate to Florida congressional members and their staff for Land Trust Alliance priorities
- Cocreate internal ArcGIS analyses to identify landowner opportunities for cost share
- Serve as the land trust coordinator for creation of the regional RESTORE funded Strategic Conservation Assessment of Gulf Coast Landscapes
- Serve on planning committee for the Southeast Land Trust Alliance Conference
- Create new logo and website for the Alliance of Florida Land Trusts
- Serve as Teaching Assistant for the Transactional Law compressed course in Fall 2020 at the University of Florida Levin College of Law
- Cocreate an internal staff working group focused on equity, justice, diversity and inclusion; jointly create a Florida Wild For All Scholarship program to amplify and celebrate Black, Indigenous, Latinx and Multiracial People of Color; and, serve as staff liaison on a parallel Board working group

Community Outreach Coordinator | August 2018 – June 2019

- Lead drafting of 5-year strategic plan and create annual operating plan
- Lead fundraising appeals and successfully write grants for over \$1.7 million dollars for land acquisition projects and programmatic support
- Interview, select, and oversee up to 7 office interns per semester
- Mentor natural resource management interns in implementing prescribed fire and land management
- Schedule in person appointments with Florida offices on Capitol Hill and meet with congressional representatives and their staff to advocate for funding for NAWCA and LWCF
- Organize outreach events, preserve workdays, and tabling opportunities
- Participate in strategic planning retreat, board meetings, and LTA reaccreditation
- Grow ACT brand through the creation and management of website, social media platforms, press releases, newsletter, photography and email listserv
- Utilize ArcGIS to create preserve maps and analyze data for conservation projects

Sea Turtle Conservation Project Coordinator | PT 25 HR/Week | August 2016 – May 2018

- Create and execute novel research to determine motivators and barriers for private property owners to utilize conservation easements through a Florida wide survey of 1,000+ property owners
- Engage local governments and regional stakeholders to educate on conservation easements and strategies to protect nesting sea turtles
- Manage grant agreements and oversee expenses, reimbursements, and reporting for federal grants
- Determine prospects for coastal conservation easements
- Perform qualitative interviews with coastal property owners and organize outreach events
- Plan and present at two workshops with regional stakeholders and local officials
- Utilize ArcGIS and SPSS Statistics to analyze survey results and write technical reports
- Present research at statewide gathering of Florida Marine Turtle stakeholders and practitioners in 2017 & 2018 to over 400+ individuals
- Perform other tasks for the land trust including grant writing, fundraising, land management, event help, photography, tabling, communications, intern management, and easement monitoring

Additional Work Experience

Teaching Assistant | Study Abroad in India and Nepal: NGOs and Development University of Florida | June 2019 – July 2019

- Facilitate the safe travel of 26 undergraduate students during a 35-day study abroad
- Assist with travel logistics both before and during the program while traveling across 6 international cities in two counties to visit 17- non-governmental organizations
- Lead discussion groups, grade assignments, and facilitate intensive academic, experiential, multi-cultural and contextual learning that comprise the bulk of 2 undergraduate courses
- Resolve conflict, oversee student health, and be available 24/7 for student needs

Education

UNIVERSITY OF FLORIDA

GAINESVILLE, FL

MS, Interdisciplinary Ecology

AUGUST 2016 – MAY 2018

Certificate in Environmental Education and Communication with a focus in Forestry

Thesis: *“Determining Property Owners’ Opinions Toward Coastal Conservation Easements to Protect Sea Turtle Nesting Habitat”*

ACTIVITIES:

- Perform independent research on property owner’s opinions to engage in conservation easements via survey and interview analysis
- Teaching Assistant responsible for lectures, lesson planning and grading for the graduate/undergraduate course *Environmental Education Program Development* and the undergraduate course *Society and Natural Resources*
- Publish two academic journal articles highlighting property owner willingness to engage in conservation easements to protect sea turtle nesting habitat in coastal Florida
- Compete on American Ninja Warrior as a representative of the UF Rock Climbing Club

UNIVERSITY OF FLORIDA

GAINESVILLE, FL

B.A., Political Science, *Magna cum laude*

AUGUST 2012 – MAY 2016

Thesis: *“Selling the Environment: Image-Based Persuasion and Environmental Advocacy”*

Honors: Junior Honors Fellow Research Assistant and scholarship recipient; Received funding through the University Scholar Program to conduct a national online survey for research on image perception of environmental advertisements

B.S., Natural Resource Conservation, *Cum laude*

AUGUST 2012 – MAY 2016

Honors: J B Adkins Memorial Scholarship recipient; Featured Scholar for UF Journal of Undergraduate Research

Publications

- Hill, M. K., Monroe, M., & Carthy, R. (2023). Coastal Armoring Impacts on Beaches and Sea Turtles: FA255, 3/2023. *EDIS*, 2023(2). <https://doi.org/10.32473/edis-fa255-2023>
- Hill, M. K., Monroe, M. C., Ankersen, T. T., Carthy, R. R., & Kay, T. A. (2019). Coastal Armoring and Sea Turtles: Beachfront Homeowners’ Opinions and Intent, *Coastal Management*, 47:6, 594-610, DOI: 10.1080/08920753.2019.1669102
- Hill, M. K., Monroe, M. C., Ankersen, T. T., Carthy, R. R., & Kay, T. A. (2019). Conservation easements and coastal armoring: Protecting sea turtle nesting habitat through property ownership. *Ocean & Coastal Management*, 182, 104944. DOI: 10.1016/j.ocecoaman.2019.104944
- Hill, Melissa K (2017). Selling the Environment: Image-Based Persuasion and Environmental Advocacy *University of Florida Journal of Undergraduate Research*, 18 (2): 1-10

Certifications and Boards

CERTIFICATIONS

- University of Florida Certificate of Environmental Education and Communication (May 2018)

- S130/S190 Firefighter Training and Introduction to Wildland Fire Behavior (August 2017)
- Leave No Trace Master Educator through National Outdoor Leadership School (May 2017)
- Project Learning Tree Environmental Educator Certificate (April 2017)
- Wilderness First Responder through National Outdoor Leadership School (Jan. 2016 to present)

BOARDS

- Vice Chair - Alachua County, Land Conservation Board (January 2022 to May 2023)
- Board Member – Alachua County Wild Spaces Public Places Citizen Oversight Board (August 2021 to April 2023)
- Board Member – Alachua County Environmental Protection Advisory Group (August 2021 to September 2022)

**Leon County
Board of County Commissioners**

Notes for Agenda Item #24

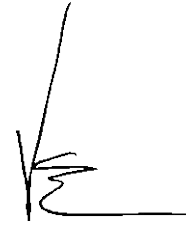
Leon County Board of County Commissioners

Agenda Item #24

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Single-Family Detached, Attached and Two-Family Residential (R-3) to The Dwellings II Planned Unit Development (PUD) for 33.52 Acres Located at 5100 Blountstown Highway

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement (PLACE) Laurel Harbin, Director, Planning
Lead Staff/ Project Team:	Russell Snyder, Administrator, Land Use Planning Division Susan Poplin, Principal Planner, Land Use Planning Division

Statement of Issue:

This item requests the Board conduct the first and only public hearing to consider an ordinance amending the Official Zoning Map to change the zoning classification from Single-Family Detached, Attached and Two-Family Residential (R-3) to “The Dwellings II Planned Unit Development (PUD)” for 33.52 acres located at 5100 Blountstown Highway. The proposed PUD incorporates the existing 130-unit tiny home development and community center with an approximate 200-unit proposed multi-family development in the northern portion, with a maximum of 335 dwelling units.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance thereby amending the Official Zoning Map to change the zoning classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) zoning district to The Dwellings II PUD zoning district (Attachment #1) for 33.52 acres located at 5100 Blountstown Highway, based on the findings of fact and conclusions of law of the Planning Commission, this report, and any evidence submitted at the hearing hereon.

Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to The Dwellings II Planned Unit Development (PUD) Zoning District for 33.52 Acres Located at 5100 Blountstown Highway

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Report and Discussion

Background:

This item requests the Board conduct the first and only public hearing to consider an ordinance amending the Official Zoning Map to change the zoning classification from Single-Family Detached, Attached and Two-Family Residential (R-3) to “The Dwellings II Planned Unit PUD” for 33.52 acres located at 5100 Blountstown Highway. **This public hearing is quasi-judicial in nature.** More information regarding quasi-judicial hearings is provided in the Analysis section.

This application requests a change to the Official Zoning Map from R-3 to The Dwellings II Planned Unit Development (PUD) zoning district. The proposed PUD is 33.52 acres located approximately 2,600 feet west of Capital Circle SW on the north side of Blountstown Highway. The PUD proposes to include the existing 130-unit tiny home development and community center and would allow the construction of an approximately 200-unit multi-family development with open space in the northern portion of the PUD. The PUD proposes four components consisting of single-family residential (existing), community center (existing), multi-family (proposed), and open space. The open space includes conservation easements and buffers to adjacent uses. The PUD is needed because the existing R-3 zoning district does not allow multi-family development.

The applicant and owner is Floresta, LLC, with the corporate manager listed as Claude Walker. The proposed Ordinance, including a location map, is included as Attachment #1.

A Planned Unit Development (PUD) zoning district is intended to provide a method by which proposals for a unique zoning district that would not be provided for or allowed in the zoning districts otherwise established by the land development code may be evaluated. The standards and procedures of a PUD district are intended to promote flexibility of design and permit planned diversification and integration of uses and structures, while at the same time retaining in the Board of County Commissioners the absolute authority to establish such limitations and regulations as it deems necessary to protect the public health, safety, and general welfare. Importantly, PUDs must be consistent with the Tallahassee-Leon County Comprehensive Plan. The analysis below includes an evaluation of the PUD for consistency with the Comprehensive Plan and conformance with Leon County’s land development regulations.

There are four different levels of development review, Type A, B, C, and D review, as described below:

- Type A – Requires a minimum of one public meeting and approval of an application is granted by the Director of Development Services or designee.
- Type B – Requires a minimum of two public meetings, Application Review Meeting (ARM) and Development Review Committee (DRC), with final approval by the DRC.

Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to The Dwellings II Planned Unit Development (PUD) Zoning District for 33.52 Acres Located at 5100 Blountstown Highway

February 20, 2024

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- Type C – Requires a minimum of two public meetings, ARM and DRC. The DRC makes a recommendation to the Board of County Commissioners (Board) for consideration at a regularly scheduled public hearing.
- Type D – In addition to a minimum of two public meetings, the ARM and DRC, a Type D also requires consistency review by the Planning Commission at a regularly scheduled public hearing as well as final consideration by the Board at a regularly scheduled public hearing.

The applicable level of review for a proposed subdivision or site and development plan application depends upon the type and intensity of development, the extent of environmental constraint, and the zoning district in which the development site is located. This application for a new PUD is reviewed through the Type D process (Sec. 10-7.406, Leon County Code of Ordinances) to establish a zoning district with a PUD concept plan (Attachment #2). The subject property is in the Urban Residential 2 (UR-2) Future Land Use Map (FLUM) category (Attachment #3).

The proposed PUD is located on approximately 33.52 acres +/- on the north side of Blountstown Hwy (SR 20), approximately ½ mile west of Capital Circle SW, and consists of the existing 130-unit tiny home development and a conceptual addition of an approximately 200-unit multi-family development to the north. The PUD is limited to a maximum of 335 dwelling units total. The proposed PUD also includes districts for the existing Community Center and Open Space. Existing conservation easements on the project site generally correspond to the identified areas in the proposed Open Space district.

The general intent of the PUD is to provide attainable housing options for income-constrained people and to provide support services for residents on the site. The PUD is along Blountstown Hwy (SR 20), which is an FDOT principal arterial, and is served internally with a private drive.

Timeline of the PUD:

Historic Zoning: The 1990 Historic Zoning Atlas indicates that the subject property was zoned A-2 (Agricultural), which allowed agricultural activities, single-family and two-family dwellings, mobile homes, churches and schools, golf courses, cemeteries, greenhouses and plant nurseries, radio and television transmission stations, convalescent nursing homes, parks and playgrounds, commercial stables, commercial kennels, and self-supporting transmission towers.

1992: The Official Zoning Map for Leon County was adopted by Ordinance #92-11 to implement the 1990 Tallahassee-Leon County Comprehensive Plan. The subject property was zoned Single- and Two-Family Residential District (R-3). The future land use map category was identified as Mixed-Use.

December 13, 2006: The County adopted Ordinance 06-06-40 to make a number of revisions to the land use plan. One change in amendment cycle 06-2, 2006-T-009 revised the Comprehensive Plan to replace the Mixed-Use future land use map category with other land use categories including Village Mixed Use, Urban Residential 2, Suburban, and Planned Development

Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to The Dwellings II Planned Unit Development (PUD) Zoning District for 33.52 Acres Located at 5100 Blountstown Highway

February 20, 2024

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categories. The subject property was designated Urban Residential 2. The zoning map was not changed for the subject property.

January 2017: A tiny home development, The Dwellings (formerly known as Floresta Condominiums) with 130 units was approved by Leon County. The development also included provisions for a community clubhouse, parking, open space, and buffers to adjacent residential uses. The existing tiny home development represents the single-family component on the southern portion of the proposed Dwellings II PUD.

November 3, 2022: Leon County Development Support and Environmental Services (DSEM) issued a Permitted Use Verification (PUV) #VC22167 for the Dwellings PUD. The PUV identified that the PUD was intended to allow multi-family dwellings, which is not currently an option in the R-3 zoning district. It also identified five steps for review and approval including a pre-application conference, an Application Review Meeting, a Development Review Committee Meeting, a Planning Commission public hearing, and a Board of County Commissioners public hearing.

December 14, 2022: A pre-application conference was held for the proposed Dwellings II PUD (LPA22028).

August 23 to September 25, 2023: The applicant assembled and submitted review materials for the Dwellings II PUD.

September 27, 2023: An Application Review Meeting was held for the Dwellings II PUD. Additional items were requested by staff and the item was scheduled for the October 18, 2023 Development Review Committee Meeting.

October 18, 2023: The applicant submitted revised PUD documents on October 3, 2023 for the Development Review Committee meeting. After a discussion of stormwater in the Open Space/Conservation area, the committee required that the building footprints in the development area be removed, the conservation easements be excluded from the development area, and that the stormwater condition be revised to reference the Leon County Environmental Management Act that regulates stormwater, including amenitization of facilities and placement. The Development Review Committee voted unanimously (3-0) to recommend approval with conditions as discussed and in the staff reports.

February 6, 2023: The Planning Commission voted unanimously (5-0) to find the proposed amendment consistent with the Comprehensive Plan and recommend approval to the Board of County Commissioners.

Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to The Dwellings II Planned Unit Development (PUD) Zoning District for 33.52 Acres Located at 5100 Blountstown Highway

February 20, 2024

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Planning Commission Discussion/Recommendation:

This item is a proposed Ordinance amending the official zoning map, which requires a public hearing and a recommendation by the Planning Commission to the Board pursuant to Section 10-6.696 of the Land Development Code. On February 6, 2024, the Tallahassee-Leon County Planning Commission held a public hearing on this item and voted unanimously (5-0) to find the amendment consistent with the Comprehensive Plan and recommend approval to the Board of County Commissioners. There were two public speakers that had general inquiries. One speaker asked if there was a site plan with the identified specific uses for the project, and if there was another process under which development would be reviewed. Staff responded that there is no specific site plan at this time and that any site plan would be required to go through the Leon County development review and approval process. Commissioners had a follow-up question regarding the level of existing development in the PUD. Staff responded that there are currently 130 tiny homes located in the southern portion of the PUD.

Analysis:

In accordance with Section 10-6.696(b)(3)(a), of the *Leon County Land Development Code*, the County shall consider the following criteria in determining whether to recommend approval or denial of an application:

- (1) **Minimum area** – the minimum area required for a PUD is five (5) acres. The proposed PUD is approximately 33.52 acres.
- (2) **Configuration** – the proposed site contains sufficient width and depth to accommodate the proposed use.
- (3) **Unified control/ownership** – All land included within the application is under the ownership and control of Floresta, LLC.

In accordance with Section 10-6.6.696 (b) (Planned Unit Development (PUD) Zoning District Requirements and Procedures) of the *Leon County Code of Ordinances*, the County shall consider the following in determining whether to recommend approval or denial of an application:

1. Comprehensive Plan. *Is the proposal consistent with all applicable policies of the adopted Comprehensive Plan?*

Yes. The proposed PUD use and density are consistent with *the Tallahassee-Leon County Comprehensive Plan*, Urban Residential 2 (UR-2) future land use map category [2.2.24 L]. The intent of the UR-2 land use is to encourage a range of density (up to 20 dwelling units per acre) housing, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The proposed development density is within the range of the land use.

Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to The Dwellings II Planned Unit Development (PUD) Zoning District for 33.52 Acres Located at 5100 Blountstown Highway

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The PUD is also required to meet the zoning requirements as referenced in the land use map category. To maintain consistency with the UR-2 future land use map category, which states that “the implementing zoning district(s) within the land development regulations shall further specify the allowable uses,” the application shall include the maximum height on the General Land Use Plan map for the PUD. Updated Figure C includes the maximum height of development, so this requirement has been met.

The proposed Open Space/Conservation (OS) subdistrict is comprised of approximately 12.69 acres, including some areas with environmental features that have been placed in conservation easements, consistent with Policies 1.3.1, 1.3.2, 1.3.4 and 1.3.6 of the Conservation Element. The application includes a Natural Features Inventory (NFI) and an Environmental Impact Analysis (EIA) for the northern, undeveloped parcel of the PUD. The PUD Open Space subdistrict allows stormwater facilities. To maintain consistency with the Comprehensive Plan, the application shall be revised to specify that stormwater must be consistent with the Environmental Management Act of the County that prohibits its location within conservation easements, among other things. The application is updated to add a note to Section D, #2 on page 17 stating that stormwater design shall meet the Leon County Environmental Management Act.

The proposed PUD is consistent with the Mobility Element of the Comprehensive Plan. The proposed plans have roadway cross sections and sidewalk locations and dimensions on the circulation plan that support and achieve objectives of the Mobility Element and the transportation PUD requirements in Leon County Code of Ordinances §10-6.696(b)(3)c.1.ii and §10-6.696(b)(3)c.1.iv.D.

2. *Conformance with the Land Development Regulations.* Is the proposal in conformance with any applicable substantive requirements of the land development regulations, including minimum or maximum district size?

Yes. The Dwellings II PUD has been reviewed by all applicable County departments for consistency and compliance with all codes and ordinances. As part of the PUD rezoning process, the Development Review Committee (DRC), comprised of the Development Support and Environmental Management, Public Works, and Planning Departments, reviewed the application and determined that, with satisfaction of conditions identified at its October 18, 2023 meeting and in staff reports (see below), the proposed PUD complies with all ordinances adopted by Leon County. Discussion by DRC members resulted in additions and revisions to the proposed conditions for which the applicant could supply an updated PUD to be considered by the Planning Commission (Attachment #2). Detailed DRC reports are included as Attachment #4.

Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to The Dwellings II Planned Unit Development (PUD) Zoning District for 33.52 Acres Located at 5100 Blountstown Highway

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The applicant availed itself of the option of providing an updated PUD document to respond to the DRC, which included:

1. Removal of the building footprints from the development subdistricts: The PUD application resubmittal updated Figure C, General Land Use Plan, to remove the buildings and parking from the map.
2. Exclusion of conservation easement areas from development subdistricts: The PUD application resubmittal updated the associated figures and maps to adjust the multi-family subdistrict location to exclude conservation areas.
3. Revision of the Open Space subdistrict to only allow stormwater facilities as outlined by the County-wide Environmental Management Act, which includes provisions for amenitization and appropriate placement outside of conservation areas: The PUD application resubmittal updated the Open Space subdistrict Section D, #2, to state that “Design of stormwater facilities shall be consistent with the Leon County Environmental Management Act.”
4. Addition to Figure C, General Land Use Plan, to identify the maximum height of development to address the Comprehensive Plan issue identified by the Planning Department related to land use. The PUD application resubmittal updated Figure C, General Land Use Plan, to include a maximum height of 3 stories.
5. Revision to the PUD figures and maps to demonstrate that development activity shall not impact the conservation easement. Section IV, PUD Concept Plans, revised the layout which illustrated or allowed impacts to the conservation easement. This portion of the easement contains significant slopes. Some of the significant slope has already been impacted while the remaining area in the conservation area has been left undisturbed. The area outside the easement can be subject to development activity in compliance with the original Natural Features Inventory (LEA060063) and Environmental Impact Analysis (LEA160002). The PUD resubmittal updated the figures and maps to adjust the multi-family development subdistrict to remove impacts to conservation easements.

In conclusion, with the updated PUD application (Attachment #2), no consistency issues remain with regard to the land development code and comprehensive plan.

3. Consistency with Purpose and Intent of the Planned Unit Development (PUD) district. *An application for a Planned Unit Development district shall indicate how the proposed Planned Unit Development district meets the purpose and intent of the planned unit development district, as set forth in Section 10-6.696.2 (b)(1)(b) (1) through (7). The applicants’ responses to these criteria and staff comments/responses follow.*

1. **Promote more efficient and economic uses of land.**

Applicant response: *“The Dwellings is already served by public utilities and will provide much needed low-income housing.” The application goes on to describe the*

Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to The Dwellings II Planned Unit Development (PUD) Zoning District for 33.52 Acres Located at 5100 Blountstown Highway

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importance of directing development within the Urban Services Area consistent with Goal #1 of the Comprehensive Plan.

Staff concurs and notes that the site is served by public facilities and is located within the Urban Services Area (USA). The addition of multi-family to the existing tiny home development area provides an additional housing option and does not degrade the connectivity or efficiency of uses.

- 2. Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.***

Applicant response: *The application states that “the core mission of the Dwellings is to end homelessness with an environment that is sustainable, eco-friendly and innovative. The Dwellings is different than most low-barrier housing options. Technology is embraced and incorporated throughout the project through the use of smart meters, solar power, smart lighting and door locks. This innovative approach provides residents with the tool to grow, become self-sustainable and take pride in a space to call their own.”*

Staff concurs that the mission of the parent corporation is to end homelessness, and that the development includes services and features that reflect newer technologies and innovation including the use of solar energy.

- 3. Encourage uses of land which reduce transportation needs and which conserve energy and natural resources to the maximum extent possible.***

Applicant response: *The application states that “this development will provide housing opportunities close to existing and future commercial development on the west side of the County.”*

Staff analysis is that the proposed PUD builds on existing development which is self-contained, including housing and resident support services. The existing and additional housing is near small business centers and TCC, offering an option to reside near employment and education. These features encourage reduction in transportation needs external to the PUD. The PUD satisfactorily meets this criterion.

- 4. Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscape features and amenities.***

Applicant response: *“There are areas of wetland, regulated slopes, and floodplain on the project site. These areas are in conservation easement and protected creating a natural buffer from the single-family properties to the east. These lands are regulated by the Leon County Land Development Code.”*

Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to The Dwellings II Planned Unit Development (PUD) Zoning District for 33.52 Acres Located at 5100 Blountstown Highway

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Staff review indicates that the PUD contains 12.69 acres of Open Space/Conservation that contains areas of regulated features. An NFI was conducted for the northern parcel and there are existing conservation easements in areas of the Open Space (OS) subdistrict. The OS subdistrict satisfactorily reflects landscape features and amenities. To maintain consistency with this criterion, the PUD application has been updated to adjust the multi-family subdistrict to prevent impacts to conservation areas, and to add a note stating that stormwater facilities will be designed per the Leon County Environmental Management Act, including amenitization.

5. ***Provide for more usable and suitably located recreational facilities, open spaces and scenic areas, either commonly owned or publicly owned, than would otherwise be provided under a conventional zoning district.***

Applicant response: *“The presence of the wetland / floodplain buffer is a larger component of “open space” than a conventional zoning district would otherwise allow. These lands will be preserved within a conservation easement for protection. Integrated trails / sidewalks will expand the pedestrian activities of the development where appropriate and as permitted by Leon County. Any proposed improvements shall comply with the conservation easement management plan at time of final permitting.”*

Staff analysis is that the OS subdistrict includes regulated features and additional open space areas and buffers. The pedestrian circulation is within the development subdistricts and does not include the OS subdistrict. Thus, the OS satisfactorily meets this criterion.

6. ***Lower development and building costs by permitting smaller networks of utilities and streets and the use of more economical building types and shared facilities.***

Applicant response: *“The Development and building costs will be lowered by utilizing existing infrastructure and capitalizing on construction efficiencies associated with multi-family development.”*

Staff concurs that this project will use existing public facilities, and that with newer construction there may be an opportunity to use more energy-efficient construction methods. The PUD application satisfactorily meets this criterion.

7. ***Permit the combining and coordinating of land uses, building types, and building relationships within a planned development, which otherwise would not be provided under a conventional zoning district.***

Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to The Dwellings II Planned Unit Development (PUD) Zoning District for 33.52 Acres Located at 5100 Blountstown Highway

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Applicant response: *“A variety of residential and non-residential land uses are proposed that will help integrate additional density within the PUD with a focus on providing support and housing options to serve low-income residents.”*

Staff concurs that the residential types and support services are uses that are not generally provided for in conventional zoning districts. The PUD satisfies this criterion.

4. Land Use Compatibility. *Will the proposal result in any incompatible land uses, considering the type and location of uses involved?*

No. The proposed PUD concept plan is primarily residential with open space and support services provided at the community center. The residential uses to the west are buffered by open space shown on the PUD concept plan and currently implemented in the tiny home development. Open space is also provided as a buffer to the north and east.

Table 1: Surrounding Zoning and Future Land Use

Area	Zoning	Future Land Use	Physical Use	Comments
Subject Parcel	R-3	UR-2	Existing 130-unit tiny home development and vacant	Conservation features are in easements
North	R-3 and M-1	Suburban	Vacant and FG&A Railroad	
South	Right-of-Way (SR 20 Blountstown Highway)	Suburban	Roadway	FDOT facility
West	R-5	UR-2	Wolf Creek Townhome Development	
East	OA-1 (Office Airport) and CP	Suburban	Single-Family Detached/Mobile Home, and Multi-Family	

Public Notification & Response:

The public hearing has been noticed and advertised in accordance with the provisions of the Leon County Code of Ordinances (Attachment #5). The Planning Department mailed 290 notices to all owners and residents within 1,000 feet of the subject properties, which included Deertree Hills, Inc., Gum Road Neighborhood Association, and Wolf Creek HOAs. To date, the Planning

Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to The Dwellings II Planned Unit Development (PUD) Zoning District for 33.52 Acres Located at 5100 Blountstown Highway

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Department has received one inquiry for application materials that was provided to a Wolf Creek resident. Staff provided the requested materials via e-mail.

Legal Considerations for Quasi-Judicial Proceedings

This hearing is a quasi-judicial proceeding; therefore, members of the Board shall not initiate or knowingly engage in ex parte communications regarding this item. Ex parte communications are verbal or written communications made to a member of the Board on a matter to come before the Board by, or on behalf of, a party outside of a Board meeting, and without notice to the other parties. All ex parte communications received by a Commissioner should be forwarded to the County Attorney's Office for inclusion in the agenda materials. If a communication is not included in the agenda materials or occurs after agenda materials are distributed to the Board, the Commissioner must disclose the details of the communication at the Board meeting before the Board takes action on the matter.

Quasi-judicial hearings require due process (notice and an opportunity to be heard and cross-examine), must comport with the essential requirements of the law (consideration of the correct criteria), and require that the decision of the Board be supported by competent, substantial evidence placed on the record before the Board. "Competent substantial evidence" is that which is "sufficiently relevant and material that a reasonable mind would accept it as adequate to support the conclusion reached." *De Groot v. Sheffield*, 95 So. 2d 912, 916 (Fla. 1957). Evidence relied upon must be fact-based, real, material, pertinent and relevant. If the Board denies this rezoning request, such denial must include a determination on the record that maintaining the existing conditions furthers a legitimate public purpose.

Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1), thereby amending the Official Zoning Map to change the zoning classification from the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district to The Dwellings II PUD zoning district, based on the findings of fact and conclusions of law of the Planning Commission, this report and any evidence submitted at the hearing hereon.
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district to The Dwellings II PUD zoning district, based on the findings of fact and conclusions of law of the Board of County Commissioners and any evidence submitted at the hearing hereon.
3. Board direction.

Recommendation:

Option #1

Title: First and Only Public Hearing on an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to The Dwellings II Planned Unit Development (PUD) Zoning District for 33.52 Acres Located at 5100 Blountstown Highway

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Attachments:

1. Ordinance/Location Map
2. The Dwellings II PUD Concept Plan resubmittal dated December 18, 2023
3. Urban Residential 2 (UR-2)
4. Development Review Committee Memos
5. Notice of Public Hearing

LEON COUNTY ORDINANCE NO.

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE SINGLE FAMILY DETACHED, ATTACHED AND TWO-FAMILY RESIDENTIAL (R-3) ZONING DISTRICT TO THE DWELLINGS II PLANNED UNIT DEVELOPMENT (PUD) ZONING DISTRICT GENERALLY LOCATED AT 5100 BLOUNTSTOWN HIGHWAY IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. The Official Zoning Map as adopted in Leon County Ordinance

No. 92-11 is hereby amended as it pertains to the following described real property:

LRZ230011: From Single Family Detached, Attached and Two-Family Residential (R-3) to The Dwellings II Planned Unit Development (PUD)

(See Exhibit A)

SECTION 2. Development of the above-referenced real property shall comply with all applicable standards and regulations included within the Dwellings II Planned Unit Development (PUD) Concept Plan document dated December 18, 2023, incorporated herein by reference.

SECTION 3. All Ordinance or parts of Ordinance in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2020 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with said Comprehensive Plan.

SECTION 4. If any word, phrase, clause, section or portion of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 5. This Ordinance shall become effective as provided by law.

DULY PASSED AND ADOPTED by the Board of County Commissioners of
Leon County, Florida, on this ____ day of _____, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, Chair
Board of County Commissioners

Date: _____

APPROVED AS TO FORM:
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: _____

Exhibit A
Page 2 of 2

LEGAL DESCRIPTION:

COMMENCE AT A CONCRETE MONUMENT MARKING THE SOUTHEAST CORNER OF SECTION 31, TOWNSHIP 1 NORTH, RANGE 1 WEST, LEON COUNTY, FLORIDA AND RUN NORTH ALONG THE EAST BOUNDARY OF LAND DESCRIBED IN OFFICIAL RECORDS BOOK 1785, PAGE 575 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA, A DISTANCE OF 310.58 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY BOUNDARY OF STATE ROAD NO. 20 (BLOUNTSTOWN HIGHWAY) (66 FOOT RIGHT OF WAY) TO THE POINT OF BEGINNING, FROM SAID POINT OF BEGINNING, RUN NORTH 89 DEGREES 04 MINUTES 48 SECONDS WEST ALONG SAID RIGHT OF WAY BOUNDARY A DISTANCE OF 441.46 FEET THENCE RUN NORTH 3185.45 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY BOUNDARY OF THE SEABOARD COASTLINE RAILROAD (120 FOOT RIGHT OF WAY), THENCE NORTH 87 DEGREES 07 MINUTES 24 SECONDS EAST ALONG SAID RIGHT OF WAY BOUNDARY A DISTANCE OF 441.96 FEET TO A POINT ON THE EASTERLY BOUNDARY OF AFORESAID LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1785, PAGE 575, THENCE RUN SOUTH 3214.72 FEET TO THE POINT OF BEGINNING.

ALSO THE EAST FIFTEEN (15) FEET OF THE EAST BOUNDARY OF THAT CERTAIN REAL PROPERTY DESCRIBED AS FOLLOWS:

COMMENCE AT A CONCRETE MONUMENT MARKING THE SOUTHEAST CORNER OF SECTION 31, TOWNSHIP 1 NORTH, RANGE 1 WEST, LEON COUNTY, FLORIDA, AND RUN NORTH ALONG THE EAST BOUNDARY OF LAND DESCRIBED IN OFFICIAL RECORDS BOOK 1765, PAGE 575 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA, A DISTANCE OF 310.58 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY BOUNDARY OF STATE ROAD NO. 20 (BLOUNTSTOWN HIGHWAY) (66 FOOT RIGHT OF WAY), THENCE RUN NORTH 89 DEGREES 04 MINUTES 48 SECONDS WEST ALONG SAID RIGHT OF WAY BOUNDARY A DISTANCE OF 441.46 FEET TO THE POINT OF BEGINNING. THENCE FROM SAID POINT OF BEGINNING, CONTINUE NORTH 89 DEGREES 04 MINUTES 48 SECONDS WEST ALONG SAID RIGHT OF WAY BOUNDARY A DISTANCE OF 378.15 FEET TO A POINT OF CURVE CONCAVE TO THE NORTHERLY, THENCE CONTINUE ALONG SAID RIGHT OF WAY BOUNDARY AND ALONG SAID CURVE WITH A RADIUS OF 5696.36 FEET, THROUGH A CENTRAL ANGLE OF 00 DEGREES 39 MINUTES 00 SECONDS FOR AN ARC DISTANCE OF 64.62 FEET (THE CHORD OF SAID ARC BEING NORTH 88 DEGREES 45 MINUTES 18 SECONDS WEST 64.62 FEET), THENCE RUN NORTH 00 DEGREES 06 MINUTES 04 SECONDS WEST ALONG THE WEST BOUNDARY OF AFORESAID LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1785, PAGE 575, A DISTANCE OF 3155.48 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY BOUNDARY OF THE SEABOARD COASTLINE RAILROAD (120 FOOT RIGHT OF WAY) THENCE RUN NORTH 87 DEGREES 07 MINUTES 24 SECONDS EAST ALONG SAID SOUTHERLY RIGHT OF WAY BOUNDARY A DISTANCE OF 448.84 FEET, THENCE RUN SOUTH 3185.45 FEET TO THE POINT OF BEGINNING.

The Dwellings

Planned Unit Development (PUD) Concept Plan



**Parcel ID: 21-31-21-000-000-1, 21-31-20-007-003-0, 21-31-20-026-000-0
and all parcels of the Condo Lots within the above 3 parcels**

TYPE D SITE PLAN APPROVAL
DSEM
PUBLIC WORKS
PLANNING

**Prepared by:
Moore Bass Consulting, Inc.**

**August 2023
Revised October 2023**

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J. CONSERVATION EASEMENT MANAGEMENT PLAN

SECTION I: CONTACT INFORMATION

I. CONTACT INFORMATION

**OWNER /
APPLICANT**

Floresta, LLC

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Tallahassee, FL 32312
Claude Walker
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Claude.walker@summitgroup.biz

AGENT

Moore Bass Consulting, Inc.

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Ben Hood, P.E.
850-222-5678
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SECTION II: PROJECT OVERVIEW

II. PROJECT OVERVIEW

A. Project Summary

The land area of the proposed PUD (the “Subject Parcel”) to be known as *The Dwellings PUD* encompasses approximately **33.52** acres of property. The southern portion of the property contains 130 existing “tiny house” single family residential dwelling units intended to provide much needed low-income housing. Also included is a community building complex with kitchen and dining facilities, meeting space, recreational and garden areas. The Dwellings is a unique community that provides on-site case management, access to communal resources, and constant innovation providing residents with skills needed to achieve and maintain success. This portion of the property has been placed in a land condominium as an alternative to platting individual lots.

The northern portion of the property is currently undeveloped. The existing zoning is R-3 with a Future Land Use designation of the Subject Property is *Urban Residential 2*. This PUD proposes to rezone the entire existing R-3 subject site area to become a Planned Unit Development. The PUD provides a list of zoning sub-districts and land uses that fit the context area and the market demand (see Section III. for list of zoning subdistricts, permitted uses, and development standards).

Per Chapter 10-6.696 of the Leon County Land Development Code, a Planned Unit Development is intended to:

1. Promote more efficient and economic uses of land.

The Dwellings is already served by public utilities and will provide much needed low-income housing.

As stated in Goal 1, Objection 1.1 of the Comp Plan: “Direct development to those areas which have in place, or have agreements to provide, the land and water resources, fiscal abilities, and the service capacity to accommodate growth in an environmentally acceptable manner. This shall be accomplished in part through the establishment and maintenance of an Urban Service Area (USA) concept. This concept is based upon a desire to have Tallahassee and Leon County grow in a responsible manner, with infrastructure provided economically and efficiently, and surrounding forest and agricultural lands protected from unwarranted and premature conversion to urban land use”.

2. Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.

The core mission of the Dwellings is to end homelessness with an environment that is sustainable, eco-friendly and innovative. The Dwellings is different than most low-barrier housing options. Technology is embraced and incorporated through out the project through the of use smart meters, solar power, smart lighting and door locks.

This innovative approach provides residents with the tool to grow, become self-sustainable and take pride in a space to call their own.

3. Encourage uses of land which reduce transportation needs and which conserve energy and natural resources to the maximum extent possible.

This development will provide housing opportunities close to existing and future commercial development on the west side of the County.

4. Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscape features and amenities.

There are areas of wetland, regulated slopes, and floodplain on the project site. These areas are in conservation easement and protected creating a natural buffer from the single-family properties to the east. These lands are regulated by the Leon County Land Development Code.

5. Provide for more usable and suitably located recreational facilities, open spaces and scenic areas, either commonly owned or publicly owned, than would otherwise be provided under a conventional zoning district.

The presence of the wetland / floodplain buffer is a larger component of "open space" than a conventional zoning district would otherwise allow. These lands will be preserved within a conservation easement for protection. Integrated trails / sidewalks will expand the pedestrian activities of the development where appropriate and as permitted by Leon County. Any proposed improvements shall comply with the conservation easement management plan at time of final permitting.

6. Lower development and building costs by permitting smaller networks of utilities and streets and the use of more economical building types and shared facilities.

Development and building costs will be lowered by utilizing existing infrastructure and capitalizing on construction efficiencies associated with multi-family development.

7. Permit the combining and coordinating of land uses, building types, and building relationships within a planned development, which otherwise would not be provided under a conventional zoning district.

A variety of residential and non-residential land uses are proposed that will help integrate additional density within the PUD with a focus on providing support and housing options to serve low-income residents.

B. PUD Acreage

The Dwellings PUD is +/-33.52 acres. Proposed PUD zoning subdistricts and conservation easements are (see Figure C - General Land Use Plan):

- a. Multi-Family Residential (MF) - +/- 8.19 acres (24.4%)
- b. Single Family Residential (SF) - +/- 10.68 acres (31.9%)
- c. Community Center (CC) - +/- 1.96 acres (5.8%)
- d. Open Space / Conservation Easement (OS) - +/- 12.69 acres (37.9%)

Overall Density

Overall PUD Boundary = 33.52 ac

Minimum Density = 4 du/acre (134 units across all districts)

Maximum Density =10 du/acre (335 units across all districts)

These acreages are estimates of each proposed zoning subdistrict. The OS subdistricts will include buffers, stormwater facilities and utility easement areas that will support future development.

The conservation easements are lands that have been identified as environmentally sensitive and regulated as wetlands, floodplain and native forest and are not appropriate for development.

C. Adjacent Land Uses

This proposed PUD is bordered on the west by *Wolf Creek* residential subdivision, to the north by railroad tracks to the east by single family residential, and to the south by vacant land.

D. Proposed Land Use

The property is within the Urban Residential 2 Future Land Use Category. Per the Leon County Land Development Code:

“The primary intent of the Urban Residential 2 land use category, which is to be applied only within the Urban Services Area, is to encourage a range of density (20 dwelling units per acre) housing, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The implementing zoning district(s) shall contain design standards as well as locational criteria in order to accomplish these goals. The Urban Residential 2 category allows townhouses, single-family detached, two-family, and multiple-family dwelling units as well as open space/recreation and community facilities related to residential uses. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. Urban Residential 2 may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The category is not intended to be applied within the interior of an existing designated residential preservation area, unless to correct, legal non-conforming uses and/or densities. The maximum residential density within the Urban Residential 2 category is 20 units per acre.”

To comply with this direction, the proposed sub-zoning districts are modeled after those found in the zoning code that implement the Urban Residential 2 Future Land Use category but are tailored to the location and physical conditions of the Subject Property.

E. Consistency Review / Eligibility

1. Consistency with Tallahassee-Leon County Comprehensive Plan:
The Project is consistent with the Comprehensive Plan as this PUD follows the description of the Urban Residential 2 Future Land Use Category and Planned Unit Development requirements in Chapter 10-6.696 of the Leon County Land Development Code.
2. Minimum Area for a PUD Zoning District:
Chapter 10, Section 10-696 of the Leon County Land Development Code establishes the minimum are for a PUD is 5 acres. At +/-33.5 Acres, The Dwellings PUD far exceeds the minimum acreage requirement.
3. Configuration of the PUD:
The Subject Property comprises the entire property of the existing Dwellings project.
4. Unified Control/ Ownership:
The area that is subject to the PUD application is under the uniform control and ownership of the legal entity identified in the attached Ownership Affidavit.
5. Consistency with Other Ordinances:
The PUD has been written with the code requirements of Leon County in mind. The allowed development activities proposed in this PUD application will meet the requirements of the Leon County Comprehensive Plan, the Leon County Environmental Management Act, the Leon County Sign Ordinance as well as all other Leon County Ordinances, and as otherwise described in the individual sub-district development standards.

F. Development Schedule

The Subject Parcel is being proposed as an expansion of the existing project intended to provide low-income housing in 2024-25. Full build-out of the project is unknown and dependent on future market conditions.

G. PUD Concept Plan Summary

General Land Use Map:

As previously described, the proposed land uses for the Subject Parcel are consistent with the underlying Future Land Use category (see previous discussion under Consistency Review / Eligibility). For this PUD application, the following uses were selected: Multi-Family Residential (MF), Single Family Residential (SF), and Community Center (CC). Open Space / Conservation Easements for regulated environmental lands have been reflected as well. Specific sub-Zoning District descriptions are included in Section III to identify the permitted uses within these categories as well as minimum development standards. See General Land Use Map, Figure C.

Concept Utility Plan

Water, Sewer, and Stormwater Concept Plans: Well planned and logically sequenced installation of water, sewer, and stormwater infrastructure is an important requirement for the orderly growth of the Subject Parcel. Existing water and sanitary sewer service exists within the project site and the adjacent property to the west. Water service will be provided via an existing City of Tallahassee owned water main within the existing development. Due to the topography of the site, sanitary sewer service will be split

between two existing lift stations. The southern portion of the site will drain to an existing City of Tallahassee owned lift station near the middle of the project that was constructed as part of the original development. The northern portion of the property will drain to an existing City of Tallahassee owned lift station adjacent to the project within the Wolf Creek subdivision. This lift station is immediately adjacent to the subject site and within a City of Tallahassee utility easement. Preliminary communication with the City indicates that the lift stations have the capacity to serve the project. See Concept Utility Plan, Figure G.

1. On-Site Easements: The developer or applicant shall provide utility providers all easements within the Subject Parcel area as are necessary for the installation and operation and maintenance of sewer, water, other required utilities.
2. If the water and sewer infrastructure provided by a current or future owner of a parcel within the Subject Parcel is to be installed in phases, it shall be sized and located as necessary to provide capacity and connectivity for the orderly extension of water and sewer at a later date to the other parts of PUD. Approval of such concept plans must be obtained from the appropriate utility provider.
3. Stormwater Management Infrastructure: Stormwater management infrastructure shall be provided by the developer at the time of a Site Plan application and as necessary to address the requirements of the Leon County Land Development Code as well as the Northwest Florida Water Management District in effect at the time. A conceptual Environmental Impact Analysis has been filed separately and demonstrates initial analysis of stormwater management needs and locations.
4. Stormwater facilities will be privately owned and maintained. A stormwater operating permit will be obtained as required for all stormwater infrastructure.

Concept Vehicular /Pedestrian Circulation Plan

The Subject Parcel is adjacent to Blountstown Highway (SR20). An existing driveway connection onto Blountstown Highway serves the project.

The project has a looped system of internal private drive aisles, sidewalks along the private drives and trails located away from the private drives that all serve the existing project. Future development will require the extension of these facilities to serve any new construction. Maintenance of the private drives shall be the responsibility of the land condominium association.

To reduce impervious area, decrease vehicular traffic and speeds, and promote pedestrian circulation, private drive aisle widths will be minimized. The "front" of the project in the vicinity of Blountstown Highway and the Community Center will have traditional driveway widths (22-24 foot wide) and parking areas. These areas will receive higher traffic volumes due to parking associated with the Community Center, deliveries, and solid waste service. North of the Community Center, private drive aisle widths will be reduced to 18 to 20-foot wide.

Internal private drive aisles are proposed. Typical private drive section(s) are shown in the Supplemental Information Section of this PUD but will be ultimately determined during the site plans process and approved by Leon County. Vehicular and pedestrian circulation plans have been shown on Figures D-1 & D-2. Typical sections are provided on the Vehicular Circulation plan, Figure D-1. These typical sections are not intended to

prohibit other potential designs. Other typical sections may be suggested by the developer at the time of Site Plan and incorporated with the approval of Leon County.

County review of design details addressing private drive aisles, utility easements and placement, travel lanes, sidewalks and landscaping shall be coordinated with Leon County Development Support and Environmental Management (DSEM) and Public Works Departments and approved as part of the final site plan. All design details shall adhere to the requirements of the Environmental and Landscape Design Standards referenced on page 9 and the requirements of the Environmental Management Act (EMA). All vehicular circulation areas shall be designed to accommodate emergency vehicle access and refuse collection without conflict. Final design will be coordinated at the time of Site Plan.

Pedestrian circulation will be encouraged through a network of traditional concrete sidewalks, pervious sidewalks, and "trails" through the development. The system will provide pedestrian access to all amenity areas, including dining hall, garden areas, mail kiosks and Blountstown Highway. Additionally, existing sidewalk connectivity is provided from the subject site frontage, east to Capital Circle. This will provide residents with a safe walkable route to existing transit stops that do not currently serve the project site.

The proposed development must address traffic operations at full build out in the driveway connection to Blountstown Highway. This would include a traffic analysis of potential turn lanes and signal warrants. Blountstown Highway has a functional road classification of principal arterial. Per Comprehensive Plan Policy 1.5.1 (M) of the Mobility Element, the proposed driveway will operate at a minimum Level of Service D.

Development within the PUD shall require that private drive connections and improvements will be evaluated and determined at the time site plan approval as supported by an adequate traffic analysis provided to and accepted by the County.

1. Access to the PUD development will be primarily located at the existing driveway at Blountstown Highway. This intersection will be studied at the time of site plan to address existing traffic issues including the potential for a traffic signal or additional turn lanes. Roadway improvements will be subject to review and approval by Leon County and FDOT (Blountstown Highway).
2. Pedestrian circulation will be built throughout the development, connecting residential areas to the Community Center and other site amenities. Pedestrian circulation may be a mix of concrete sidewalks, pervious sidewalks and trails. The sidewalk system will meet FDOT requirements and ADA requirements for accessible design. Additionally, sidewalk connectivity shall be provided from the subject site frontage, east to Capital Circle. This will provide residents with a safe walkable route to existing transit stops that do not currently serve the project site.
3. Interconnectivity requirements of the LDC and Comprehensive Plan shall be met.

Transit routes and shelters will be identified by StarMetro at the time of site plan submittals and provided by the developer. Currently, no transit is available to the site. Future transit shelters may be provided via an easement at the request of StarMetro.

Not all residents will have vehicles for personal use. Parking shall be provided at a rate of 50% to 100% of the standard in schedule 6-2 of Section 10-7.545 of the Leon County Land Development Code.

Bicycle Parking will meet the requirements of the Leon County Land Development Code for all non-residential and multi-family uses.

Parking areas and internal pedestrian circulation will be arranged for the safe and convenient access of pedestrians and vehicles. Detailed site design, access, parking and circulation provided in the Final PUD and site plan submittals are subject to engineering and site design standards identified in the Comprehensive Plan, applicable environmental ordinances, *Leon County Land Development Code (LDC)* and *Leon County Driveway and Street Connection Policies and Procedures Manual*.

Concurrency Management System

Concurrency is a requirement which ensures that infrastructure necessary to accommodate the proposed development is in place (i.e., public facilities, roads, stormwater, parks, etc.). According to the Concurrency Management standards of the LDC [§10-3.105], no final development order can be issued unless there is available capacity to meet the level of service standards (LOS) at or above the adopted level of service (LOS) in the capital improvement element of the Comprehensive Plan for the existing population, vested development, and the proposed development. All proposed development (except vested development) shall undergo a concurrency review.

A concurrency review is optional prior to approval of a preliminary development order (DO). The transportation concurrency analysis will be conducted in accordance with *LDC Chapter 10, Article III* and *Leon County Concurrency Management Policies and Procedures Manual*. At a minimum, the applicant shall provide traffic data that includes a table showing trip generation, pass-by, internal capture and other adjustments for the entire project's land use densities and intensities using the latest edition of the *Institute of Transportation Engineers (ITE) Trip Generation Manual* and *ITE Trip Generation Handbook* or local accepted trip generation studies. Additional documentation may be required by the County to conduct the concurrency analysis.

A certificate of concurrency and/or equivalent appropriate documentation issued by the County Department of Development Support and Environmental Management must be obtained prior to the issuance of a Final Development Order (DO) or issuance of a building permit. A School Impact Analysis is also required for residential development.

After the County has issued an approved Concurrency Certificate, any future proposed changes to land uses cannot increase the project's approved net external PM peak hour entitled trips without an evaluation by the Leon County Director of Development Support and Environmental Management.

In the event, a mobility plan and fee are adopted and implemented prior to the time transportation concurrency is required, mitigation will be based on the applicable fee rate approved for the appropriate land use category(ies) at the time of building permits or earlier as required under a mobility fee structure.

Traffic Impact/Operational Study

At the time of proposed Subdivision or Site Plan approval (a Final PUD Plan application) a traffic impact/operational study will be conducted to analyze the full buildout of all property included in this PUD.

Access management and new connection spacing shall adhere to the *Florida Department of Transportation (FDOT) State Highway System Rule Chapter 14-96 Connection Permits and Rule Chapter 14-97 Access Control Classification System and Access Management Standards* along Thomasville Road-US 319, and *Leon County's Driveway and Street Connection Guidelines and Procedures Manual* along Blountstown Highway. Only a single driveway connection to Blountstown Highway is allowed.

Typical private drive sections(s) are shown in the Supplemental Information Section of this PUD, however, private drive sections will be finalized during final site plan process and comply with Leon County standards and requirements.

Impacts and traffic operations are to be required, but not limited to the proposed intersections of:

1. Blountstown Highway and the subject site.

Other intersections may be included as requested by Leon County, if project traffic is expected to significantly affect the AM or PM peak hour level of service (LOS) or operations. Both AM and PM peak hour periods must be analyzed for these intersections along with analysis of traffic control devices including a traffic signal at the site's driveway. Prior to approval of a traffic signal, a signal warrant study shall be provided.

Warrants for auxiliary (left or right turn) lanes shall be conducted. Turn lane and traffic control modifications are subject to Leon County approval and require permitting by FDOT along Blountstown Highway.

The developer will be responsible for full costs for improvements along Blountstown Highway.

H. Environmental and Landscape Design Standards

Development within the PUD shall be subject to the requirements of this section in addition to those requirements of the **Environmental Management Act (EMA)**. Where standards conflict, the stricter of the two shall apply. All landscape plans shall be prepared by a registered landscape architect as per F.S. Ch. 481.

Conservation areas have been placed in a conservation easement as shown on the General Land Use Plan (Figure C) and the Boundary Survey (Figure A) and will conform to the standards found in **LDC 10-4.384 Best management practices for conservation and preservation areas**.

Stormwater management facilities shall be designed (and landscaped) in accordance with **LDC Section 10-4.301(b)(3) and 302(a)**. The parcel is subject to the stormwater treatment requirements of the LDC Section 10-4.301(b), and rate control LDC Section 10-4.302(a). In addition, the stormwater requirements are subject to "No off-site impact" reference LDC Section 10-4.302(b) Long term maintenance of all stormwater

infrastructure shall be by the owner of the subject site and will require an Operating Permit.

Tree preservation shall comply with Leon County **LDC Section 10** for tree protection.

Low Impact Development (LID) standards should be utilized where applicable.

Landscape Buffers shall be provided along all property boundaries when adjacent to single family residential. Buffer shall be a minimum of 50-feet wide and shall contain vegetation consistent with a Type "D" Buffer as described in **LDC Section 7-522**.

Developments within this PUD subdistricts shall preserve a minimum of 25 percent of the total site as natural area. These areas may be located within any district. On-site natural area shall encompass significant, naturally occurring vegetation areas or other significant environmental features.

A Natural Features Inventory, LEA 15-0065, has been approved for the entire parcel and the associated conservation easement associated with the natural features has been recorded (OR 4995, Pg 763). If proposed development impacts conservation easement a new NFI or EIA will be required.

I. The Dwellings Design Standards

The Dwellings is a unique community that provides on-site case management, access to communal resources, and constant innovation providing residents with skills needed to achieve and maintain success. The community provides residents with access to programs and community grounds that sets them up for success. The overall mission is to end homelessness with an environment that is sustainable, eco-friendly and innovative.

Design Guidelines:

1. Buffer and Fencing:
 - a. Chain link fencing (of any variety) shall not be allowed in non-residential developments when visible from public view.
 - b. Private stormwater management facilities may be designed as amenities with landscaping, trails.
 - c. Outdoor service areas, loading docks, trash collection, outdoor storage and mechanical equipment for non-residential development shall be screened using materials consistent with the materials and design treatments of the primary building façade and/or evergreen landscape plant material
 - d. Services areas and trash collection areas shall not be within 50 feet of any adjoining residential property.
 - e. Buffer standards for uncomplimentary land uses shall meet the requirements of Section 10-7.522 of the Land Development Code.
 - f. Buffers shall be provided along all property boundaries when adjacent to single family residential. Buffer shall be a minimum of 50-feet wide and shall contain vegetation consistent with a Type "D" Buffer as described in LDC Section 10-7.522.

2. Signage:
 - a. Signage shall comply with the Leon County Sign Ordinance in effect at the time of the proposed development.
 - b. No private signs will be allowed in the right-of-way.
3. Lighting – General
 - a. Lighting for residential streets and/or non-residential parking areas shall comply with Dark sky principles and shall be full cut-off type fixtures. In non-residential development, the fixtures should direct light internal to the site.
 - b. Light poles and wall mounted light fixtures shall be no taller than 20 feet above grade.
 - c. Lighting shall be depicted on final site plans and shown not to conflict with clear zones, sight triangles, landscaping and other utilities.
4. Lighting – Non-residential and multi-family
 - a. All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. No wall or roof-mounted flood or spot lights used as general grounds lighting are permitted. Security lighting is permitted.
 - b. Lighting for off-street walkways shall be spaced no more than 30 feet apart and shall not exceed ten feet in height.
 - c. Parking lighting shall be spaced a maximum of 50 feet apart and shall not exceed 20 feet in height. (d.) Lighting levels of the property line (six feet above ground) adjacent to residential areas shall not exceed a half (0.5) foot candles.
5. Off-street parking spaces will be reviewed with each final PUD and will comply with Chapter 10 of the Land Development Code.
6. All driveways connecting to public streets will have to follow all standards of Leon County Driveway and Street Connection Guidelines and Manual and will require permitting through Leon County DSEM.

Note: any deviation to these proposed design standards may be requested by the developer pursuant upon demonstration that the request meets the criteria for granting a deviation in Section 10-1-106 of the LDC.

**SECTION III:
ZONING SUB-DISTRICTS /
PERMITTED USES**

III. ZONING SUB-DISTRICTS / PERMITTED USES

A. Multi-Family Residential (MF)

1. District Intent

The purpose and intent of the MF zoning district is to allow for a range of single and multi-family housing types. Housing types may consist of traditional apartments, single family, and two-family dwelling units. Individual lots are not required. The maximum and minimum densities are described below. Constraints of concurrency or preservation and/or conservation features may preclude the attainment of the minimum densities. Certain community and recreational facilities related to residential uses are also permitted.

Sub-District Density

Sub-District Acreage = 8.19 ac +/-

Up to a maximum of 250 Dwelling units permitted

Overall PUD Density shall not exceed 335 dwelling units total across all districts.

2. Permitted and Accessory Uses

(a) Permitted Uses (Including, but not limited to as approved by the County Administrator or designee)

- (1) Multiple-Family dwellings.
- (2) Single-family attached dwellings.
- (3) Single-family detached dwellings.
- (4) Two-family dwellings.
- (5) Community facilities related to residential uses.
- (6) Open space/Stormwater/Conservation Areas.

(b) Accessory Uses

- (1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the county administrator or designee.
- (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the county administrator or designee.
- (3) Passive and active recreation

3. Development Standards

Use Category	A. Minimum Lot Size or Site Size			B. Minimum Building Setbacks				C. Maximum Building Restrictions	
	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side Interior Lot	c. Side Corner Lot	d. Rear	a. Building Size	b. Max. Building Height
Multiple-Family Dwellings	10,890 sf	70 feet	100 feet	20 feet	15 feet on each side	20 feet	25 feet	N/A	3 stories

Single-Family Attached Dwellings	3,750 sf end unit; 2,400 sf interior unit	37.5 feet end unit; 25 feet interior unit	80 feet	20 feet	N/A	15 feet	25 feet	Maximum length: 8 units	3 stories
Single-Family Detached Dwellings	5,000 sf	50 feet	100 feet	20 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	N/A	3 stories
Two-Family Dwellings	8,000 sf	60 feet	100 feet	20 feet	Same as for single-family detached dwellings	15 feet	25 feet	N/A	3 stories
Any Permitted Principal Non-Residential Use.	12,000 square feet	80 feet	100 feet	15 feet		15 feet	25 feet	10,000 square feet of gross building floor space are per acre	3 stories

B. Single Family Residential (SF)

1. District Intent

The purpose and intent of the SF zoning district is to allow for a range of single-family housing types. However, multi-unit attached dwellings shall be designed to scale and aesthetic to look and feel like single family dwellings. Traditional apartments are not allowed. Housing types may consist of duplex multi-family, single family attached and detached, and two-family dwelling units. Individual lots are not required and a land condominium may be utilized as necessary. The maximum and minimum densities are described below. Constraints of concurrency or preservation and/or conservation features may preclude the attainment of the minimum densities. Certain community and recreational facilities related to residential uses are also permitted.

Sub-District Density

Sub-District Acreage = 10.68 ac +/-
Up to a maximum of 140 Dwelling units permitted

Overall PUD Density shall not exceed 335 dwelling units total across all districts.

2. Permitted and Accessory Uses

(a) Permitted Uses (Including, but not limited to as approved by the County Administrator or designee)

- (1) Single-family attached dwellings. *
- (2) Single-family detached dwellings. *
- (3) Two-family dwellings. *
- (4) Community facilities related to residential uses.
- (5) Open space/Stormwater/Conservation Areas.

*Required Land Condominium if not platted with individual lots.

(b) Accessory Uses

- 1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the county administrator or designee.
- (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the county administrator or designee.
- (3) Passive recreation

3. Development Standards

Use Category	A. Minimum Lot Size or Site Size			B. Minimum Building Setbacks				C. Maximum Building Restrictions	
	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side Interior Lot	c. Side Corner Lot	d. Rear	a. Building Size	b. Max. Building Height
Single-Family Attached Dwellings	3,750 sf end unit; 2,400 sf interior unit	37.5 feet end unit; 25 feet interior unit	80 feet	20 feet	N/A	15 feet	25 feet	Maximum length: 8 units	3 stories

Single-Family Detached Dwellings	5,000 sf	50 feet	100 feet	20 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	Not applicable	3 stories
Two-Family Dwellings	8,000 sf	60 feet	100 feet	20 feet	Same as for single-family detached dwellings	15 feet	25 feet	Not applicable	3 stories
Any Permitted Principal Non-Residential Use.	12,000 square feet	80 feet	100 feet	15 feet		15 feet	25 feet	10,000 square feet of gross building floor space are per acre	3 stories

C. Community Center (CC)

1. District Intent
The Community Center district is intended to provide support uses and services for residents within the PUD boundary with an environment that is sustainable, eco-friendly and innovative.

2. Permitted and Accessory Uses	
(a) Permitted Uses (Including, but not limited to as approved by the County Administrator or designee)	(b) Accessory Uses
(1) Community facilities related to office or residential facilities. Other community activities may be allowed in accordance with Section 10-6.806 of these regulations.	(1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to the principle use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the county administrator or designee. (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the county administrator or designee.

3. Development Standards									
	A. Minimum Lot Size or Site Size			B. Minimum Building Setbacks				C. Maximum Building Restrictions	
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side Interior Lot	c. Side Corner Lot	d. Rear	a. Building Size	b. Building Height
Any Permitted Principal Non-Residential Use	12,000 sf.	60 ft.	100 ft.	25 ft.	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 ft.	25 ft.	10,000 sf of gross building floor area per acre	3 stories

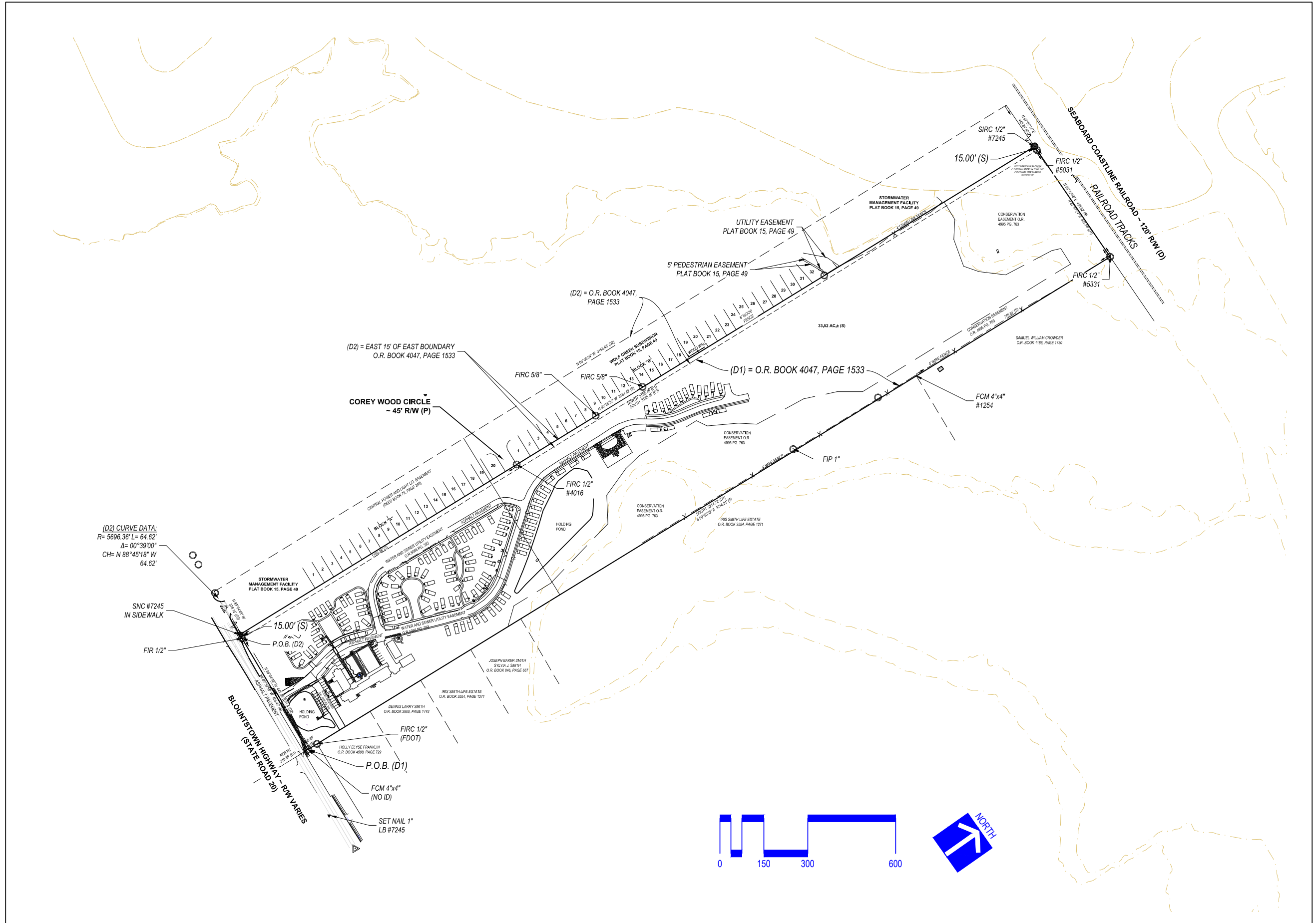
D. Open Space (OS)

1. District Intent
The OS district is intended to provide areas within the community for the resource conservation and passive recreational facility needs of the community. The OS District may be applied to publicly or privately owned lands where preservation of natural features is desired.

2. Permitted and Accessory Uses	
(a) Permitted Uses (Including, but not limited to as approved by the County Administrator or designee)	(b) Accessory Uses
(1) Open space, natural areas, conservation areas and wildlife management areas (2) Outdoor passive recreational facilities, including trails. (3) Uncomplimentary Use Landscape Buffers (4) Stormwater Management Facilities* *Design of stormwater facilities shall be consistent with the Leon County Environmental Management Act.	Not applicable.

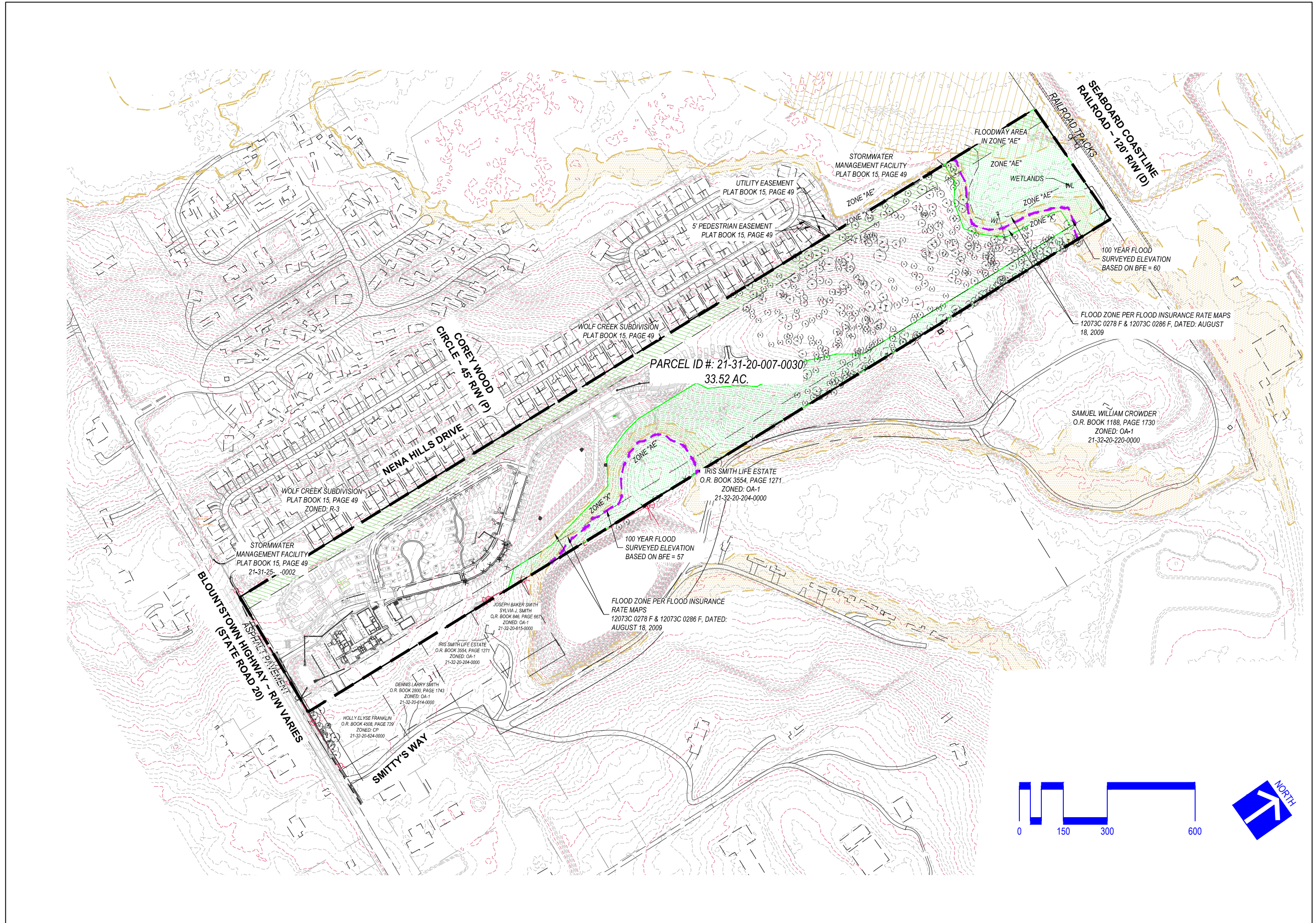
3. Development Standards									
	A. Minimum Lot Size or Site Size			B. Minimum Building Setbacks				C. Maximum Building Restrictions	
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side Interior Lot	c. Side Corner Lot	d. Rear	a. Building Size	b. Building Height
Any Permitted Principal Use	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SECTION IV: PUD CONCEPT PLANS

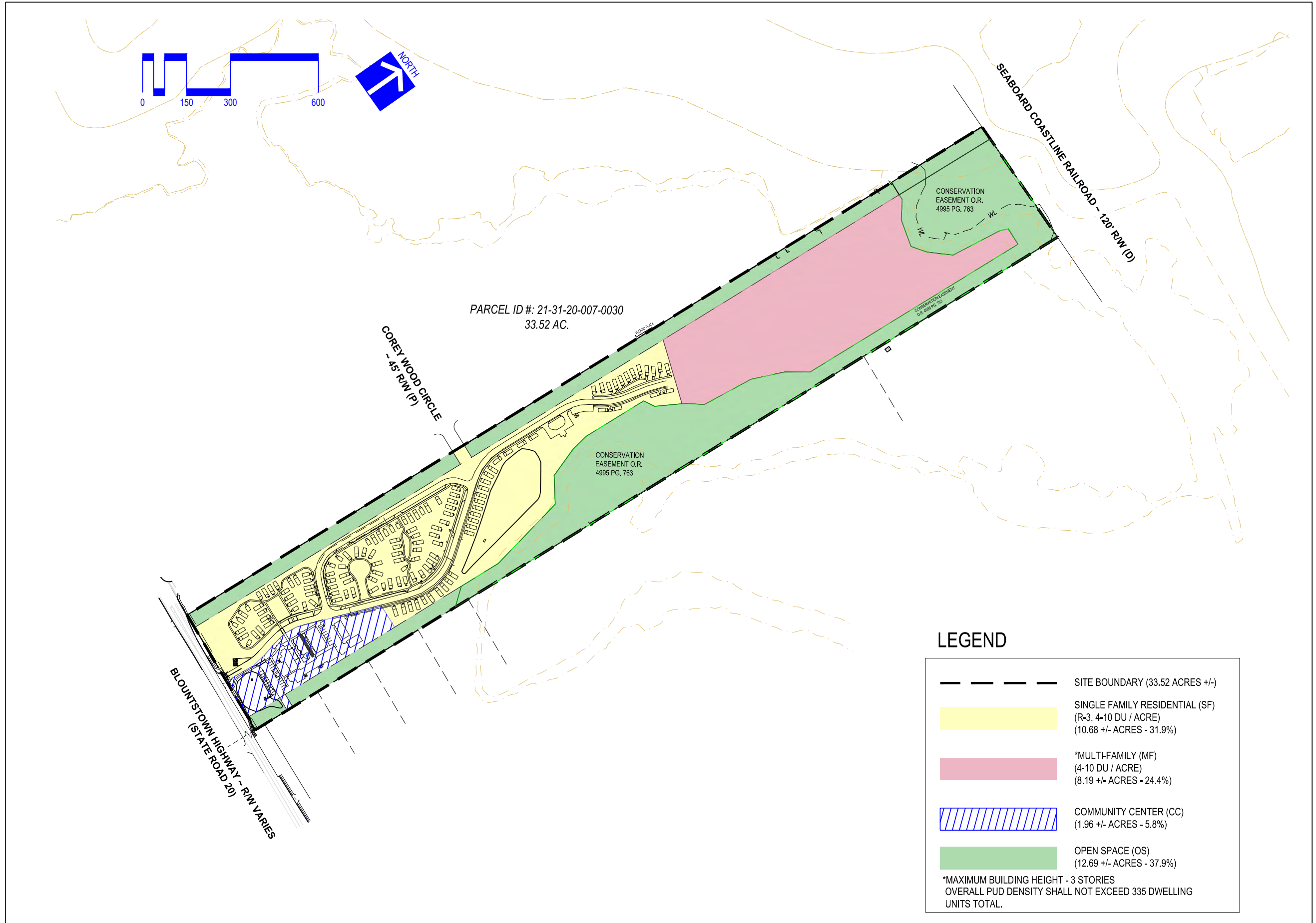


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Δ= 00°39'00"
CH= N 88°45'18" W
64.62'

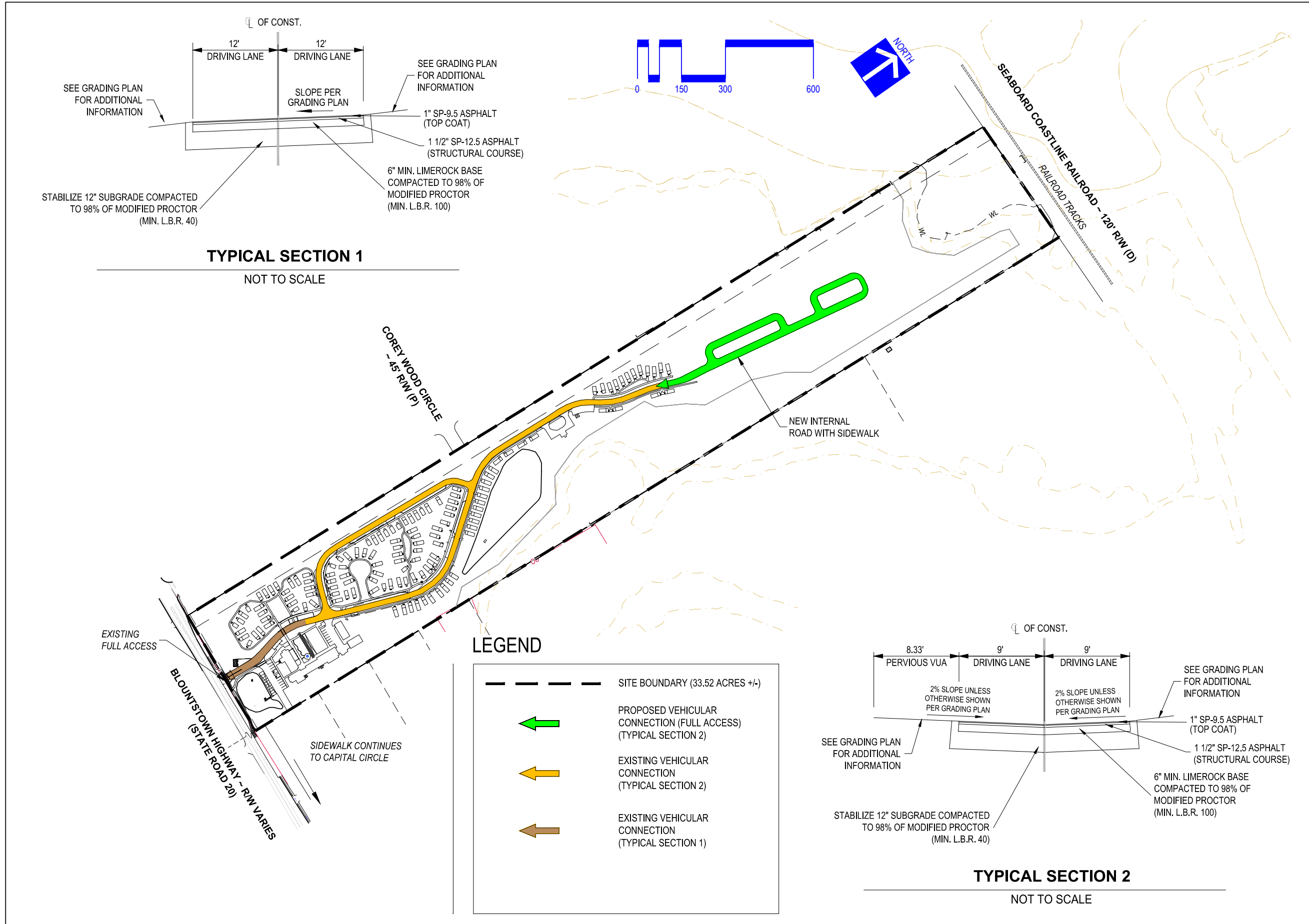
Boundary Survey
The Dwellings II PUD
Figure A

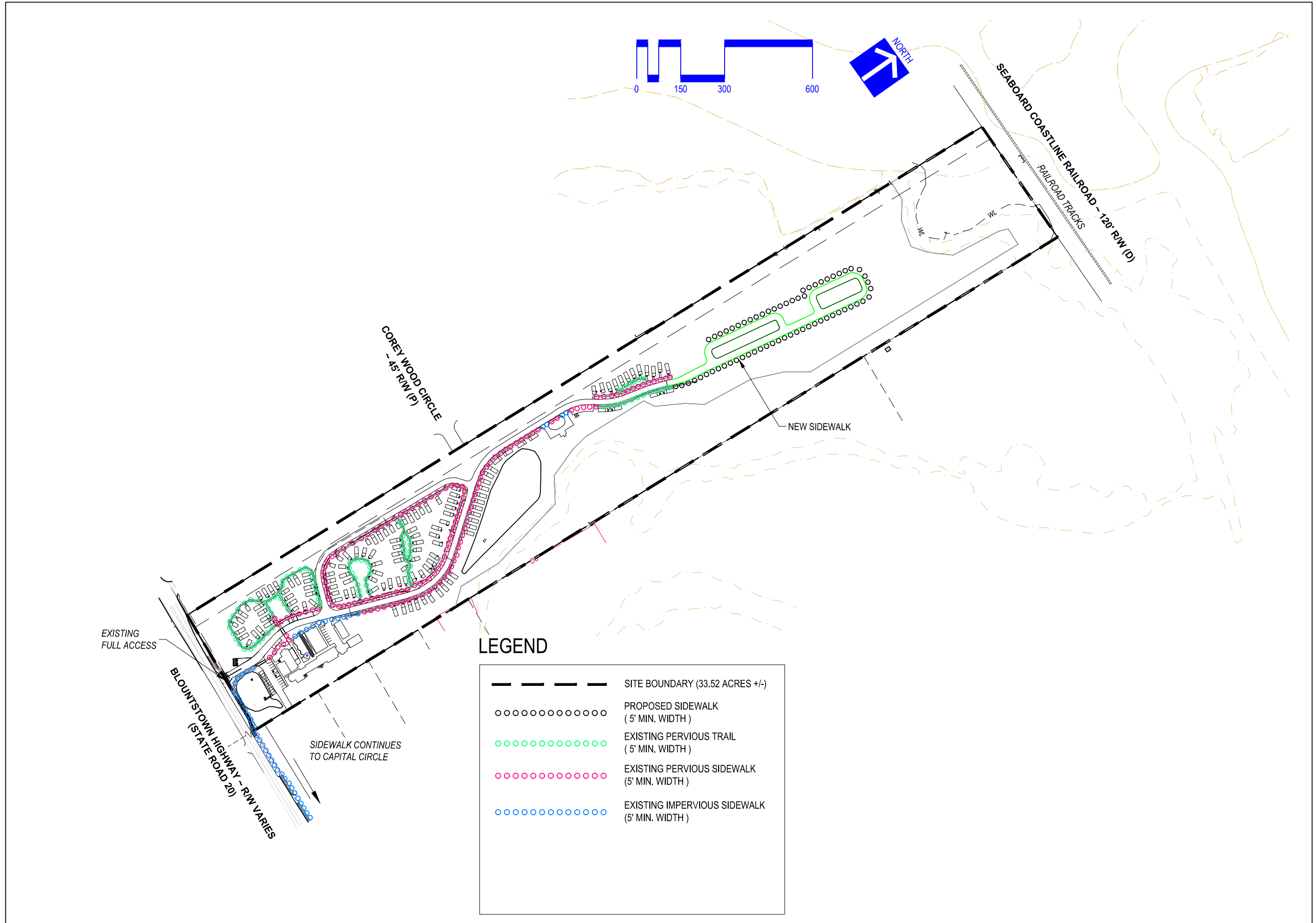


Site Conditions Map
The Dwellings II PUD
Figure B



General Land Use Plan
The Dwellings II PUD
Figure C



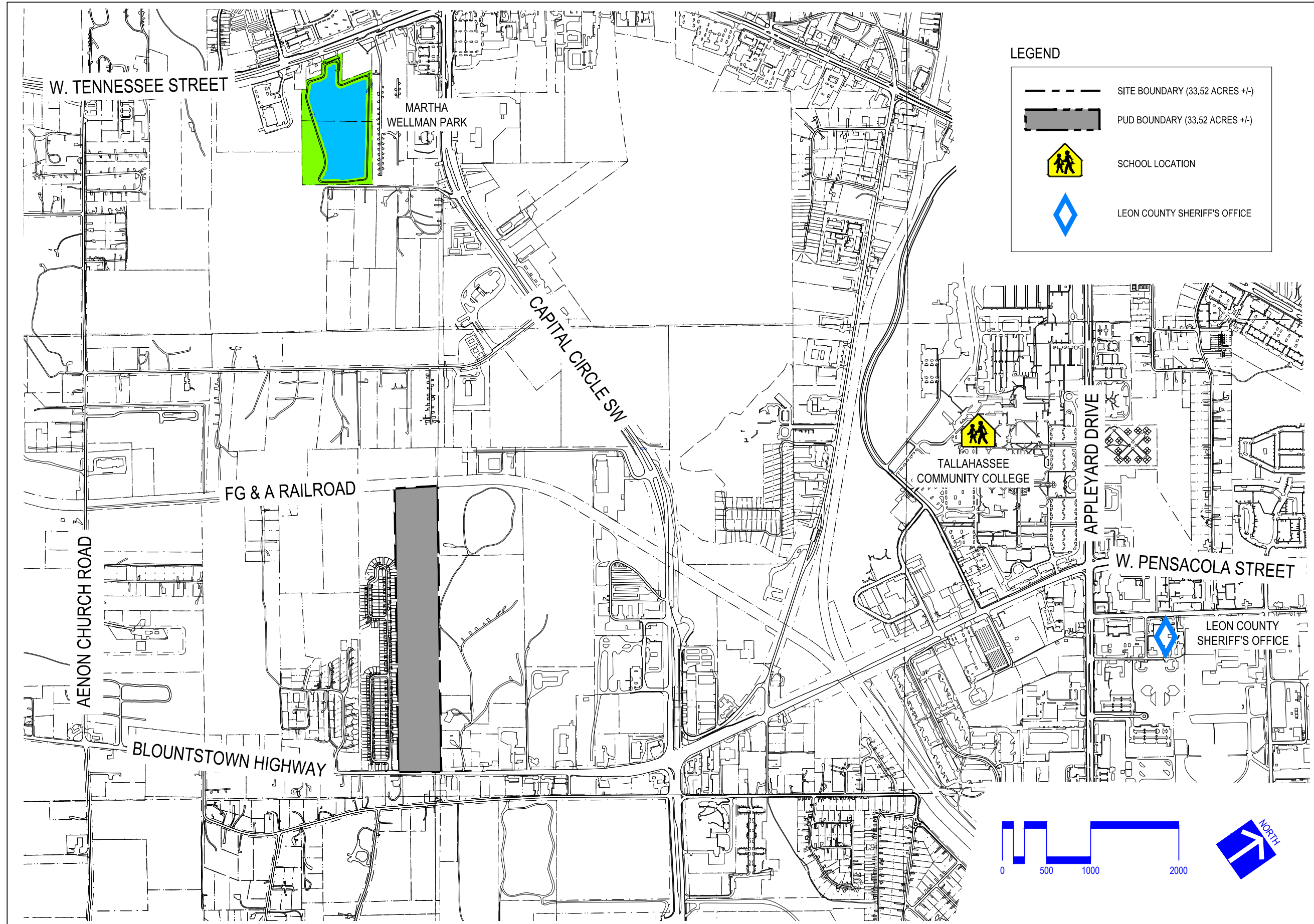


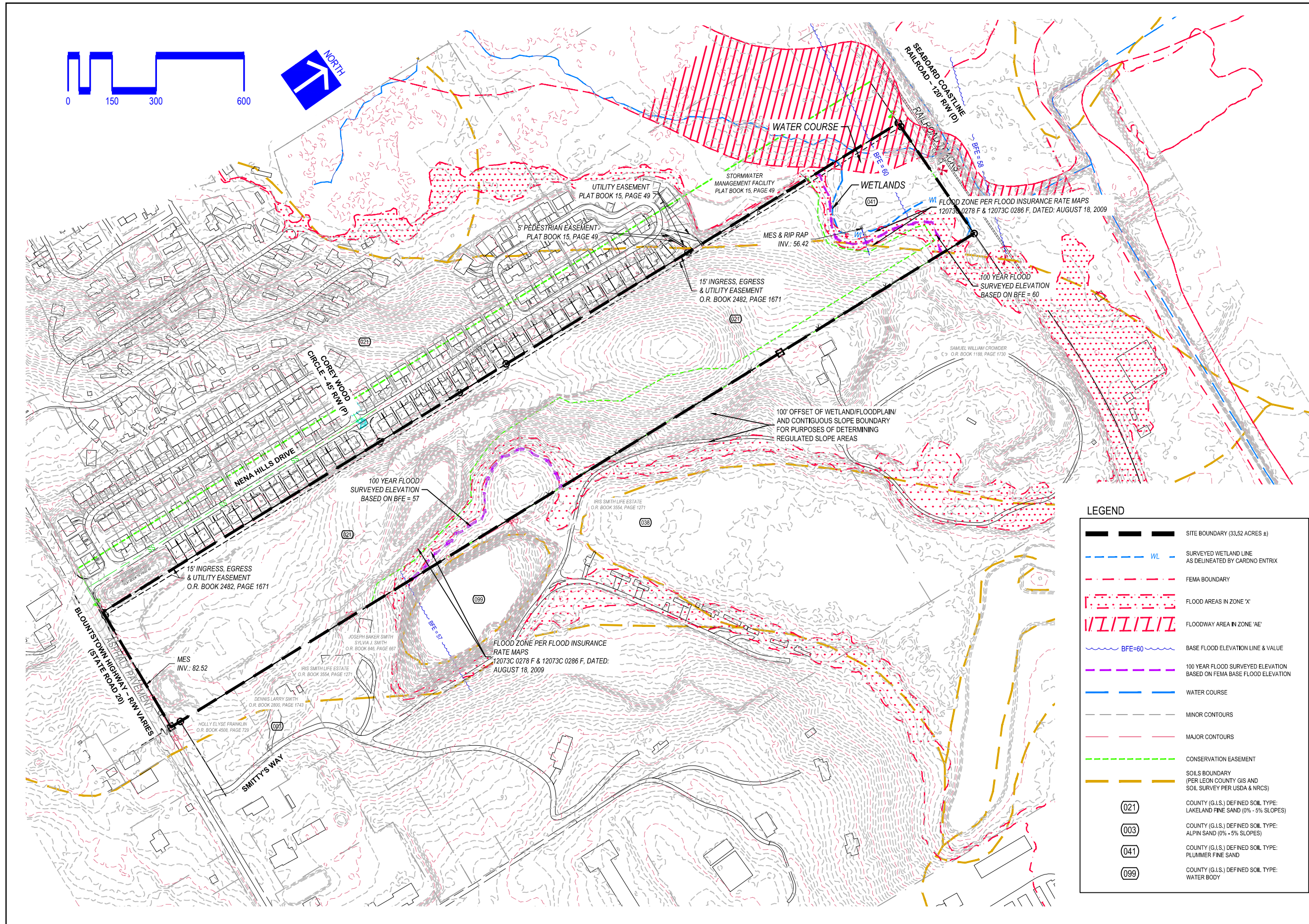
LEGEND

	SITE BOUNDARY (33.52 ACRES +/-)
	PROPOSED SIDEWALK (5' MIN. WIDTH)
	EXISTING PERVIOUS TRAIL (5' MIN. WIDTH)
	EXISTING PERVIOUS SIDEWALK (5' MIN. WIDTH)
	EXISTING IMPERVIOUS SIDEWALK (5' MIN. WIDTH)

Pedestrian Circulation Map
The Dwellings II PUD

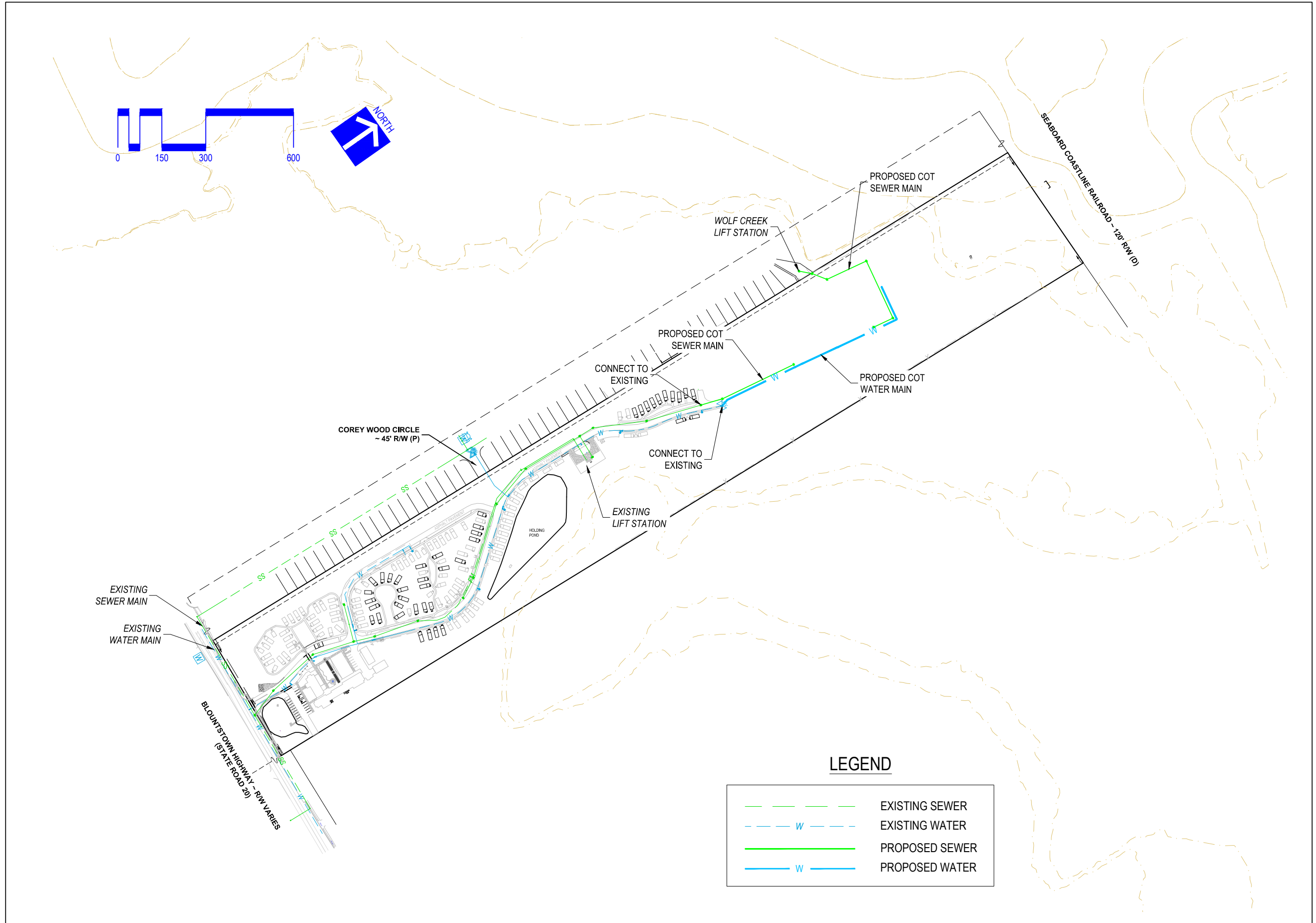
Figure D-2





Natural Feature Inventory Map
The Dwellings II PUD

Figure F



SECTION V: SUPPLEMENTAL INFORMATION

	<p>DEPARTMENT OF DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT</p> <p>APPLICATION FOR SITE AND DEVELOPMENT PLAN REVIEW</p>	<div style="border: 1px solid black; padding: 2px; float: right; margin-bottom: 5px;">D - 4</div> <p>Leon County Board of County Commissioners</p> <p>Department of Development Support & Environmental Management 435 North Macomb St., 2nd Floor Tallahassee, FL 32301</p> <p>Phone#: (850) 606-1300 Fax#: (850) 606-1301 Website: www.leonpermits.org</p>
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<p>Level of Site Plan:</p> <p><input type="checkbox"/> Type A Development</p> <p><input type="checkbox"/> Type B Development</p> <p><input type="checkbox"/> Type C Development</p> <p><input checked="" type="checkbox"/> Type D Development</p>	<p>Review Process :</p> <p><input type="checkbox"/> Concept Plan Approval (CPA)</p> <p><input type="checkbox"/> Final Design Plan Approval (FDPA)</p> <p><input checked="" type="checkbox"/> Planned Unit Development (PUD)</p>
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This application must be completed and returned with all attachments referenced in items below to the Leon County Development Support and Environmental Management (DSEM) Department, 435 North Macomb Street, 2nd Floor, Tallahassee, FL, 32301. The completed application will be used by DSEM staff to review your development proposal for consistency with the Comprehensive Plan and demonstrations of compliance with the County Land Development Regulations prior to approval, approval with conditions or denial of the application.

Application for: Application Review Meeting () Development Review Committee () Planned Unit Development ()

Project Name: The Dwellings II

1. Applicant

Name: Floresta, LLC	Address: 1700 Summit Lake Dr. STE 15	Phone#: Fax#:
City: Tallahassee	State: FL	Zip: 32317
Email Address:		

2. Agent/Representative

Name: Moore Bass Consulting, Inc.	Address: 805 N. Gadsden Street	Phone#: 850-222-5678 Fax#:
City: Tallahassee	State: FL	Zip: 32303
Email Address: bhod@moorebass.com & cackerman@moorebass.com		

3. Property Owner

Name: Floresta, LLC	Address: 1700 Summit Lake Dr. STE 15	Phone#: Fax#:
City: Tallahassee	State: FL	Zip: 32317
Email Address:		

4. Property Information:

Future Land Use Designation: Urban Residential 2	Zoning Designation: R-3
Property Tax I.D. #'s: Please see attached Parcel ID List	

Acreage of Property (consistent with legal description and boundary survey): 33.52
Type of Proposed Development and Nature of Request (be as specific as possible): Please see narrative with application submittal

5. Project Information:

Type of Proposed Development and Nature of Request (be as specific as possible): Please see narrative with application submittal	
Number of existing residential units: 130	
Number of existing non-residential buildings/structures:	
Proposed number of non-residential buildings/structures:	Total area of buildings/structures (s.f.):
Proposed number of residential dwelling units: 144	Type of residential unit(s): Multi-Family
Does the proposal include subdivision of the property? No	If yes, number of proposed lots:
Proposed impervious surface area (s.f.):	
Proposed building/structure height: 3	

6. Other Information:

<p>Variances/Vested Rights Claim/Approved Deviations from Development Standards, existing or applied for, on the subject property (describe and attach appropriate documentation):</p> <p>N/A</p>
<p>Utility Providers:</p> <p>Sanitary Sewage Disposal: <input type="checkbox"/> On-site Septic System(s) <input checked="" type="checkbox"/> City of Tallahassee <input type="checkbox"/> Talquin Electric Cooperative <input type="checkbox"/> Other*</p> <p>Water Supplied By: <input type="checkbox"/> On-site Potable Well(s) <input checked="" type="checkbox"/> City of Tallahassee <input type="checkbox"/> Talquin Electric Cooperative <input type="checkbox"/> Other*</p> <p>Electric Provider: <input checked="" type="checkbox"/> City of Tallahassee <input type="checkbox"/> Talquin Electric Cooperative <input type="checkbox"/> Other*</p> <p>* Please specify: _____</p>

<p>Approved as to form: Leon County Attorney's Office 301 South Monroe St., Suite 202 Tallahassee, FL 32301</p> <p>Date: <u>12/07/2021</u></p>	 Applicant's Affidavit of Ownership & Designation of Agent(s)	<div style="text-align: right;">E - 1</div> <p>Leon County Board of County Commissioners Department of Development Support & Environmental Management 435 North Macomb St. Tallahassee, FL 32301 Phone#: (850) 606-1300 Fax#: (850) 606-1301</p>
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I. OWNER INFORMATION

OWNER'S (S') NAME: Floresta, LLC

OWNER'S (S') MAILING ADDRESS: 3427 Bannerman Road, Suite D208

CITY: Tallahassee COUNTY: Leon STATE: FL ZIP CODE: 32312

PARCEL I.D.# (List all numbers for the site subject to this affidavit.): Please see attached Parcel ID list (133 Parcels collectively known as The Dwellings)

II. DESIGNATION OF AGENT(S)

As the owner(s) of the above-designated property and the applicant(s) for which this affidavit is submitted, I wish to designate the below named party(ies) as my agent in all matters pertaining to the location address and concerning approval(s) and permit(s) required by Leon County. In authorizing the agent(s) named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

(1) Owner's Agent: Moore Bass Consulting, Inc. (Ben Hood, P.E.)

Address: 805 N. Gadsden Street, Tallahassee, FL 32303

Contact Phone: 850-222-5678 Email Address: bhood@moorebass.com ; cackerman@moorebass.com

If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrency for the parcel; limited to obtaining a building permit application; etc.).

NA

(2) Owner's Agent: NA

Address: _____

Contact Phone: _____ Email Address: _____

If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrency for the parcel; limited to obtaining a building permit application; etc.).

III. NOTICE TO OWNER(S)

Application is hereby made to obtain approval(s) and permit(s) for the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

Deed Restrictions and Covenants
Prior to pursuing a permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County. Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. CBW Owner's Initials

Public Record Information
Chapter 119, Florida Statutes, Section 119.071(4)(d) Subparagraphs a.-r. exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children.

Do you or your spouse fall into one of these protected categories? Yes ___ No

If yes, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes ___ No ___

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. CBW Owner's (s') Initials

Access to Property

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

CW Owner's (s') Initials

Modifications

Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

CW Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), Claude Walker, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1): [Signature]

OWNER SIGNATURE (2): _____

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF: Florida

COUNTY OF: Leon

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 21, by Claude Walker, who is personally known to me or who has produced _____ as identification.
(name of person acknowledging)
(type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me by means of physical presence or ___ online notarization this 19 day of September, 2023, by Claude Walker, as manager of _____ of _____, a Florida corporation, on behalf of the corporation.
(name of officer or agent, title of officer or agent) *(office held)*
(name of corporation) *(state)*
He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

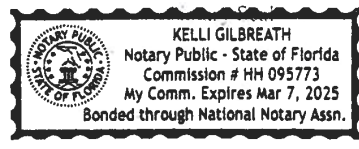
For Partnership

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this ___ day of _____, 20 ___, by _____, partner on behalf of _____ a partnership. He/she is personally known to me or has produced _____ as identification.
(name of acknowledging partner) *(name of partnership)*
(type of identification produced)

Kelli Gilbreath
Signature of Notary

Kelli Gilbreath
Print Name of Notary

Senior Accountant
Title or Rank



Revised 3/24/21

The Dwellings II PUD Parcel ID and Addresses		
Three Main Parcel IDs		
1	21-31-21-000-000-1	5100 Blountstown Highway
2	21-31-20-007-003-0	5100 Blountstown Highway
3	21-31-20-026-000-0	5100 Blountstown Highway
Parcel IDs of the Condo Lots within 3 Main Parcels		
4	21-31-21-000-001-0	5100 Blountstown Highway, Unit 1
5	21-31-21-000-002-0	5100 Blountstown Highway, Unit 2
6	21-31-21-000-003-0	5100 Blountstown Highway, Unit 3
7	21-31-21-000-004-0	5100 Blountstown Highway, Unit 4
8	21-31-21-000-005-0	5100 Blountstown Highway, Unit 5
9	21-31-21-000-006-0	5100 Blountstown Highway, Unit 6
10	21-31-21-000-007-0	5100 Blountstown Highway, Unit 7
11	21-31-21-000-008-0	5100 Blountstown Highway, Unit 8
12	21-31-21-000-009-0	5100 Blountstown Highway, Unit 9
13	21-31-21-000-010-0	5100 Blountstown Highway, Unit 10
14	21-31-21-000-011-0	5100 Blountstown Highway, Unit 11
15	21-31-21-000-012-0	5100 Blountstown Highway, Unit 12
16	21-31-21-000-013-0	5100 Blountstown Highway, Unit 13
17	21-31-21-000-014-0	5100 Blountstown Highway, Unit 14
18	21-31-21-000-015-0	5100 Blountstown Highway, Unit 15
19	21-31-21-000-016-0	5100 Blountstown Highway, Unit 16
20	21-31-21-000-017-0	5100 Blountstown Highway, Unit 17
21	21-31-21-000-018-0	5100 Blountstown Highway, Unit 18
22	21-31-21-000-019-0	5100 Blountstown Highway, Unit 19
23	21-31-21-000-020-0	5100 Blountstown Highway, Unit 20
24	21-31-21-000-021-0	5100 Blountstown Highway, Unit 21
25	21-31-21-000-022-0	5100 Blountstown Highway, Unit 22
26	21-31-21-000-023-0	5100 Blountstown Highway, Unit 23
27	21-31-21-000-024-0	5100 Blountstown Highway, Unit 24
28	21-31-21-000-025-0	5100 Blountstown Highway, Unit 25
29	21-31-21-000-026-0	5100 Blountstown Highway, Unit 26
30	21-31-21-000-027-0	5100 Blountstown Highway, Unit 27
31	21-31-21-000-028-0	5100 Blountstown Highway, Unit 28
32	21-31-21-000-029-0	5100 Blountstown Highway, Unit 29
33	21-31-21-000-030-0	5100 Blountstown Highway, Unit 30
34	21-31-21-000-031-0	5100 Blountstown Highway, Unit 31
35	21-31-21-000-032-0	5100 Blountstown Highway, Unit 32
36	21-31-21-000-033-0	5100 Blountstown Highway, Unit 33
37	21-31-21-000-034-0	5100 Blountstown Highway, Unit 34
38	21-31-21-000-035-0	5100 Blountstown Highway, Unit 35
39	21-31-21-000-036-0	5100 Blountstown Highway, Unit 36
40	21-31-21-000-037-0	5100 Blountstown Highway, Unit 37
41	21-31-21-000-038-0	5100 Blountstown Highway, Unit 38
42	21-31-21-000-039-0	5100 Blountstown Highway, Unit 39
43	21-31-21-000-040-0	5100 Blountstown Highway, Unit 40


44	21-31-21-000-041-0	5100 Blountstown Highway, Unit 41
45	21-31-21-000-042-0	5100 Blountstown Highway, Unit 42
46	21-31-21-000-043-0	5100 Blountstown Highway, Unit 43
47	21-31-21-000-044-0	5100 Blountstown Highway, Unit 44
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52	21-31-21-000-049-0	5100 Blountstown Highway, Unit 49
53	21-31-21-000-050-0	5100 Blountstown Highway, Unit 50
54	21-31-21-000-051-0	5100 Blountstown Highway, Unit 51
55	21-31-21-000-052-0	5100 Blountstown Highway, Unit 52
56	21-31-21-000-053-0	5100 Blountstown Highway, Unit 53
57	21-31-21-000-054-0	5100 Blountstown Highway, Unit 54
58	21-31-21-000-055-0	5100 Blountstown Highway, Unit 55
59	21-31-21-000-056-0	5100 Blountstown Highway, Unit 56
60	21-31-21-000-057-0	5100 Blountstown Highway, Unit 57
61	21-31-21-000-058-0	5100 Blountstown Highway, Unit 58
62	21-31-21-000-059-0	5100 Blountstown Highway, Unit 59
63	21-31-21-000-060-0	5100 Blountstown Highway, Unit 60
64	21-31-21-000-061-0	5100 Blountstown Highway, Unit 61
65	21-31-21-000-062-0	5100 Blountstown Highway, Unit 62
66	21-31-21-000-063-0	5100 Blountstown Highway, Unit 63
67	21-31-21-000-064-0	5100 Blountstown Highway, Unit 64
68	21-31-21-000-065-0	5100 Blountstown Highway, Unit 65
69	21-31-21-000-066-0	5100 Blountstown Highway, Unit 66
70	21-31-21-000-067-0	5100 Blountstown Highway, Unit 67
71	21-31-21-000-068-0	5100 Blountstown Highway, Unit 68
72	21-31-21-000-069-0	5100 Blountstown Highway, Unit 69
73	21-31-21-000-070-0	5100 Blountstown Highway, Unit 70
74	21-31-21-000-071-0	5100 Blountstown Highway, Unit 71
75	21-31-21-000-072-0	5100 Blountstown Highway, Unit 72
76	21-31-21-000-073-0	5100 Blountstown Highway, Unit 73
77	21-31-21-000-074-0	5100 Blountstown Highway, Unit 74
78	21-31-21-000-075-0	5100 Blountstown Highway, Unit 75
79	21-31-21-000-076-0	5100 Blountstown Highway, Unit 76
80	21-31-21-000-077-0	5100 Blountstown Highway, Unit 77
81	21-31-21-000-078-0	5100 Blountstown Highway, Unit 78
82	21-31-21-000-079-0	5100 Blountstown Highway, Unit 79
83	21-31-21-000-080-0	5100 Blountstown Highway, Unit 80
84	21-31-21-000-081-0	5100 Blountstown Highway, Unit 81
85	21-31-21-000-082-0	5100 Blountstown Highway, Unit 82
86	21-31-21-000-083-0	5100 Blountstown Highway, Unit 83
87	21-31-21-000-084-0	5100 Blountstown Highway, Unit 84
88	21-31-21-000-085-0	5100 Blountstown Highway, Unit 85
89	21-31-21-000-086-0	5100 Blountstown Highway, Unit 86

90	21-31-21-000-087-0	5100 Blountstown Highway, Unit 87
91	21-31-21-000-088-0	5100 Blountstown Highway, Unit 88
92	21-31-21-000-089-0	5100 Blountstown Highway, Unit 89
93	21-31-21-000-090-0	5100 Blountstown Highway, Unit 90
94	21-31-21-000-091-0	5100 Blountstown Highway, Unit 91
95	21-31-21-000-092-0	5100 Blountstown Highway, Unit 92
96	21-31-21-000-093-0	5100 Blountstown Highway, Unit 93
97	21-31-21-000-094-0	5100 Blountstown Highway, Unit 94
98	21-31-21-000-095-0	5100 Blountstown Highway, Unit 95
99	21-31-21-000-096-0	5100 Blountstown Highway, Unit 96
100	21-31-21-000-097-0	5100 Blountstown Highway, Unit 97
101	21-31-21-000-098-0	5100 Blountstown Highway, Unit 98
102	21-31-21-000-099-0	5100 Blountstown Highway, Unit 99
103	21-31-21-000-100-0	5100 Blountstown Highway, Unit 100
104	21-31-21-000-101-0	5100 Blountstown Highway, Unit 101
105	21-31-21-000-102-0	5100 Blountstown Highway, Unit 102
106	21-31-21-000-103-0	5100 Blountstown Highway, Unit 103
107	21-31-21-000-104-0	5100 Blountstown Highway, Unit 104
108	21-31-21-000-105-0	5100 Blountstown Highway, Unit 105
109	21-31-21-000-106-0	5100 Blountstown Highway, Unit 106
110	21-31-21-000-107-0	5100 Blountstown Highway, Unit 107
111	21-31-21-000-108-0	5100 Blountstown Highway, Unit 108
112	21-31-21-000-109-0	5100 Blountstown Highway, Unit 109
113	21-31-21-000-110-0	5100 Blountstown Highway, Unit 110
114	21-31-21-000-111-0	5100 Blountstown Highway, Unit 111
115	21-31-21-000-112-0	5100 Blountstown Highway, Unit 112
116	21-31-21-000-113-0	5100 Blountstown Highway, Unit 113
117	21-31-21-000-114-0	5100 Blountstown Highway, Unit 114
118	21-31-21-000-115-0	5100 Blountstown Highway, Unit 115
119	21-31-21-000-116-0	5100 Blountstown Highway, Unit 116
120	21-31-21-000-117-0	5100 Blountstown Highway, Unit 117
121	21-31-21-000-118-0	5100 Blountstown Highway, Unit 118
122	21-31-21-000-119-0	5100 Blountstown Highway, Unit 119
123	21-31-21-000-120-0	5100 Blountstown Highway, Unit 120
124	21-31-21-000-121-0	5100 Blountstown Highway, Unit 121
125	21-31-21-000-122-0	5100 Blountstown Highway, Unit 122
126	21-31-21-000-123-0	5100 Blountstown Highway, Unit 123
127	21-31-21-000-124-0	5100 Blountstown Highway, Unit 124
128	21-31-21-000-125-0	5100 Blountstown Highway, Unit 125
129	21-31-21-000-126-0	5100 Blountstown Highway, Unit 126
130	21-31-21-000-127-0	5100 Blountstown Highway, Unit 127
131	21-31-21-000-128-0	5100 Blountstown Highway, Unit 128
132	21-31-21-000-129-0	5100 Blountstown Highway, Unit 129
133	21-31-21-000-130-0	5100 Blountstown Highway, Unit 130

Leon County
PUD Rezoning Review Application & Information Packet

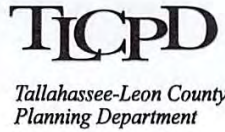
Letter of Understanding

I Claude R Walker (print name) as the property owner or authorized property owner representative have read and understand the Leon County Application for PUD Rezoning Review Information Packet and acknowledge submittal of a rezoning review application from R-3 (district) to PUD.

 Signature 5/24/23 Date
Property Owner/Authorized Representative

Lina Braswell Witness 5/24/23 Date

Kell Gilbreath Witness 5.24.23 Date



Affidavit Waiving Concurrency for a Preliminary Development Order - Rezoning

Submit to Planning Department at Frenchtown Renaissance Building, 3rd Floor with Rezoning Application

I, Claude Walker, owner or agent of the property described below:

Parcel ID Number: 21-31-20-070-003-0
Location address: Blountstown Highway, Tallahassee

do hereby elect to waive concurrency review associated with the proposed preliminary development order (rezoning) of the above referenced project, pursuant to Section 2.2.0 of the Leon County Concurrency Policies and Procedures Manual. In waiving the concurrency review, I acknowledge that I understand the following:

- 1) Final Development orders for the subject property are subject to a concurrency determination; and
- 2) No rights to obtain final development orders, nor any other rights to develop the subject property have been granted or implied by the County's approval of the preliminary development order without a concurrency determination of the public facilities.

ACKNOWLEDGEMENT

STATE OF Florida
COUNTY OF Leon

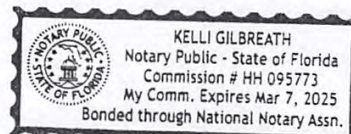
Before me, this 24 day of May, 2023, personally appeared Claude Walker, owner/agent who executed the foregoing instrument, and acknowledged to me that the same was executed for the purposes therein expressed.

Personally known ; or
Produced identification _____
Type of identification produced:

Kelli Gilbreath
(Notary Public)
Print Name: Kelli Gilbreath

[Signature]
(Owner/Agent Signature)
Print Name: _____

My Commission Expires: March 7, 2025



SCHOOL IMPACT ANALYSIS FORM

Agent Name: Moore Bass Consulting, Inc. Applicant Name: Floresta, LLC Address: 3427 Bannerman Road, Suite D208 Tallahassee, FL 32312	Date: Telephone: 850-222-5678 Fax: Email: Bhood@moorebass.com Cackerman@moorebass.com									
① Location of the proposed Comprehensive Plan Amendment or Rezoning: <i>Tax ID #:</i> 21-31-20-007-003-0 <i>Property address:</i> Blountstown Highway, Tallahassee, FL <i>Related Application(s):</i>										
② Type of requested change (check one): <input type="checkbox"/> Comprehensive plan land use amendment that permits residential development. <input checked="" type="checkbox"/> Rezoning that permits residential development. <input type="checkbox"/> Nonresidential land use amendment adjacent to existing residential development. <input type="checkbox"/> Nonresidential rezoning adjacent to existing residential development.										
③ Proposed change in Future Land Use or Zoning classification: <input type="checkbox"/> <i>Comprehensive plan land use</i> From: _____ To: _____ <input checked="" type="checkbox"/> <i>Zoning</i> From: R-3 _____ To: PUD _____										
Planning Department staff use only:										
④ Maximum potential number of dwelling units permitted by the request: <i>Number of dwelling units:</i> _____ <i>Type(s) of dwelling units:</i> _____										
Leon County Schools staff use only:										
⑤ School concurrency service areas (attendance zones) in which property is located. <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Elementary:</td> <td style="width: 33%;">Middle:</td> <td style="width: 33%;">High:</td> </tr> <tr> <td>Present capacity _____%</td> <td>_____%</td> <td>_____%</td> </tr> <tr> <td>Post Development capacity _____%</td> <td>_____%</td> <td>_____%</td> </tr> </table>		Elementary:	Middle:	High:	Present capacity _____%	_____%	_____%	Post Development capacity _____%	_____%	_____%
Elementary:	Middle:	High:								
Present capacity _____%	_____%	_____%								
Post Development capacity _____%	_____%	_____%								

This form is required by §8.3 of the Public School Concurrency and Facility Planning Interlocal Agreement as adopted on September 1, 2006 by the City of Tallahassee, Leon County, and Leon County School Board. Pursuant to §6.4 of the Agreement, the City or County will transmit the School Impact Analysis Form to a designated employee of the School Board for review at the same time the application is submitted to all departments for review.





FLORIDA DEPARTMENT OF STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

Mr. Tom O'Steen
Moore Bass Consulting
805 N. Gadsden Street
Tallahassee, Florida 32303

December 03, 2015

RE: DHR Project File No.: 2015-5798/ Received by DHR: December 02, 2015
Project: *Kearney Center Housing - 5044 Blountstown Highway*
County: Leon

Dear Mr. O'Steen,

In accordance with the procedures contained in the City of Tallahassee / Leon County's Natural Features Inventory requirements, we reviewed the referenced property for possible impact to cultural resources (any prehistoric or historic district, site, building, structure, or object) listed, or eligible for listing, in the *National Register of Historic Places*, or otherwise of historical, archaeological, or architectural value.

It is the opinion of this office that the proposed project is unlikely to affect historic properties. However, unexpected finds may occur during ground disturbing activities, and we request that the permit, if issued, should include the following special condition regarding inadvertent discoveries:

- If prehistoric or historic artifacts, such as pottery or ceramics, projectile points, dugout canoes, metal implements, historic building materials, or any other physical remains that could be associated with Native American, early European, or American settlement are encountered at any time within the project site area, the permitted project shall cease all activities involving subsurface disturbance in the vicinity of the discovery. The applicant shall contact the Florida Department of State, Division of Historical Resources, Compliance Review Section at (850)-245-6333. Project activities shall not resume without verbal and/or written authorization. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with Section 872.05, *Florida Statutes*.

For any questions concerning our comments, please contact Mary Berman, Historic Sites Specialist, by phone at 850.245.6333 or by electronic mail at Mary.Berman@dos.myflorida.com.

Sincerely,

Robert F. Bendus, Director
Division of Historical Resources
and State Historic Preservation Officer



Division of Historical Resources
R.A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399
850.245.6333 • 850.245.6439 (Fax) dos.myflorida.com/historical/
Promoting Florida's History and Culture VivaFlorida.org





Leon County

Board of County Commissioners

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

Commissioners

BILL PROCTOR
District 1

JANE G. SAULS
District 2

JOHN DAILEY
District 3

BRYAN DESLOGE
District 4

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

Department of Development Support
& Environmental Management
Division of Environmental Services
Renaissance Center, 2nd Floor
435 North Macomb Street
Tallahassee, FL 32301-1019
(850) 606-1300

January 11, 2016

Moore Bass Consulting, Inc.
c/o Tom O'Steen
805 N. Gadsden Street
Tallahassee, FL 32303

RE: Natural Features Inventory –Ref No.: LEA150065
Approved with Conditions
Project: Residential Condominiums on Blountstown Hwy
Parcel No.: 21-31-20-007-0030

Dear Mr. O'Steen:

We have completed our review of the above referenced application initially received on December 7, 2015 and last supplemented on January 8, 2016. The Natural Features Inventory (NFI) application is approved with the following conditions.

1. Any archaeological and historical sites identified on the property shall be protected in accordance with the recommendations of the Florida Department of State, Division of Historic Resources (DHR), Compliance Review Section, as specified in the Leon County Land Development Code (LDC), Section 10-4.202(a)(2)b.7.

As indicated by the Florida Department of State, more particularly DHR, in their December 3, 2015 letter (attached): In the event that unmarked human remains are encountered, all work shall stop immediately and the proper authorities notified in accordance with Section 872.05, Florida Statutes.

However, in the event that fortuitous finds, prehistoric or historic artifacts, such as pottery or ceramics, stone tools or metal implements, or other physical remains that could be associated with Native American cultures, or early colonial or American settlement are encountered at any time within the project area, all activities

Project: Residential Condominiums on Blountstown Hwy
Project No.: LEA150065
NFI Approval with Conditions Letter
Page 2 of 2

involving subsurface disturbance in the immediate vicinity of such discoveries should cease. The applicant shall contact the Florida Department of State, Division of Historical Resources, Compliance Review Section at 850-245-6333 or 800-847-7278, as well as this Department. Project activities shall not resume without verbal and/or written authorization.

General Comments:

Non-inclusion in this letter of a Leon County Land Development Regulation/Requirement does not constitute exemption from compliance with the requirement. All the required information for any separate Building Permit Application, and/or Environmental Management Permit Application shall be provided at that time.

Please contact me at (850) 606-1371 with any questions you may have concerning this NFI approved with conditions.

Sincerely,



Katy Collins
Environmental Review Specialist

cc: Ameris Bank, 7915 Baymeadows Way, Suite 300, Jacksonville, FL 32256

Attachments: NFI Summary
Boundary and Topographic Survey
Natural Features Inventory Map
DHR Letter dated 12/3/2015



Leon County

Board of County Commissioners

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

Development Support & Environmental Management
Renaissance Center, 2nd Floor
435 North Macomb Street
Tallahassee, FL 32301-1019

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At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

April 25, 2016

Moore Bass Consulting, Inc.
c/o Tom O'Steen
805 N. Gadsden Street
Tallahassee, FL 32303

**Re.: Environmental Impact Analysis (EIA) Approval (LEA160002)
Residential Condominiums on Blountstown Highway
Parcel: 21-31-20-007-0030**

Dear Mr. O'Steen,

We have reviewed the resubmitted EIA plans, stormwater analysis, and other associated materials received on April 19, 20 and 22, 2016. Based on our review of the submittal, the subject Environmental Impact Analysis is hereby approved.

Please be advised that the following items associated with the draft conservation easement and associated management plan will need to be addressed within the Environmental Management Permit (EMP). These comments were originally supplied within e-mail correspondence on March 3, 2016.

1. Remove the paragraph "removal or pruning of hazardous, diseased or insect infested trees may be permitted...." from the Conservation Easement document. This is covered in the Conservation Easement Management and Maintenance Plan.
2. Describe the plant communities that will be encumbered by the Conservation Easement in the Conservation Easement Management and Maintenance Plan.
3. Fill out and sign the attached Management Plan Agreement.
4. In paragraph 1 of the Conservation Easement Management and Maintenance Plan, add that herbicides will be approved by Leon County Department of Development Support and Environmental Management prior to their use.
5. Provide a schedule for maintenance activities in the Conservation Easement Management and Maintenance Plan (i.e. Conservation Easement will be inspected bi-annually until the percent cover of invasive plants has achieved less than 1%. Thereafter, the Conservation Easement shall be inspected annually). Choose an appropriate maintenance schedule that is applicable to the site and its current conditions.

EIA Approval (LEA160002)
Residential Condominiums on Blountstown Highway
Parcel: 21-31-20-007-0030
April 25, 2016

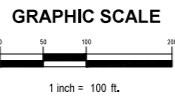
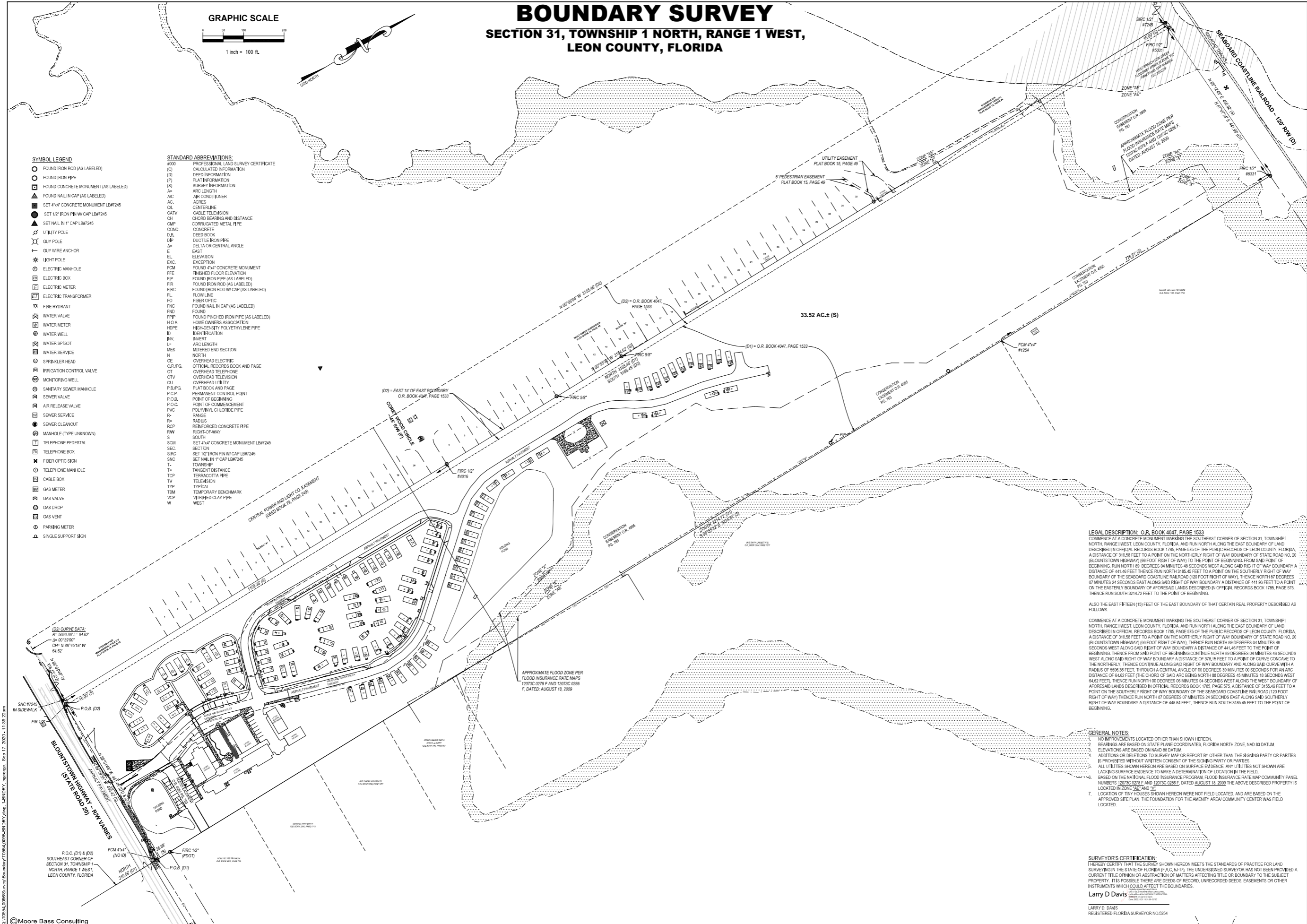
Please contact me if you have any questions concerning this letter.

With Regards,
Leon County Development Support & Environmental Management



Charley M. Schwartz, P.E.
Senior Environmental Engineer

cc: Ameris Bank
7915 Baymeadows Way, Suite 300
Jacksonville, FL 32256



BOUNDARY SURVEY

SECTION 31, TOWNSHIP 1 NORTH, RANGE 1 WEST, LEON COUNTY, FLORIDA

- SYMBOL LEGEND**
- FOUND IRON ROD (AS LABELED)
 - FOUND IRON PIPE
 - FOUND CONCRETE MONUMENT (AS LABELED)
 - FOUND NAIL IN CAP (AS LABELED)
 - SET 4"x4" CONCRETE MONUMENT LBM7245
 - SET 1/2" IRON PIN W/ CAP LBM7245
 - SET NAIL IN 1" CAP LBM7245
 - UTILITY POLE
 - GUY POLE
 - GUY WIRE ANCHOR
 - LIGHT POLE
 - ELECTRIC MANHOLE
 - ELECTRIC BOX
 - ELECTRIC METER
 - ELECTRIC TRANSFORMER
 - FIRE HYDRANT
 - WATER VALVE
 - WATER METER
 - WATER WELL
 - WATER SPROUT
 - WATER SERVICE
 - SPRINKLER HEAD
 - IRRIGATION CONTROL VALVE
 - MONITORING WELL
 - SANITARY SEWER MANHOLE
 - SEWER VALVE
 - AIR RELEASE VALVE
 - SEWER SERVICE
 - SEWER CLEANOUT
 - MANHOLE (TYPE UNKNOWN)
 - TELEPHONE PEDESTAL
 - TELEPHONE BOX
 - FIBER OPTIC SKIN
 - TELEPHONE MANHOLE
 - CABLE BOX
 - GAS METER
 - GAS VALVE
 - GAS DRIP
 - GAS VENT
 - PARKING METER
 - SINGLE SUPPORT SIGN

- STANDARD ABBREVIATIONS:**
- PLD PROFESSIONAL LAND SURVEY CERTIFICATE
 - (C) CALCULATED INFORMATION
 - (D) DEED INFORMATION
 - (P) PLAT INFORMATION
 - (S) SURVEY INFORMATION
 - A ARC LENGTH
 - A/C AIR CONDITIONER
 - AC ACRES
 - CL CENTERLINE
 - CATV CABLE TELEVISION
 - CH CHORD BEARING AND DISTANCE
 - CMP CORRUGATED METAL PIPE
 - CONC CONCRETE
 - D.B. DEED BOOK
 - DIP DUCTILE IRON PIPE
 - Δ Δ DELTA OR CENTRAL ANGLE
 - E EAST
 - EL ELEVATION
 - EXC. EXCEPTION
 - FCM FOUND 4"x4" CONCRETE MONUMENT
 - FFE FINISHED FLOOR ELEVATION
 - FRP FOUND IRON PIPE (AS LABELED)
 - FIR FOUND IRON ROD (AS LABELED)
 - FRL FOUND IRON ROD W/ CAP (AS LABELED)
 - FL FLOW LINE
 - FO FIBER OPTIC
 - FNC FOUND NAIL IN CAP (AS LABELED)
 - FND FOUND
 - FRP FOUND FINCHED IRON PIPE (AS LABELED)
 - H.O.A. HOME OWNERS ASSOCIATION
 - HDPE HIGH DENSITY POLYETHYLENE PIPE
 - ID IDENTIFICATION
 - INV INVERT
 - L ARC LENGTH
 - MES MITERED END SECTION
 - N NORTH
 - OE OVERHEAD ELECTRIC
 - O.R./P.O. OFFICIAL RECORDS BOOK AND PAGE
 - OT OVERHEAD TELEPHONE
 - OTV OVERHEAD TELEVISION
 - OU OVERHEAD UTILITY
 - P.B./P.G. PLAT BOOK AND PAGE
 - P.O.B. POINT OF BEGINNING
 - P.O.C. POINT OF COMMENCEMENT
 - PVC POLYVINYL CHLORIDE PIPE
 - R RANGE
 - Rr RADIUS
 - RCP REINFORCED CONCRETE PIPE
 - R/W RIGHT-OF-WAY
 - S SOUTH
 - SCM SET 4"x4" CONCRETE MONUMENT LBM7245
 - SEC SECTION
 - SIRC SET 1/2" IRON PIN W/ CAP LBM7245
 - SNC SET NAIL IN 1" CAP LBM7245
 - T TOWNSHIP
 - T TANGENT DISTANCE
 - TP TERRAZZOTA PIPE
 - TV TELEVISION
 - TYP TYPICAL
 - TBM TEMPORARY BENCHMARK
 - VCP VITRIFIED CLAY PIPE
 - W WEST

MooreBass

CONSULTING
TALLAHASSEE

www.moorebass.com

THE DWELLINGS

PROJECT NAME: THE DWELLINGS

CLIENT NAME: BANNERMAN CROSSINGS, LLC

REVISIONS

NO.	DATE	DESCRIPTION
1	12-05-16	ADDED EASEMENTS
2	03-28-18	ADDED IMPROVEMENTS
3	06-24-18	ADDED IMPROVEMENTS
4	05-17-20	ADDED IMPROVEMENTS



LEGAL DESCRIPTION: O.R. BOOK 4047, PAGE 1533
 COMMENCE AT A CONCRETE MONUMENT MARKING THE SOUTHEAST CORNER OF SECTION 31, TOWNSHIP 1 NORTH, RANGE 1 WEST, LEON COUNTY, FLORIDA, AND RUN NORTH ALONG THE EAST BOUNDARY OF LAND DESCRIBED IN OFFICIAL RECORDS BOOK 1785, PAGE 575 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA, A DISTANCE OF 310.58 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY BOUNDARY OF STATE ROAD NO. 20 (BLOUNTSTOWN HIGHWAY) 88 FOOT RIGHT OF WAY TO THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING, RUN NORTH 89 DEGREES 04 MINUTES 48 SECONDS WEST ALONG SAID RIGHT OF WAY BOUNDARY A DISTANCE OF 441.48 FEET THENCE RUN NORTH 318.45 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY BOUNDARY OF THE SEABOARD COASTLINE RAILROAD 120 FOOT RIGHT OF WAY, THENCE NORTH 07 DEGREES 07 MINUTES 24 SECONDS EAST ALONG SAID RIGHT OF WAY BOUNDARY A DISTANCE OF 441.96 FEET TO A POINT ON THE EASTERLY BOUNDARY OF AFORESAID LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1785, PAGE 575, THENCE RUN SOUTH 3214.72 FEET TO THE POINT OF BEGINNING.

ALSO THE EAST FIFTEEN (15) FEET OF THE EAST BOUNDARY OF THAT CERTAIN REAL PROPERTY DESCRIBED AS FOLLOWS:
 COMMENCE AT A CONCRETE MONUMENT MARKING THE SOUTHEAST CORNER OF SECTION 31, TOWNSHIP 1 NORTH, RANGE 1 WEST, LEON COUNTY, FLORIDA, AND RUN NORTH ALONG THE EAST BOUNDARY OF LAND DESCRIBED IN OFFICIAL RECORDS BOOK 1785, PAGE 575 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA, A DISTANCE OF 310.58 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY BOUNDARY OF STATE ROAD NO. 20 (BLOUNTSTOWN HIGHWAY) 88 FOOT RIGHT OF WAY, THENCE RUN NORTH 89 DEGREES 04 MINUTES 48 SECONDS WEST ALONG SAID RIGHT OF WAY BOUNDARY A DISTANCE OF 441.48 FEET TO THE POINT OF BEGINNING, THENCE FROM SAID POINT OF BEGINNING CONTINUE NORTH 89 DEGREES 04 MINUTES 48 SECONDS WEST ALONG SAID RIGHT OF WAY BOUNDARY A DISTANCE OF 378.15 FEET TO A POINT OF CURVE CORNICE TO THE NORTHERLY, THENCE CONTINUE ALONG SAID RIGHT OF WAY BOUNDARY AND ALONG SAID CURVE WITH A RADIUS OF 5695.39 FEET, THROUGH A CENTRAL ANGLE OF 00 DEGREES 39 MINUTES 00 SECONDS FOR AN ARC DISTANCE OF 642.62 FEET (THE CHORD OF SAID ARC BEING NORTH 88 DEGREES 45 MINUTES 18 SECONDS WEST 94.62 FEET), THENCE RUN NORTH 00 DEGREES 00 MINUTES 00 SECONDS WEST ALONG THE WEST BOUNDARY OF AFORESAID LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1785, PAGE 575, A DISTANCE OF 3155.48 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY BOUNDARY OF THE SEABOARD COASTLINE RAILROAD 120 FOOT RIGHT OF WAY, THENCE RUN NORTH 07 DEGREES 07 MINUTES 24 SECONDS EAST ALONG SAID SOUTHERLY RIGHT OF WAY BOUNDARY A DISTANCE OF 448.84 FEET, THENCE RUN SOUTH 3185.45 FEET TO THE POINT OF BEGINNING.

- GENERAL NOTES:**
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON.
 - BEARINGS ARE BASED ON STATE PLANE COORDINATES, FLORIDA NORTH ZONE, NAD 83 DATUM.
 - ELEVATIONS ARE BASED ON NAVD 88 DATUM.
 - ADDITIONS OR DELETIONS TO SURVEY MAP OR REPORT BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
 - ALL UTILITIES SHOWN HEREON ARE BASED ON SURFACE EVIDENCE. ANY UTILITIES NOT SHOWN ARE LACKING SURFACE EVIDENCE TO MAKE A DETERMINATION OF LOCATION IN THE FIELD.
 - BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBERS 12073C 0278 F AND 12073C 0286 F, DATED AUGUST 18, 2009, THE ABOVE DESCRIBED PROPERTY IS LOCATED IN ZONE "XE" AND "X".
 - LOCATION OF TRV HOLES SHOWN HEREON WERE NOT FIELD LOCATED, AND ARE BASED ON THE APPROVED SITE PLAN, THE FOUNDATION FOR THE AMENITY AREA/ COMMUNITY CENTER WAS FIELD LOCATED.

SURVEYOR'S CERTIFICATION:
 I HEREBY CERTIFY THAT THE SURVEY SHOWN HEREON MEETS THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN THE STATE OF FLORIDA (F.A.C. 54-7). THE UNDERSIGNED SURVEYOR HAS NOT BEEN PROVIDED A CURRENT TITLE OPINION OR ABSTRACTION OF MATTERS AFFECTING TITLE OR BOUNDARY TO THE SUBJECT PROPERTY. IT IS POSSIBLE THERE ARE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE BOUNDARIES.

Larry D. Davis
 REGISTERED FLORIDA SURVEYOR NO. 5254

T0554.0096-BNDRY.dwg

FIELD DATE: 9/17/2020

FILE #

CONTRACT # 554,096

DRAWN BY T0554.0096

FIELD BOOK/PAGE N/A

The Drawings, Specifications and other documents prepared by Moore Bass Consulting, Inc. (MBC) for this Project are instruments of MB for use solely with respect to this Project and, unless otherwise provided, MB shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright.

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT, OR MAP IS FOR INFORMATION PURPOSES ONLY AND IS NOT VALID.

SEAL

LARRY D. DAVIS
 CERTIFIED SURVEYOR
 No. 5254

425 N. GARDEN STREET
 TALLAHASSEE, FL 32304
 (904) 224-9777
 AUTHORITY: F.L.A.C. 500.02745

SHEET TITLE

BOUNDARY SURVEY

SHEET 1/1

Blountstown Highway Condominiums Management Plan

Tiny Houses CE Mgmt/Main Plan

E216032600



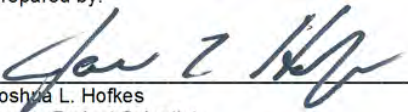
Document Information

Prepared for Summit Group Management, LLC
Project Name Tiny Houses CE Mgmt/Main Plan
Project Number E216032600
Project Manager Josh Hofkes
Date September 30, 2016

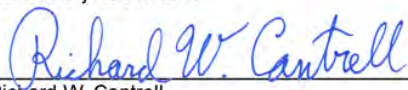
Prepared for:

Summit Group Management, LLC
2073 Summit Lake Drive, Suite 155, Tallahassee, FL, 32317

Prepared by:



Joshua L. Hofkes
Senior Project Scientist



Richard W. Cantrell
Senior Consultant

Prepared by:



Cardno
2420 Lakeshore Drive, Suite 100, Tallahassee, FL, 32312

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1 Introduction

Cardno has completed a Habitat Protection and Management Plan for the recorded Conservation Easement (CE) within the Tiny Houses project limits. The Habitat Protection and Management Plan are provided in accordance with the Leon County Environmental Management Ordinance and Environmental Management Permit (LEM1600030). The goal of this Habitat Protection and Management Plan is to retain the onsite native plant assemblage as well as provide for the continuity of the ecological communities and listed species through habitat enhancement and protection. The following report describes specific management methods, with emphasis on the control of non-native invasive species (NNIS).

2 Site Location

The subject parcel (Hastings Parcel) is located on Blountstown Highway approximately 1 mile west of Capital Circle and encompasses approximately 33.52 acres. The project site is located in Section 31, Township 1 North, Range 1 West, Leon County, Florida. The project site is bound to the west by an apartment complex, a stormwater pond and a small creek/wetland system, to the south by Blountstown Highway, to the east by a forested wetland and low density residential and commercial tracts and to the north by railroad tracks. The recorded CE is located along the northern 2/3 of the subject parcels eastern half and encompasses all onsite wetlands located along the northern project limits. A location map is provided as **Figure 1**. Recent aerial imagery of the site detailing the tract boundary and CE limits is provided as **Figure 2**.

3 Site Description

During the Natural Features Inventory (NFI) process, *The Florida Land Use, Cover and Forms Classification System*¹ (FLUCCS) was used to identify and map the site's various plant communities. The FLUCCS method was designed by the Florida Department of Transportation (FDOT) as a way to develop a unified land use classification system for all land cover and plant communities found throughout Florida. Onsite upland communities included Unimproved Pasture (FLUCCS 212) 0.27 Acres, Pine-Mesic Oak (FLUCCS 414) 14.64 Acres and Planted Pine (FLUCCS 441) 15.56 Acres. Observed wetland vegetative communities were limited to Mixed Wetland Hardwoods (FLUCCS 630). A FLUCCS map is provided as **Figure 3**.

Post-NFI supplementary surveys were initiated to determine the presence of listed species regulated by local, state, and federal governmental agencies, specifically within the CE. These surveys also focused on listed plants species likely to occur within the area that may not have been visible during previous surveys due to seasonal growth habits. No direct or inferred use of the site by a listed species was observed. Supplemental post-NFI surveys also focused on presence and percent cover of non-native and nuisance invasive species utilization within the subject tracts CE. A large number of nuisance species were observed and are further addressed in Section 4.0 of this report.

¹ Florida Department of Transportation, Surveying and Mapping Office, Geographic Mapping Section. January 1999. *Florida Land Use, Cover and Forms Classification System*. Third Edition. Tallahassee, Florida.



SURVEY AREA - 33.52 AC +/-



Image: BING

Data Source: Cardno

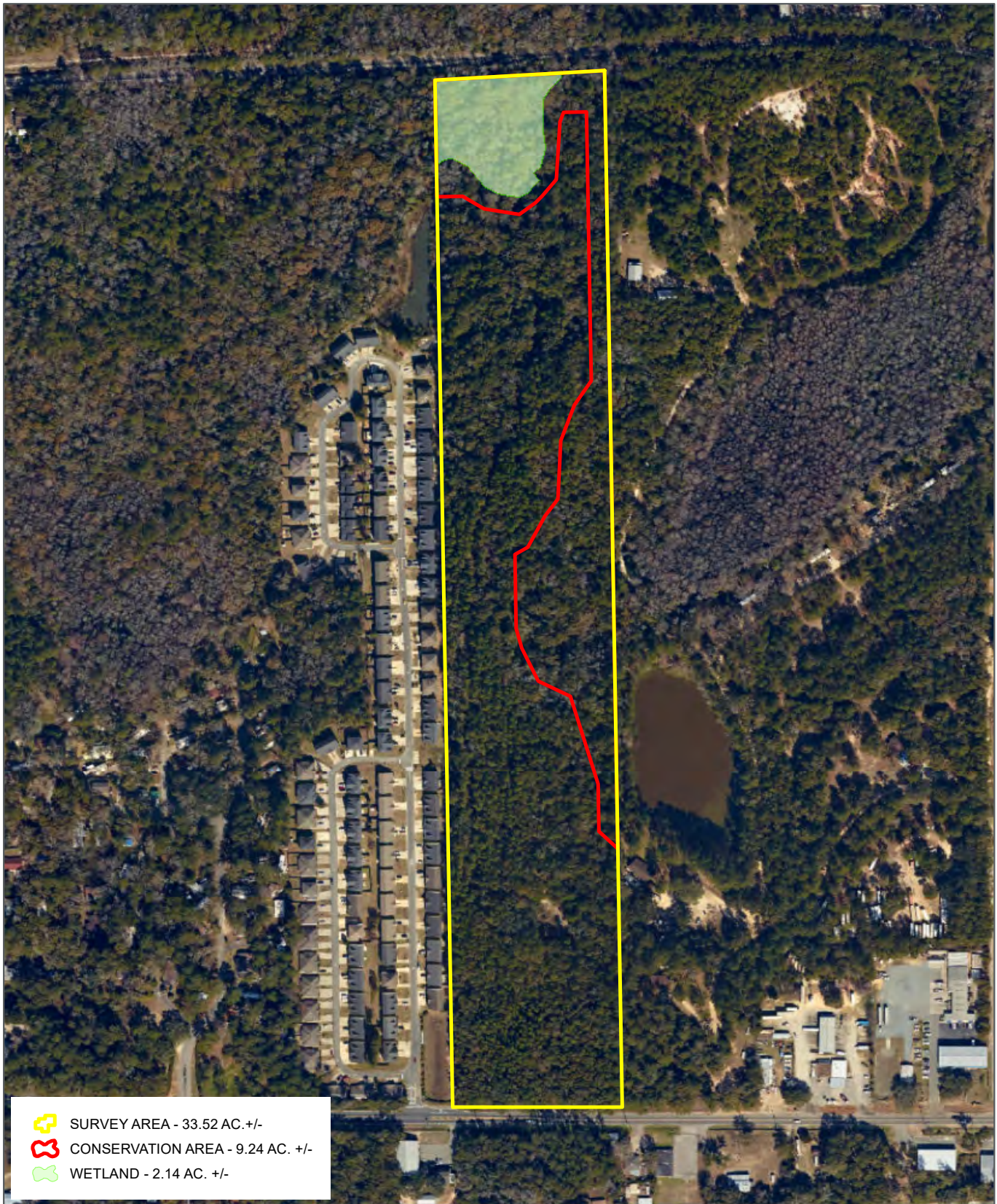
Sec 31
Twp 01N
Rng 01W




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Figure 1 - Location Map
Blountstown Highway Condominiums
Leon County, Florida



2420 Lakeshore Drive, Suite 100, Tallahassee, FL 32312 USA
Phone (+1) 850-681-9700 Fax (+1) 850-681-9741
www.cardnoentrix.com



-  SURVEY AREA - 33.52 AC. +/-
-  CONSERVATION AREA - 9.24 AC. +/-
-  WETLAND - 2.14 AC. +/-

N Image: BING
Data Source: Cardno
Sec 31
Twp 01N
Rng 01W

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Figure 2. Conservation Area/Wetland Map
Blountstown Highway Condominiums
Leon County, Florida



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Phone (+1) 850-681-9700 Fax (+1) 850-681-9741
www.cardnoentrix.com



- SURVEY AREA - 33.52 AC. +/-
- 212 - UNIMPROVED PASTURE - 0.27 AC. +/-
- 441 - PINE - MESIC OAK - 15.35 AC. +/-
- 441 - PINE PLANTATION - 15.76 AC. +/-
- 630 - WETLAND FORESTED MIXED - 2.14 AC. +/-

Image: BING


Data Source: Cardno

Sec 31
Twp 01N
Rng 01W

Figure 3 - FLUCCS Map

Blountstown Highway Condominiums

Leon County, Florida



2420 Lakeshore Drive, Suite 100, Tallahassee, FL 32312 USA
Phone (+1) 850-681-9700 Fax (+1) 850-681-9741
www.cardnoentrix.com

0 400 800 1,200 Feet

0 125 250 375 Meters

Date Created: 9/23/2016 Date Revised: 9/30/2016 File Path: Q:\UnitedStates\Florida\Tallahassee\Tiny_House\working\arcmap\FIGURE3_FLUCCS.mxd

GIS Analyst: Lauren Federsel

4 Non-Native Invasive Vegetative Species

Many invasive plants affect forest health, productivity and limit species diversity of native forests. These plants replace native plant species and often form exotic monocultures. In many cases, these stands of exotic plants are not beneficial to native wildlife, which has evolved to depend on native plants for food and shelter and distribution of native plants. When exotic plants replace too much of our native plants, those animals that are dependent on native plants will move away or become extirpated. Exotic invasive plant species also reduce or eliminate resources (e.g., food, cover, nesting sites) used by native animals and can promote populations of invasive non-native animals by providing them with resources otherwise unavailable in the area.

Several NNIS were observed within the CE during the NFI review. Additional vegetative surveys for invasive/exotic species were conducted to further identify nuisance plant utilization and extent coverage. Observed nuisance plant species included silk tree (*Albizia julibrissin*), camphor (*Cinnamomum camphora*), ardisia (*Ardisia crenata*), nandina (*Nandina domestica*), Japanese honeysuckle (*Lonicera japonica*), popcorn tree (*Triadica sebifera*), Japanese climbing fern (*Lygodium japonicum*), Chinese privet (*Ligustrum sinense*), glossy privet (*Ligustrum lucidum*), silverthorn (*Elaeagnus pungens*) ornamental azalea (*Rhododendron* sp.), and English ivy (*Hedera helix*).

These NNIS were found throughout the CE, with higher concentrations occurring within wetlands and along waterways, fence lines and roadways/trails. Based on baseline qualitative surveys, current NNIS percent cover is 2-5% in the uplands and 5-40% in the wetlands. To retain the natural biological components of the CE, management of NNIS should utilize an integrated management approach, incorporating a combination of mechanical and chemical techniques. The proposed site management is described in the following section.

5 Specific Management Elements

The following tasks are proposed to enhance and protect the native biological communities within the CE. Specifically, these items target NNIS control measures to facilitate reestablishment and retention of the CE's native vegetation assemblages.

5.1 Enhancement

Due to the variety of exotic plant species observed, several treatment methods will be utilized to remove them and retard growth including both mechanical and chemical. Mechanical removal techniques will include cutting, pulling, uprooting and mowing. Approved herbicides will be applied on larger populations of nuisance plants that cannot be effectively removed by hand. Herbicide applications will be applied by a licensed pesticide applicator that is familiar with the indigenous plant populations.

Mowing will be used for areas containing dense stands of small brush and may be followed by herbicide application on stumps. Cutting, pulling and uprooting will be used when non-target vegetation lies in close proximity to nuisance species or where other mechanical or chemical applications are not feasible.

Herbicides are often the most effective and efficient means of controlling woody plants or plants with running rhizomes. There are several application techniques that can be used to control trees and other woody plants, and not all woody plant species are equally susceptible to herbicides. Therefore, results may vary for any of these application methods, relative to size and species.

Foliar spray will be utilized where risk to non-target species is minimal. Treatments using this method will be conducted such that over-application, spray run-off and spray drift are minimized. Additionally, a tracer dye will be used with the spray solution to avoid over-application or omitting some plants entirely. This treatment technique is most effective during the growing season.

The cut stump technique will be employed after cutting a tree to eliminate, or greatly reduce, resprouts from the cut surface. The herbicide should be applied to the cut surface as quickly as possible, after the sawdust has been removed. If applied immediately, an herbicide/water solution is sufficient. If herbicide treatment is delayed and the cut surface has begun to glaze over, a fresh cut will be made. A tracer dye will be included to ensure treatment of all individual stumps.

Basal application combines the herbicide with penetrating oil and applies the mixture directly to the bark of a standing tree. For trees that are less than 6-inches in diameter and have smooth bark, this method is frequently successful. However, it is important that the lower 12 to 18 inches of the stem be treated on all sides with the herbicide/oil mixture. Basal applications can be made any time of the year, but are most effective during the dormant season when leaves are not present. Basal applications will only be used where trees are too large to remove without extensive damage to desirable vegetation.

As previously stated, all herbicide treatments will be conducted or supervised by a licensed applicator. All treatments will be conducted during appropriate vegetative growing stage, weather conditions and season to increase effectiveness. A perimeter of flagging will be hung in the field around all known protected vegetation. The use of herbicides will be reduced or eliminated near known populations of protected species.

5.2 Implementation

Mechanical and chemical treatments of NNIS will commence upon Leon County approval of this plan and be limited to the CE boundary. Cardno will coordinate and attend post-treatment reviews with the County to review the efficacy of the herbicide applications. Efforts will be made to maintain and manage the CE area such that the average percent cover accounted for by invasive plant species does not exceed 1%. Immediately following a maintenance event, the average percent cover by NNIS will be as close to 0 percent as possible. Percent cover estimates will be obtained through a combination of qualitative and quantitative vegetation assessments.

5.3 Monitoring and Maintenance Schedule

Due to the ability of NNIS to out compete many native species in conjunction with the close proximity of adjacent landscaped residential lots it is likely that continued monitoring and maintenance will be needed to retain post enhancement conditions. The initial maintenance efforts will be conducted monthly throughout the growing season (April – October). Following attaining a >1% average percent cover of NNIS, treatment frequency will be reduced. A monitoring event will occur annually in October.

5.4 Annual Monitoring Report

The annual monitoring report will be submitted to Leon County within 30 days of the monitoring event and will include the following:

- > Date of planting and number of each species.
- > Color photographs.
- > Total percent cover by NNIS.
- > Estimate of supplemental planting survivorship.
- > Observations of wildlife usage.

- > Summary of maintenance activities.
- > Overall ecological evaluation.
- > Problems and corrective actions.
- > Permit Number.

Following submittal and review of the initial monitoring report, an onsite review can be arranged with Leon County staff to discuss the merits of the enhancement efforts and future maintenance, monitoring and reporting requirements.

December 18, 2023

Lila Stewart
Principal Planner
Leon County
Development Support &
Environmental Management
435 N. Macomb Street
Tallahassee, FL 32301

RE: The Dwellings II PUD
Response to ARM Comments
Parcel IDs: 21-31-20-007-003-0, 21-31-21-000-000-1, 21-31-20-026-000-0 and all condo
Lots within these parcel boundaries.
MBC: T0554.0119

Dear Ms. Stewart,

The purpose of this letter is to provide responses to comments received on October 18, 2023 for The Dwellings II PUD Concept Plan. Below are our responses with corresponding comments for reference.

1. The application shall be revised to remove the building footprints in the development subdistricts.

Response: The footprints have been removed. Please see Figure C and Figure G.

2. The application shall be revised to exclude conservation easements from development areas.

Response: The conservation easements have been removed from development areas. Please see Figure C.

3. The Open Space subdistrict shall be revised to only allow stormwater facilities as outlined by the county-wide Environmental Management Act, which includes provisions for amenitization and appropriate placement outside of conservation areas.

Response: The open space district has been updated to reference the Environmental Management Act. Please see page 17.

4. The PUD shall be revised to address comprehensive plan issues related to land use by revising the General Land Use Plan map to identify the maximum height of development.

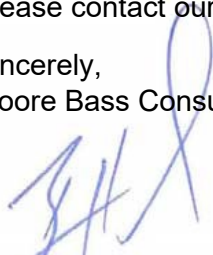
Response: A note referencing the maximum height of 3 stores has been added to the General Land Use map. Please see Figure C.

5. Stormwater: The PUD shall be revised to demonstrate that development activity shall not impact the conservation easement. Section IV, PUD Concept Plans revised the layout which illustrated or allowed impacts to the conservation easement. This portion of the easement contains significant slopes. Some of the significant slope has already been impacted while the remaining area in the conservation area has been left undisturbed. The area outside the easement can be subject to development activity in compliance with the original Natural Features Inventory (LEA060063) and Environmental Impact Analysis (LEA160002).

Response: Section IV, PUD Concept Plans have been updated to remove any impacts from the conservation easement. Please see Section IV Concept Plans.

Please contact our office should you have any questions.

Sincerely,
Moore Bass Consulting, Inc.



Ben Hood, P.E.

Policy 2.2.24: [L]

URBAN RESIDENTIAL 2 (REV. EFF. 7/26/06; REV. EFF. 3/14/07; REV. EFF. 1/22/16)

The primary intent of the Urban Residential 2 land use category, which is to be applied only within the Urban Services Area, is to encourage a range of density (20 dwelling units per acre) housing, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The implementing zoning district(s) shall contain design standards as well as locational criteria in order to accomplish these goals. The Urban Residential 2 category allows townhouses, single-family detached, two-family, and multiple-family dwelling units as well as open space/recreation and community facilities related to residential uses. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. Urban Residential 2 may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The category is not intended to be applied within the interior of an existing designated residential preservation area, unless to correct, legal non-conforming uses and/or densities. The maximum residential density within the Urban Residential 2 category is 20 units per acre.



LEON COUNTY-
Department of Development
Support & Environmental
Management

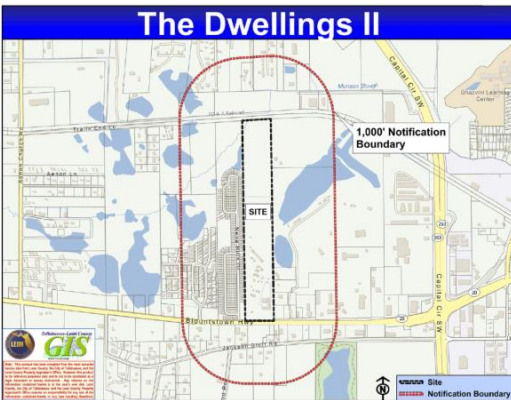
DEVELOPMENT REVIEW COMMITTEE MEETING
Hybrid In-person and Virtual Meeting
October 18, 2023 at 10:00 a.m.

STAFF RECOMMENDATION: Proceed to Planning Commission

DSEM COORDINATOR:	Lila Stewart, AICP, Principal Planner
PROJECT NAME:	The Dwellings PUD Concept Plan
PROJECT ID NUMBER:	LSP23019
PARCEL ID NUMBER:	21-31-20-007-003-0, 21-31-21-000-000-1, 21-31-20-026-000-0 and all condo lots located within these parcel boundaries (See Attachment #8)
ACREAGE:	33.52 +/- acres
LEVEL OF REVIEW:	Type "D" Review, Concept Plan and Planned Unit Development (PUD) Re-zoning
PROPERTY OWNER	Floresta, LLC
APPLICANT:	Floresta, LLC
APPLICANT'S AGENT:	Ben Hood, P.E., Moore Bass Consulting, Inc. bhood@moorebass.com 850-222-5678
CURRENT ZONING:	Single and Two-Family Residential (R-3)
FUTURE LAND USE:	Urban Residential 2 (UR-2)
LOCATION:	The project is located on the north side of Blountstown Highway.
ROADWAY ACCESS:	Blountstown Highway (Principal Arterial)
UTILITY PROVIDER:	City of Tallahassee Utilities
APPROVAL BODY:	Board of County Commissioners (BOCC)

OUTSTANDING DEFICIENCIES	
1	Comprehensive Plan: The PUD shall be revised to address comprehensive plan issues related to land use and conservation by revising the General Land Use Plan map to identify the maximum height of development.
2	Comprehensive Plan: The Open Space subdistrict shall be revised to <u>only allow stormwater facilities as outlined by the County-wide Environmental Management Act. remove stormwater as an allowable use.</u>
3	Outstanding Deficiencies and Technical Revisions: The site plan submittal shall be revised to address all remaining deficiencies and technical amendments identified in the ProjectDox markups and in the attached staff reports from the Application Review Committee.

PROJECT SUMMARY



Location of The Dwellings II PUD north of Blountstown Highway and west of Capital Circle SW.

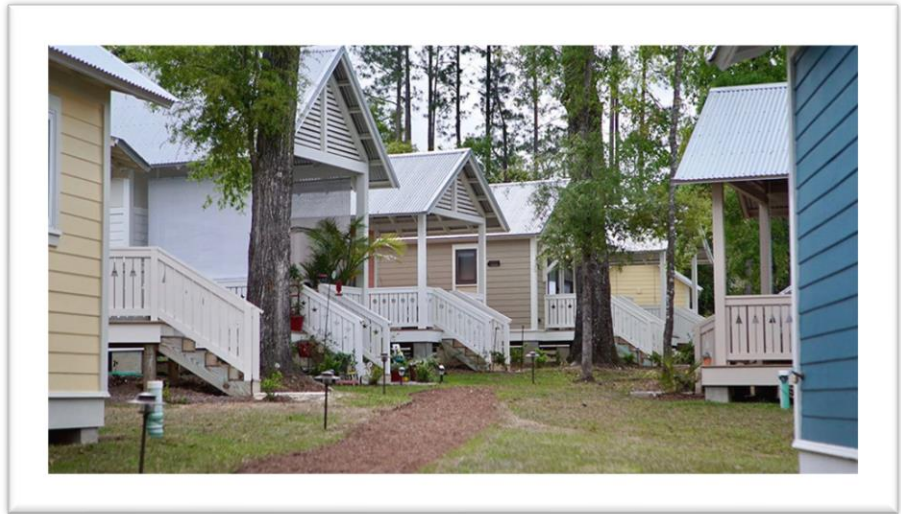
The pre-application for this project was held on December 14, 2022.
The ARM for this project was held on September 27, 2023.

Project History: The applicant is proposing a rezoning to a Planned Unit Development (PUD) on a 33.52 acre site on the north side of Blountstown Highway. There are currently 130 “tiny house” style condominiums on the southern portion of the site (Parcel #21-31-21-000-000-1). The applicant is proposing to develop a mix of apartment style buildings up to 5-stories on the northern portion of the site. The subject property is located in the R-3 (Single-and-Two Family Residential District) zoning district [(Section 10-6.637 of the Land Development Code) (LDC)] and is designated Urban Residential 2 on the Future Land Use Map of the Tallahassee/Leon County Comprehensive Plan (Policy 2.2.24).

Dwellings II PUD | LSP23019

Development Review Committee Meeting | 10/18/2023

The R-3 district is intended to be located in areas designated Urban Residential-2 on the Future Land Use Map which contain or are anticipated to contain a wide range of single-family and two-family housing types. The maximum gross residential density allowed is eight (8) dwelling units per acre; a minimum density of four (4) dwelling units per acre is required when applied to the Urban Residential future land use category. Multi-family residential is not listed as a permitted use within the R-3 zoning district, therefore, the applicant is requesting a rezoning to Planned Unit Development (PUD) to allow and accommodate the desired land uses and development described above. This would create a uniform development scheme for the entire site. The standards for creating a new PUD district and its associated concept plan are regulated by the PUD zoning district requirements and procedures set forth in §10-6.696(b) of the LDC.



Tiny house style condominiums on the southern portion of the site.

The proposed PUD would include multi-family residential, single-family residential, community center and open space zoning subdistricts. The proposed residential subdistricts allow a maximum residential density of 10 du/acre and a minimum residential density of 4 du/acre.

Existing vs. Proposed Zoning & Density

Existing Zoning	Existing Density	Proposed Subdistricts	Proposed Density
Single-and-Two Family Residential (R-3)	Min. Density = 4 du / acre Max. Density = 8 du / acre	Multi-Family Residential (MF)	Min. Density = 4 du/acre Max. Density = 10 du/acre
		Single-Family Residential (SF)	Min. Density = 4 du/acre Max. Density = 10 du/acre
		Community Center	n/a
		Open Space	n/a

OVERVIEW OF DEVELOPMENT REVIEW TYPE

Pursuant to Section 10-7.406, the proposed PUD Concept Plan requires review through the County’s Type “D” site and development plan review process. An application for a PUD zoning map amendment shall include an PUD Concept Plan and shall be reviewed in accordance with the standards for establishing a new PUD district and adoption of an associated Concept Plan as set forth in Section 10-6.696(b)(3) and in Section 10-7.406. Type “D” reviews require a minimum of five (5) public meetings/hearings: a Pre-Application Meeting, an Application Review Meeting (ARM), a Development Review Committee (DRC) meeting, a Planning Commission meeting and a Board of County Commission (BOCC) meeting. The BOCC makes the final disposition on projects that qualify for Type “D” review.

Site Plan Review Process	Status
Permitted Use Verification (PUV; VC22167)	<i>Issued as Conditional on November 3, 2022</i>
Natural Features Inventory (NFI; LEA150065)	<i>Conditionally Approved on January 11, 2016</i>
Type “D” Site and Development Plan Application <u>Public Meetings Required:</u> <ul style="list-style-type: none"> • Pre-Application Meeting • Application Review Meeting (ARM) • Development Review Committee (DRC) • Planning Commission (PC) • Board of County Commissioners (BCC) 	<i>Held December 14, 2022</i> <i>Held September 27, 2023</i> <i>Today’s meeting: October 18, 2023</i> <i>TBD – Future Public Hearing to be advertised</i> <i>TBD – Future Public Hearing to be advertised</i>

SITE AND DEVELOPMENT PLAN REGULATIONS

The Leon County Land Development Code requires that a site and development plan comply with three general standards (in addition to compliance with Sections 10-7.107 and 10-7.108), which include:

1. Whether the applicable zoning standards and requirements have been met;
2. Whether the applicable provisions of the Environmental Management Act have been met; and
3. Whether the requirements of Chapter 10 and other applicable regulations or ordinances which impose specific requirements on site and development plans and development have been met.

APPLICATION REVIEW COMMITTEE STAFF FINDINGS

Consistency Finding #1 – Comprehensive Plan: The application has been determined to be consistent with the Tallahassee-Leon County Comprehensive Plan once the PUD has been revised to address comprehensive plan issues related to land use and conservation by revising the General Land Use Plan map to identify the maximum height of development and the Open Space subdistrict has been revised to remove stormwater as an allowable use. (Attachment #1)

Deficiency #1 – Comprehensive Plan: The PUD shall be revised to address comprehensive plan issues related to land use and conservation by revising the General Land Use Plan map to identify the maximum height of development and the Open Space subdistrict shall be revised to remove stormwater as an allowable use.

Consistency Finding #2 - Concurrency (Section 10-3.105a): Concurrency review will be required at the time a site and development plan (PUD Final Plan) is submitted for review. A future Application for Concurrency

Dwellings II PUD | LSP23019

Development Review Committee Meeting | 10/18/2023

Determination may also require a Traffic Impact Analysis (traffic study) if warranted by the type of future development proposed. Please refer to the memorandum from Ryan Guffey, Concurrency Management Planner (Attachment #2).

Consistency Finding #3 - PUD Zoning and Type D Review (§10-6.696 and §10-7.406): The PUD zoning district and associated Concept Plan was used to establish types of development and arrangements of land uses that are consistent with the Comprehensive Plan, but which are not otherwise provided for or allowed in the zoning districts set out in this chapter. The range of uses and development intensities allowed within a particular PUD district, along with any corresponding development and design standards are established by an associated PUD Concept Plan. Subsequent development within the PUD district is implemented by the approval of one or more site and development plans, known as PUD final plans.

Consistency Finding #4 - Establishment of a New PUD District and Adoption of Associated Concept Plan: The application has been determined to meet the minimum standards for ownership; size; and configuration.

- a. Minimum area for a PUD zoning district. The minimum area required for an application to a PUD district shall be five acres, except where the proposed use is required to be approved as a planned unit development by the Comprehensive Plan wherein, there shall be no minimum area required. According to the Leon County Property Appraiser's database, the referenced parcel consists of approximately 33.52 acres (+/-) which meets the minimum area for a PUD zoning district.
- b. Configuration of the PUD zoning district. The PUD zoning district shall consist of a single discrete area of land of sufficient width and depth to accommodate the proposed use. The configuration of the proposed PUD District is a single discrete area.
- c. Unified control/ownership. All properties included for the purpose of application to amend the official zoning map to create a PUD district shall be under the ownership or control of the applicant. The proposed PUD Concept Plan includes owner affidavits that the property is under the same ownership at the time of application.

Consistency Finding #5 - Application Content and Submittal Requirements (§10-6.696 AND §10-7.406): The PUD Concept Plan is a generalized plan that establishes the allowable land uses and the allowable development density or intensity ranges as well as any corresponding development and design standards for all lands within the PUD zoning district. The PUD Concept Plan further establishes separate sub-districts. The PUD Concept Plan, for each sub-district, establishes a separate list of allowable uses and applicable standards, which are consistent with those established for the PUD district.

Consistency Finding #6 - Vehicular and Pedestrian Plan: The proposed PUD Concept Plan includes a plan of vehicular and pedestrian circulation, showing the general locations and right-of-way widths of roads, sidewalks, the capacity of the system and access points to the external and internal thoroughfare network. The conceptual vehicular plan for a PUD utilizes the provisions of Section 10-6.617(a)(4) and identifies the functional classification of the roadway that will provide access to the proposed development.

Consistency Finding #7 - Summary of Allowable Development: the application has been determined to include a summary of allowable development, including:

- a. The total acreage of the PUD district, and each subdistrict;
- b. The acreage of areas proposed for specific land uses proposed to be allowed within the PUD district and PUD sub-districts proposed in the concept plan;

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- c. The acreage of open space or conservation areas not to be developed within the PUD district and PUD sub-districts proposed in the concept plan;
- d. The minimum and maximum allowable quantity of residential units to be allowed within the PUD district, and PUD sub-districts proposed in the concept plan, measured in residential dwelling units per acre;
- e. The minimum and maximum allowable residential density to be allowed within the PUD district, and PUD sub-districts proposed in the concept plan, measured in residential dwelling units per acre;
- f. The minimum and maximum allowable non-residential development intensity to be allowed within the PUD district, measured in gross building square footage; and,
- g. The minimum and maximum allowable non-residential development intensity to be allowed within the PUD district, measured in floor area ratio.

Consistency Finding #8 - Regulations and development standards for the PUD district and for each sub-district itemizing allowable uses: the application has been determined to include regulations and development standards for the PUD district and each sub-district.

Consistency Finding #9 - Minimum and maximum residential densities for the PUD: The application has been determined to contain the minimum and maximum residential densities for the PUD district and each subdistrict.

Consistency Finding #10 - Minimum and Maximum Square Footage: The application contains the minimum and maximum non-residential gross square footage and floor area ratios for the PUD district and for any sub-districts.

Consistency Finding #11 - The application contains development and design standards governing the development of the PUD district and any sub-districts, including:

- a. An itemized list of uses proposed to be allowed in each the PUD district, or sub-districts, if any.
- b. The minimum and maximum residential densities for the PUD district and for any sub-districts.
- c. The minimum and maximum non-residential gross square footage and floor area ratios for the PUD district and for any sub-districts.
- d. Development and design standards governing the development of the PUD district and any sub-districts which shall, at a minimum, address: lot dimensions and size; building setbacks; building heights; dimensions of internal streets, sidewalks, and other transportation facilities (such standards may be conveyed through annotated diagrams); open space provision, off-street parking, buffering, and landscaping.
- e. The PUD concept plan may establish, for the PUD district or any sub-district therein, additional development and design standards for other development and design characteristics and elements, etc., so long as these standards are consistent with the Comprehensive Plan. The PUD concept plan may establish proprietary standards to regulate a particular development or design characteristic or element. In those instances where development or design standards are not specifically provided in the PUD concept plan, the standards set out in the land development code shall remain in force.

Consistency Finding #12 - Site Conditions Map: the application has been found to include a site conditions map with the following features:

- a. A legal description of the properties included in the application with an associated boundary survey signed and sealed by a registered state land surveyor.
- b. Name of the PUD; the owners of all properties included in the PUD district; the agent for the PUD application, and address and phone number of the agent; and date of drawing and of any subsequent revision.

Dwellings II PUD | LSP23019
Development Review Committee Meeting | 10/18/2023

- c. Scale, north arrow, and general location map showing relationship of the site to external uses, structures, and features.

Deficiency #2 – Technical Deficiencies: Please make the requested revisions outlined above and in the attached memorandums from other reviewing agency staff. Additionally, please review the site plan markups from reviewing staff in ProjectDox. Please contact the Project Manager if you need assistance viewing these markups.

PUBLIC NOTIFICATIONS AND RESPONSES

NOTIFICATIONS	
AGENDA POSTED ON COUNTY WEBSITE	10/6/2023
LEGAL ADVERTISEMENT IN THE DEMOCRAT	10/11/2023
SIGNS POSTED ON PROPERTY	10/6/2023
NOTIFICATION MAILED TO PROPERTY OWNERS*	10/6/2023
<i>*PROPERTY OWNERS AND BUSINESS ASSOCIATIONS (REGISTERED WITH THE COUNTY) WITHIN 1000 FEET OF THE PROPOSAL SITE</i>	
MAILING STATS	
NOTICES MAILED	339
NOTICES RETURNED	10
RESPONSES:	0

PROJECT POINT OF CONTACT

If any of the comments presented in this memorandum are unclear, or if the applicant requires additional information, please contact Lila Stewart of Development Services at (850) 606-1346 or e-mail at stewartl@leoncountyfl.gov.

REPORT ATTACHMENTS

1. Memorandum from the Tallahassee Leon County Planning Department (TLCPD)
2. Memorandum from Leon County Concurrency Manager
3. Memorandum from the Environmental Services Division
4. Memorandum from the Leon County Public Works Department
5. Memorandums from the City of Tallahassee Utilities
6. Memorandum from the City of Tallahassee Fire Department
7. Memorandum from the Leon County Addressing Department
8. The Dwellings PUD Parcel ID List



MEMORANDUM

Submitted to ProjectDox on October 12, 2023

TO: Leon County Development Review Committee
THROUGH: Russell Snyder, Planning Land Use Administrator
FROM: Susan Poplin, Planning Principal Planner
DATE: October 12, 2023
SUBJECT: Development Review Committee Meeting on October 18, 2023
The Dwellings PUD Concept Plan Type D (LSP23019)

APPLICANT: Floresta, LLC, Claude Walker, Manager
AGENT: Moore Bass Consulting, Inc., Ben Hood, 850-222-5678
PARCEL ID: 2131210000001 and 2131200070030
FUTURE LAND USE: Urban Residential 2 (UR-2)
EXISTING ZONING: Medium Density Residential (R-3)

Planning Department Findings:

1. The proposed project is a Concept Plan application for a Planned Unit Development (PUD) on approximately 33.52 acres +/- located on the north side of Blountstown Hwy (SR 20), approximately ½ mile west of Capital Circle SW. The proposed PUD consists of the existing 130-unit tiny home development and an addition of an approximately 200-unit multi-family development. The PUD is limited to a maximum of 335 dwelling units. The proposed PUD also includes districts for the Community Center and Open Space. Existing conservation easements on the project site generally correspond to the identified areas in the proposed Open Space district. The intent of the district is to accommodate low-income housing and to provide support services for residents on the site. The PUD is along Blountstown Hwy (SR 20), which is a FDOT principal arterial, and is served internally with a private drive.
2. The proposed use is consistent with the *Tallahassee-Leon County Comprehensive Plan*, including the Urban Residential 2 future land use map category. The resubmittal revises the application to include a gross residential density for the PUD and a net residential density within the subdistricts. The community center component includes a square footage maximum and building height maximum as an intensity measure for development within that subdistrict. The revised application satisfies Planning's comments on residential density and nonresidential intensity. To meet the PUD requirements in *Leon County Code of Ordinances* §10-6.696(b)(3)c.1, the application shall include the maximum height on the General Land Use Plan map.
3. The Mobility Element of the *Tallahassee-Leon County Comprehensive Plan* requires development to provide accommodations for pedestrian access [Mobility Element Policy 1.1.8(a and b)]. The proposed plans have roadway cross sections, and sidewalks and sidewalk dimensions on the circulation plan that support and achieve objectives of the Mobility Element and the transportation PUD requirements in *Leon County Code of Ordinances* §10-6.696(b)(3)c.1.ii and §10-6.696(b)(3)c.1.iv.D.

Memorandum – The Dwellings PUD Resubmittal Review (LSP23019)

October 12, 2023

Page 2

4. The Conservation Element *of the Tallahassee-Leon County Comprehensive Plan, Wetlands and Floodplain* Protection Policies 1.3.1, 1.3.2, 1.3.4. and 1.3.6, require regulation of features. The application includes a Natural Features Inventory (NFI) and an Environmental Impact Analysis (EIA) for the northern parcel of the PUD, identified conservation easements, and an Open Space subdistrict that allows stormwater water facilities. To maintain consistency with the comprehensive plan, the application shall remove the stormwater facilities from the Open Space subdistrict.
5. The Planning Department reserves the right to comment on any issues that arise during the PUD review process including those subsequent to any site plan approvals.

Planning Department Recommendations

The Planning Department recommends that the PUD application (LSP23019) be recommended for approval subject to the condition that the PUD shall be revised to address comprehensive plan issues related to land use and conservation by revising the General Land Use Plan map to identify the maximum height of development and revising the Open Space subdistrict to remove stormwater as an allowable use. Further comments may arise during the remainder of the PUD review process.



Leon County Government

INTEROFFICE MEMO

DATE: October 17, 2023

TO: Lila Stewart, AICP, Principal Planner

FROM: Ryan Guffey, AICP CTP, Concurrency Management Planner *rs*

SUBJECT: The Dwellings II PUD
Concurrency Management
LSP23019

The Dwellings II project consists of a re-zoning. The applicant has requested to waive concurrency until the Final Plan PUD is submitted. The applicant is required to submit an "Application for Concurrency Determination" and a "School Impact Analysis (SIA) Form" at that time.

Please feel free to contact me with any further questions.

People Focused. Performance Driven.

The Dwellings II PUD



Leon County Government

INTEROFFICE MEMO

DATE: October 17, 2023

TO: Lila Stewart
Principal Planner, Development Services Division

FROM: Michael A Hogan
Senior Stormwater Design Analyst, Division of Environmental Services

SUBJECT: The Dwellings II
(Type D PUD, LSP23-019)
Parcel No. 21-31-20-007-0030

Environmental Services has conducted a review of the referenced project for its consistency with the EMA requirements found in Section 10 of the Leon County Land Development Code (LDC). The following recommendations, comments, and information are provided to assist the applicant in this review process. All other requirements of the code, although not mentioned hereon, are still applicable.

Recommendations, Comments, and Required Information:

The Planned Unit Development is approved with condition below:

The development activity shall not impact the conservation easement. Section IV, PUD Concept Plans revised the layout which illustrated or allowed impacts to the conservation easement. This portion of the easement contains significant slopes. Some of the significant slope has already been impacted while the remaining area in the conservation area has been left undisturbed. The area outside the easement can be subject to development activity in compliance with the original Natural Features Inventory (LEA060063) and Environmental Impact Analysis (LEA160002).

LDC Section 10-4.327(2)1.(ii).

A minimum of 50 percent of significant (ten percent to 20 percent slope) grade areas must be left undisturbed if located adjacent to or within 100 feet of wetlands, waterbodies, watercourses, floodways, floodplains, karst features or special development zones. This requirement may be met by preserving 50 percent of each individual area or 50 percent of the total grade areas.

General Comments:

The information supplied by the applicant was limited and conceptual. Hence, the comments issued were "General" comments and are not to be considered exclusive. Upon review of future more detailed plans and the engineering analysis report, additional information could be required.



Leon County Government

INTEROFFICE MEMO

DATE: October 17, 2023

TO: Lila Stewart, Principal Planner

FROM: Kimberly Wood, P.E., Chief of Engineering Coordination (phn: 850-606-1545)

SUBJECT: LSP23019 The Dwellings PUD Concept Plan
PID: 21-31-30-007-0030, 21-31-20-21-000-0001, & 21-31-20-026-0000
Review Comments for October 18, 2023, Development Review Committee Meeting

Public Works has reviewed the subject project and recommends approval.

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MEMORANDUM

TO: Lila Stewart
Planner II – Leon County Growth & Environmental
Management

FROM: Demetri Williams.
Engineering Tech IV - City of Tallahassee Water and Sewer
Development Review

DATE: September 12, 2023

SUBJECT: **LSP23019 The Dwellings II ID#21-31-20-007-003-0**

I. Project Description:

The proposed project site is a tract totaling 33.52+/- acres located on the north side of Blountstown Highway. The property lies in Section 31, Township 01 North, Range 01 West. The current project consists of 130 “tiny house” style condominium units. The intent of the project is to provide affordable transitional housing for low-income residents. The proposed project is the expansion of the development north onto currently undeveloped portions of the site. The ongoing pandemic has made it evident that there is a shortage of low-income non-communal housing in Leon County. This project seeks to address that issue.

The expansion will consist of a mix of apartment style buildings up to 5-stories. Current zoning is R-3, which does not allow multi-family buildings. Therefore, we are proposing to seek approval for a PUD to allow the use.

II. Standards of Review:

- 1) Water Resources Engineering reviews utility service/concept plans for compliance with, *the Water and Sewer Agreement, The City of Tallahassee Technical Specifications for Water and Sewer Construction, Florida Department of Environmental Protection (FDEP) F.A.C. Section 62-555, The American Water Works Associations Manual of Practice "M31", FDEP F.A.C. Section 62-604, and FDEP MOP 9, as well as sound engineering practice.*

III. Findings of Fact:

- 1) Water and sewer are available to the site.
- 2) Connection to water and sewer is required.

IV. Conditions of Approval:

- 1) A DEP Permit for water/sewer will be required.
- 2) Water Utility Engineering shall approve a Utility Concept Plan for the project prior to site plan approval. Please submit an electronic copy on .pdf format to Joshua Logan or Demetri Williams along with potable water, fire flow and sanitary sewer flow calculations, flow testing data and the required Concept Utility Plan checklist.
- 3) An executed Letter of Agreement between the City and the Developer for the appropriate main extensions will be required prior to construction plan approval.
- 4) The utility construction plans must be stamped approved by Water Utility Engineering prior to holding the pre-construction conference.
- 5) All construction must be in accordance with the latest edition of the "City of Tallahassee Technical Specification for Water and Sewer Construction".

Water Resources Engineering Contact Information

Joshua Logan, P.E.
joshua.logan@talgov.com
891-6191

Demetri Williams
Demetri.williams@talgov.com
891-6102

Mailing Address:
300 S. Adams St. B-26
Tallahassee, FL 32301

Office Location
408 N. Adams St. 3rd Floor
Tallahassee, FL 32301



TALLAHASSEE FIRE DEPARTMENT SITE PLAN REQUIREMENTS

Project Name: The Dwellings II
Parcel ID #: 2131200070030
LSP23019
AGENT: Ben Hood
PLANNER: Lila Stewart
MEETING DATE: 09-11-2023

Listed below are the Tallahassee Fire Department's requirements concerning the above proposed development. The agent or owner prior to approval shall address the items listed below.

The required width of a fire department access road shall not be obstructed in any manner, including the parking of vehicles. *NFPA 1, 18.2.4.1.1, Seventh Edition of the Florida Fire Prevention Code.*

Prior to construction of buildings or facilities, an approved water supply, capable of providing the required fire flow for fire protection shall be established where hydrants are first installed or that the development is served by existing functioning hydrants located within 400 feet from the furthest building corner as the fire truck would drive. *NFPA 1, 18.3.1, Seventh Edition of the Florida Fire Prevention Code.*

If unsupervised and isolated above ground fuel storage tanks are to be located on the property prior to or during construction, City of Tallahassee Plans Review staff must be contacted prior to tank installation. *NFPA 1, 66.21.7.2.1 and 66.21.7.2.2, Seventh Edition of the Florida Fire Prevention Code.*

1. Must meet NFF (needed fire flow) as determined by AWWA Manual M31, using NFPA 1 Method. Please provide needed fire flow calculations to the Tallahassee Fire Department representative and to Water Utilities Engineering and Inspections at this time. Please use the Required Fire Flow Information form (*NFPA 1, 18.4.5.2.1, Seventh Edition of the Florida Fire Prevention Code*) to provide fire flow calculations. The Fire Flow form is located on the Growth Management Department page within the City of Tallahassee's web page (www.talgov.com) in the "Applications and Permits/Electronic Plan Review" section. If hydrants are existing the following is required. After the NFF

is determined, the existing fire hydrant(s) shall be flowed to determine its GPM. If the GPM meets or exceeds the NFF, no additional hydrants are required. If it does not meet the NFF, additional hydrant(s) are required.

2. Show all existing and proposed fire hydrants and main placements. Please show fire hydrants not more than 12' from roadways *NFPA 1, 18.5.1.6, Seventh Edition of the Florida Fire Prevention Code*. Hydrants shall not be spaced so that you have to pass the protected property in order to supply water for firefighting purposes. Please provide scaled plans in order to verify fire hydrant spacing.
3. Water supply. Approved fire hydrants shall be provided for buildings to meet the fire flow requirements. The location and number of fire hydrants shall be designated by the fire official. Maximum distance from the nearest hydrant to the most remote exterior point of any building shall be 400 feet. The distance shall be measured on a roadway surface as the truck would drive meeting the fire department access requirements. Please show on plans.
4. Single family residential:
 - (1) 6 inch fire line and looped wherever possible
 - (2) Maximum distance between fire hydrants shall not exceed 800 feet; please show on plans.
5. Commercial buildings, multi-family residential, institutional or industrial:
 - (3) 8 inch fire line and looped wherever possible
 - (4) Maximum distance between fire hydrants shall not exceed 500 feet; please show on plans.
6. Every building constructed shall be accessible to fire department apparatus by way of access roadways with all-weather driving surface of not less than 20 feet of unobstructed width, with adequate roadway turning radius designed, maintained and capable of supporting the imposed loads of fire apparatus (42 tons) having a minimum clearance of 13 feet, 6 inches, angle of approach and departure not exceeding 1 ft. drop in 20 ft. (0.3 drop in 6 m.) or the design limitations of the Fire Department apparatus, subject to Fire Department approval. Please use auto-turn software (BUS-40) throughout the site to show turning radii.
7. An approved turnaround shall be provided where an access road is a dead end and is in excess of 150 feet. The turnaround shall have a minimum centerline radius of 45 feet. Please identify what software was used to produce auto-turn turning radius. BUS-40 is required for fire apparatus.

- 8.** Please include the following on utility plans:
Depth of fire main piping (to top of pipe):
36 in. minimum under driving surfaces
30 in. minimum under non-driving surfaces
Fire main piping shall not be covered until inspected by the Tallahassee Fire Department
Fire hydrants shall be a minimum of 24 in. above grade measured to the center of the steamer nozzle
Steamer nozzle to face roadway or nearest point of fire department apparatus accessibility when placed in service
- 9.** Please include the following on landscape plans:
A minimum of 36 in. of clear space shall be maintained to permit access to (and operation of) fire protection equipment, fire department inlet connections, and/or fire protection system control valves.
- 10.** Please include the following on landscape plans:
A clear space of not less than 60 in. (1524 mm) shall be provided in front of each hydrant connection having a diameter greater than 2 ½ in (64 mm).

Terrell McCloud
Tallahassee Fire Department
911 Easterwood Dr.
Tallahassee FL 32311
(850)891-6673
Terrell.mccloud@talgov.com

DATE: September 11, 2023
TO: Lila Stewart, LC Development Services Division
FROM: Mark Pritzl, LC Addressing Program
SUBJECT: LSP23019 The Dwellings Phase II Type 'D' PUD, Parcel: 2131200070030

1. Addressing Program Findings:

The existing address of “*5100 Blountstown Hwy*” was approved in January 2017, will remain active, and a sequential continuation of unit numbers will be assigned for each new building.

Reference - Addressing Policies and Procedures Operating Guidelines (AP&P) page 13:

- Multifamily. Apartments and other multiple tenant (rental/leasing) structures other than townhouse style structures will be assigned one primary address off the main access road with assigned unit NUMBERS (no alphabet letters or 1/2 numbers can be used as an assigned address number) for each individual building. Note: Section 10-1 of the Land Development Regulations defines a townhouse as a single-family dwelling unit attached to one or more single-family dwelling units by not more than two party walls.

[LC-DSEM-COT-Addressing-Policies revised 11-30-2021 FINAL.pdf \(leoncountyfl.gov\)](#)

2. United States Postal Service (USPS) Delivery Policy:

Please be advised that the USPS has determined that centralized delivery (kiosks or cluster box units) is the most efficient, cost effective and safe method of providing delivery services to their customers. The applicant must contact the United States Postal Service (USPS) for their Mail Delivery Policy at the USPS Headquarters Blue Page or by contacting the Gulf Atlantic District Growth Management Coordinator via email at: GFAOPPROGSUPPORT@usps.gov

- *Additional information can also be obtained through the local USPS Stations:*
- Adams Street Post Office
- West Side Station Post Office
- Centerville Station Post Office
- Lake Jackson Station Post Office

The Dwellings II PUD Parcel ID and Addresses		
1	12-31-21-000-000-1	5100 Blountstown Highway
2	12-31-20-007-003-0	5100 Blountstown Highway
3	21-31-20-026-000-0	5100 Blountstown Highway
4	21-31-21-000-001-0	5100 Blountstown Highway, Unit 1
5	21-31-21-000-002-0	5100 Blountstown Highway, Unit 2
6	21-31-21-000-003-0	5100 Blountstown Highway, Unit 3
7	21-31-21-000-004-0	5100 Blountstown Highway, Unit 4
8	21-31-21-000-005-0	5100 Blountstown Highway, Unit 5
9	21-31-21-000-006-0	5100 Blountstown Highway, Unit 6
10	21-31-21-000-007-0	5100 Blountstown Highway, Unit 7
11	21-31-21-000-008-0	5100 Blountstown Highway, Unit 8
12	21-31-21-000-009-0	5100 Blountstown Highway, Unit 9
13	21-31-21-000-010-0	5100 Blountstown Highway, Unit 10
14	21-31-21-000-011-0	5100 Blountstown Highway, Unit 11
15	21-31-21-000-012-0	5100 Blountstown Highway, Unit 12
16	21-31-21-000-013-0	5100 Blountstown Highway, Unit 13
17	21-31-21-000-014-0	5100 Blountstown Highway, Unit 14
18	21-31-21-000-015-0	5100 Blountstown Highway, Unit 15
19	21-31-21-000-016-0	5100 Blountstown Highway, Unit 16
20	21-31-21-000-017-0	5100 Blountstown Highway, Unit 17
21	21-31-21-000-018-0	5100 Blountstown Highway, Unit 18
22	21-31-21-000-019-0	5100 Blountstown Highway, Unit 19
23	21-31-21-000-020-0	5100 Blountstown Highway, Unit 20
24	21-31-21-000-021-0	5100 Blountstown Highway, Unit 21
25	21-31-21-000-022-0	5100 Blountstown Highway, Unit 22
26	21-31-21-000-023-0	5100 Blountstown Highway, Unit 23
27	21-31-21-000-024-0	5100 Blountstown Highway, Unit 24
28	21-31-21-000-025-0	5100 Blountstown Highway, Unit 25
29	21-31-21-000-026-0	5100 Blountstown Highway, Unit 26
30	21-31-21-000-027-0	5100 Blountstown Highway, Unit 27
31	21-31-21-000-028-0	5100 Blountstown Highway, Unit 28
32	21-31-21-000-029-0	5100 Blountstown Highway, Unit 29
33	21-31-21-000-030-0	5100 Blountstown Highway, Unit 30
34	21-31-21-000-031-0	5100 Blountstown Highway, Unit 31
35	21-31-21-000-032-0	5100 Blountstown Highway, Unit 32
36	21-31-21-000-033-0	5100 Blountstown Highway, Unit 33
37	21-31-21-000-034-0	5100 Blountstown Highway, Unit 34
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44	21-31-21-000-041-0	5100 Blountstown Highway, Unit 41
45	21-31-21-000-042-0	5100 Blountstown Highway, Unit 42

46	21-31-21-000-043-0	5100 Blountstown Highway, Unit 43
47	21-31-21-000-044-0	5100 Blountstown Highway, Unit 44
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55	21-31-21-000-052-0	5100 Blountstown Highway, Unit 52
56	21-31-21-000-053-0	5100 Blountstown Highway, Unit 53
57	21-31-21-000-054-0	5100 Blountstown Highway, Unit 54
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102	21-31-21-000-099-0	5100 Blountstown Highway, Unit 99
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132	21-31-21-000-129-0	5100 Blountstown Highway, Unit 129
133	21-31-21-000-130-0	5100 Blountstown Highway, Unit 130

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, February 20, 2024, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of an ordinance entitled to wit:

THE DWELLINGS II PLANNED UNIT DEVELOPMENT

LEON COUNTY ORDINANCE 24-

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE SINGLE FAMILY DETACHED, ATTACHED AND TWO-FAMILY RESIDENTIAL (R-3) ZONING DISTRICT TO THE DWELLINGS II PLANNED UNIT DEVELOPMENT (PUD) ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will also broadcast 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 web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties 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, February 19, 2024. 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. 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 Ordinances may be inspected as part of the agenda package on the County's web site (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies of the Ordinances 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.

Advertise: February 10, 2024

**Leon County
Board of County Commissioners**

Notes for Agenda Item #25

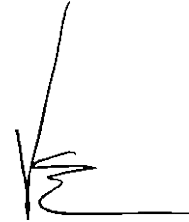
Leon County Board of County Commissioners

Agenda Item #25

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: First and Only Public Hearing to Consider Adopting a Resolution to Abandon a Platted, Unimproved Right-of-Way Located in the Woodville Plat

Review and Approval:	Vincent S. Long, County Administrator Chasity O'Steen, County Attorney
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Barry Wilcox, Director, Development Support and Environmental Management
Lead Staff/ Project Team:	Ryan Culpepper, Director, Development Services Kyle Kemper, Senior Assistant County Attorney Kim Vickery, Real Estate Manager Mitzi M. McGhin, Real Estate Specialist

Statement of Issue:

This item requests the Board conduct a public hearing to formally abandon a portion of platted, unimproved right-of-way (ROW) located within the Woodville Plat, as requested by the adjacent property owners in order to incorporate the ROW into their property. Older plats often contain ROW for roads that were never built, or necessary, as is the case in this matter. Florida Statutes require a public hearing and adoption of a resolution to formally abandon any portion of a platted street.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the resolution to abandon a platted, unimproved right-of-way located in the Woodville Plat (Attachment #1).

Report and Discussion

Background:

This item requests the Board conduct a public hearing to formally abandon a portion of platted, unimproved right-of-way (ROW) located within the Woodville Plat, as requested by the adjacent property owners in order to incorporate the ROW into their property. Older plats often contain ROW for roads that were never built or necessary, as is the case in this matter. Florida Statutes require a public hearing and adoption of a resolution to formally abandon any portion of a platted street. Chapter 336, Florida Statutes (F.S.) sets forth the procedure for abandonment of ROW.

At its January 23, 2024, regular meeting, the Board adopted Resolution No. 24-06 declaring that the public hearing to consider the abandonment of the unimproved ROW contiguous with lots 6 and 15 of the Woodville Plat would be held on February 20, 2024. The Woodville plat is recorded in Deed Book "GG," Page 591 of the Public Records of Leon County, Florida (Attachment #2). The property owners adjacent to the ROW have requested the County consider abandoning the ROW so that they may incorporate this unimproved ROW into their adjacent properties.

Many older plats/subdivisions contain ROW for roads that were never built. In undeveloped subdivisions, it may be advantageous for the County to retain ownership of the ROW to ensure adequate roadways are in place to serve future development. In developed subdivisions, especially those that are older, the existence of unimproved ROW often indicates that these facilities were deemed unnecessary or undesirable. In these instances, adjoining property owners may request that the ROW be abandoned, and the underlying land revert to the fee owners.

The Woodville Plat was dedicated in 1897 and the referenced portion of the ROW, identified on the plat as a portion of Maxwell Street ROW, has not been improved or maintained. A completed application was submitted by Matthew and Angela Ormiston, owners of Lots 6 and 15, requesting the County disclaim and renounce any right of the portion of the unimproved ROW located between the two lots (Attachment #3). Should the Board choose to approve the abandonment of the referenced portion of the ROW, it is the Ormiston's desire to combine Lots 6 and 15.

Analysis:

The portion of ROW proposed for abandonment is located on the southern boundary of 9289 Elgin Road (Lot 6) (Attachment #4). Lot 6 has direct access to Elgin Road (a County maintained road) while Lot 15 has access via Sage Run Lane, a private road to the east. Should the Board approve the request, lots 6 and 15 would adjoin each other, which would enable the property owners to unify the parcels. The abandonment of the unimproved ROW will not have an impact to the County or the County services as the ROW is unimproved and is not necessary to provide any infrastructure or services.

County staff solicited comments from potentially affected County and City departments (Attachment #5). Initially, the City of Tallahassee Utilities raised concerns with the proposed abandonment; however, the City of Tallahassee Utilities and the property owners executed an agreement to relocate the existing overhead utilities that are currently within the area proposed for

abandonment. Subsequent to that agreement, the City indicated no objection to the proposed abandonment. No other City or County departments have any concerns with the proposed abandonment.

Notice of Public Hearing

The public hearing has been advertised consistent with Florida Statutes (Attachment #6).

Options:

1. Conduct the first and only public hearing and adopt the resolution to abandon a platted, unimproved right-of-way located in the Woodville Plat (Attachment #1).
2. Conduct the first and only public hearing and do not adopt the resolution to abandon a platted, unimproved right-of-way located in the Woodville Plat (Attachment #1).
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Resolution to formally abandon a platted, unimproved right-of-way located in the Woodville Plat
2. Woodville Plat
3. Ormiston Application
4. Map of the Portion of Right-of-Way Requested for Abandonment
5. Responses from City and County staff
6. Notice of Public Hearing

LEON COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, RENOUNCING AND DISCLAIMING ANY RIGHT OF THE COUNTY AND THE PUBLIC IN AND TO LAND DELINEATED AS A PORTION OF MAXWELL STREET LYING BETWEEN LOTS 6 AND 15 ON THE WOODVILLE PLAT, RECORDED IN DEED BOOK “GG,” PAGE 591 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, Matthew and Angela Ormiston petitioned Leon County, Florida (the “County”) to renounce and disclaim any right of the County and the public in and to that portion of land identified as Maxwell Street that lies between Lots 6 and 15, as delineated on the Woodville Plat, recorded in Deed Book “GG,” Page 591 of the Public Records of Leon County, Florida; and

WHEREAS, the portion of Maxwell Street to be renounced and disclaimed is depicted on Exhibit “A” attached hereto; and

WHEREAS, the Woodville Plat was recorded in 1897 and the above-referenced portion of Maxwell Street has not been improved or maintained; and

WHEREAS, upon such petition, the Board of County Commissioners of Leon County, Florida (the “Board”), adopted Resolution No. 24-06, declaring that a public hearing would be held to consider the advisability of exercising the authority to renounce and disclaim a portion of Maxwell Street; and

WHEREAS, notice of public hearing is evidenced by the Proof of Publication attached hereto as Exhibit “B,” which reflects the advertisement of said notice of public hearing in the Tallahassee Democrat, a newspaper of general circulation in Leon County, Florida; and

WHEREAS, pursuant to said notice of public hearing and Chapter 336, Florida Statutes (2023), the Board conducted said public hearing on February 20, 2024, in the Commission Chambers of the Leon County Courthouse, during which the Board put in the record any comments received from the public.

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

1. The Board hereby renounces and disclaims any right of the County and the public in and to that portion of land identified as Maxwell Street that lies between Lots 6 and 15, as delineated on the Woodville Plat, recorded in Deed Book “GG,” Page 591 of the Public Records

of Leon County, Florida. For illustrative purposes, the portion of Maxwell Street renounced and disclaimed is depicted on Exhibit "A" attached hereto.

2. The Clerk of the Board is hereby directed to publish notice of the adoption of this Resolution, within thirty (30) days following its adoption, in one issue of a newspaper of general publication in Leon County, Florida, and that the Clerk thereafter record in the official records of Leon County, Florida the Proof of Publication of notice of public hearing, this Resolution as adopted, and the Proof of Publication of the notice of the adoption of this Resolution.

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

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 20th day of February, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, 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: _____

Exhibit "B"



PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Elizabeth Loeffelman
Board Of County Commissioners
1800 N Blair Stone RD # 3
Tallahassee FL 32308-2303

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Tallahassee Democrat, a newspaper published in Tallahassee in Leon County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible website of Leon County, Florida, or in a newspaper by print in the issues of, on:

02/05/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 02/05/2024

Keegan Moran
Legal Clerk

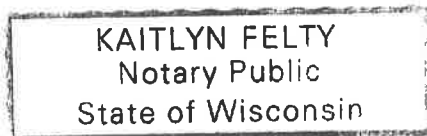
[Signature]
Notary, State of WI, County of Brown
317127

My commission expires

Publication Cost: \$163.02
Order No: 9777006 # of Copies: 1
Customer No: 1127471
PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

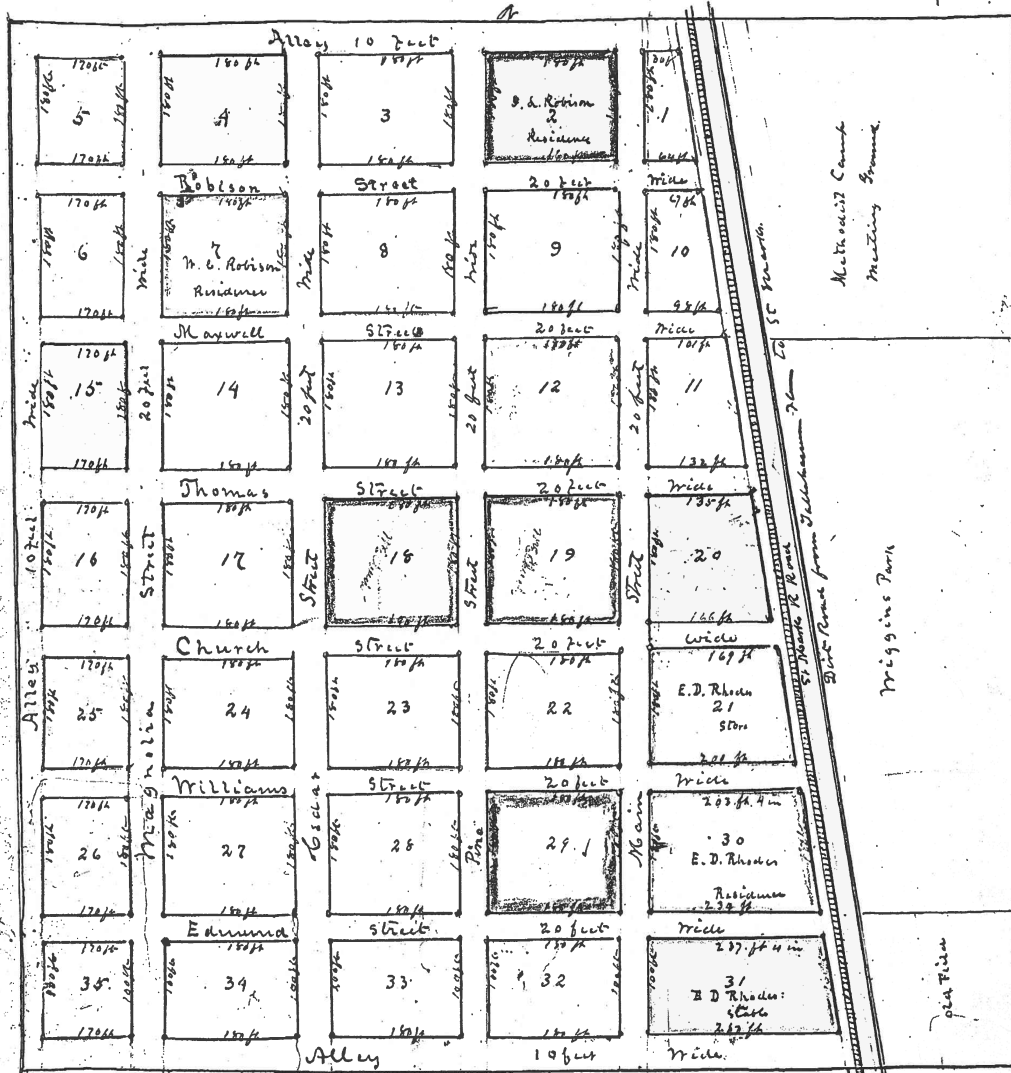


NOTICE OF PUBLIC HEARING
Notice is hereby given pursuant to Section 336.10, Florida Statutes, that the Board of County Commissioners of Leon County, Florida, will conduct a public hearing on Tuesday, February 20, 2024, at 6:00 a.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider the adoption of a resolution renouncing and disclaiming any right of the County and the public in and to that portion of land identified as Maxwell Street that lies between Lots 6 and 15, as delineated on the Woodville Plat, recorded in Deed Book "GG," Page 591 of the Public Records of Leon County, Florida. Leon County will also broadcast 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 web site (www.LeonCountyFL.gov). All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties may also provide virtual real-time public comments during the public hearing. After the Board of County Commissioners' agenda is posted online, interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at <https://www2.leoncountyfl.gov/cad/minivagenda/> by 8:00 p.m. on Monday, November 13, 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. Please note that Board of County Commissioners Policy 01.05, Article IX., Section E., entitled "Addressing the Board," and Article IX., Section F., entitled "Decorum," shall remain in full force and effect. Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact, on behalf of the Chair, Matthew Covell 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. Copies of the proposed resolution may be inspected as part of the agenda package on the County's website (<https://www2.leoncountyfl.gov/cad/minivagenda/>). To receive copies of the resolution by other means, such as email, mail, or facsimile transmission, contact the Department of Development Support & Environmental Management at 606-606-1300. Publication: February 5, 2024.

591

Woodville

Part of the Town of Woodville on West side of St Marks R.R. in S.W. 1/4 of Sec. 17, T. 2 S. R. 1. E.



Recorded in Deed Book "44" page 591. This 8th day of July AD 1897
 In Testimony whereof I have hereunto set my hand and affixed the
 seal of said Circuit Court the day and year last above written
 Council as Bryan
 Clerk

LDK2300027



LEON COUNTY ABANDONMENT APPLICATION

Make application to:
Leon County Real Estate Management
Phone: 850-606-5142

NOTE: A presubmittal meeting with Department of Development Support & Environmental Management is highly encouraged in order to provide comments prior to formal submittal of an abandonment application

1. Type of Abandonment: Release of Easement
 Type of Easement: Utility Stormwater Access/Parking
 Abandonment of Right-of-Way
 Closure of a Public Street

Street Name: _____

2. Property Owner's Name: Matthew + Angela Ormiston
 Mailing Address: 9289 Elgin Rd.
Tallahassee FL 32305
 City State Zip
 Telephone No.: 850-782-1177 / 850-766-0999
 Email Address: mormiston78@iclad.com / angelaormiston2021@gmail.com

3. Applicant's (Optionee) Name: same as #2
 Mailing Address: _____

 City State Zip
 Telephone No.: _____
 Email Address: _____

4. Agent's Name: _____
 Mailing Address: _____

 City State Zip
 Telephone No.: _____
 Email Address: _____

5. Parcel Identification Number: 331790000060 / 3317910000150

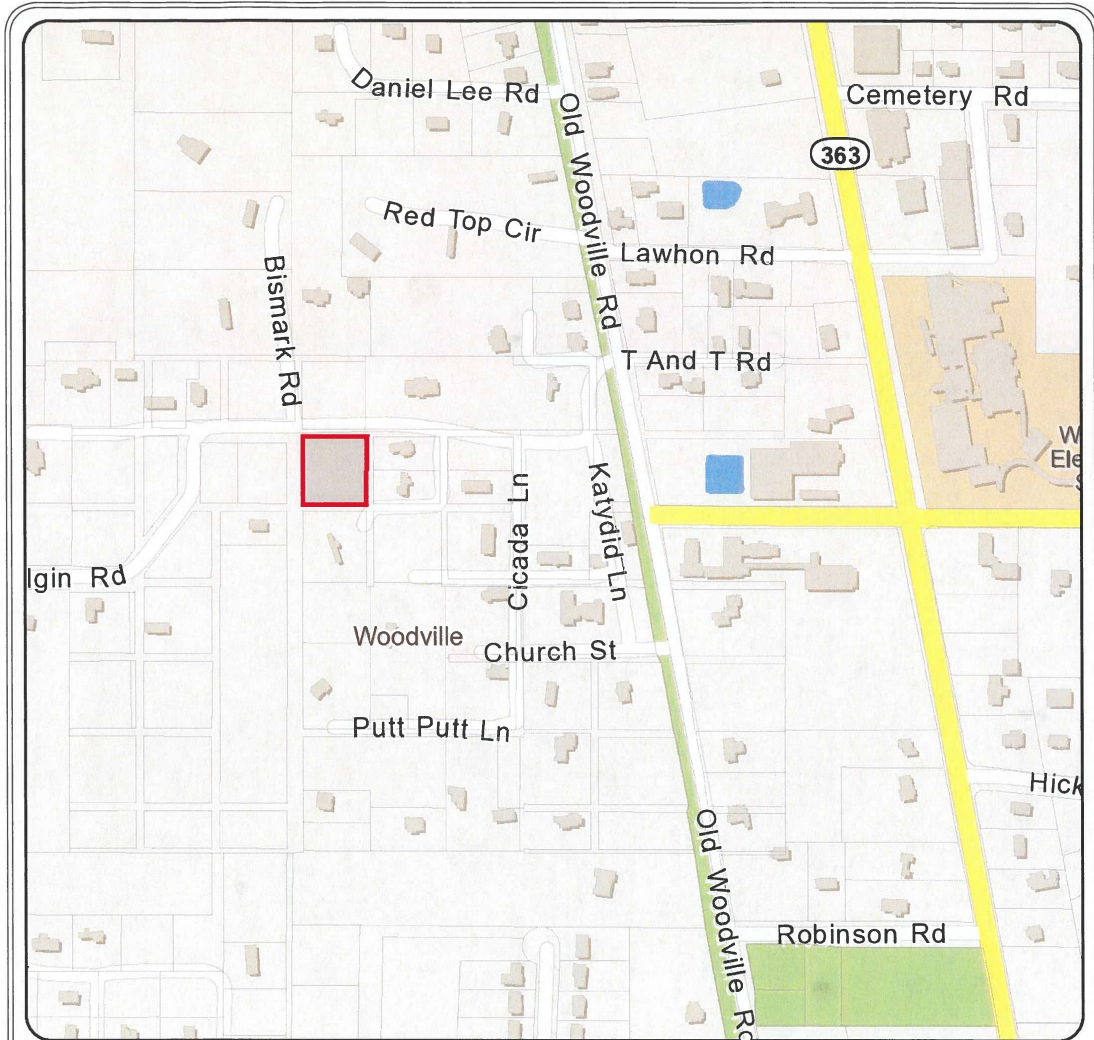
6. Zoning District: Leon County - Residential Preservation

7. Acreage of square footage of area applicable to abandonment: _____

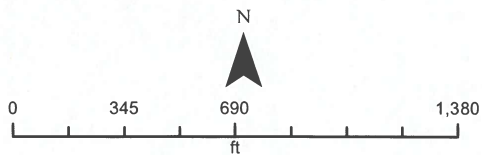
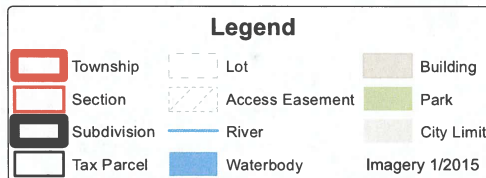
ABANDONMENT CHECKLIST

Parcel ID No.: 331790000060/3317910000150

- A. This completed checklist
 - B. Completed Application for Abandonment. **(original)**
 - C. Completed Owner's Affidavit for property adjacent to right-of-way to be abandoned or property on which easement to be abandoned is located. **(original)**
 - D. Legal description of all property proposed for abandonment, closure, or release of easement.
 - E. Survey identifying pre and post conditions for the area to be abandoned which includes any structures or other easements.
 - F. Narrative description of the request and the basis for it. Narrative needs to include a description of what will become of the area to be abandoned (i.e. absorbed by adjacent parcels, converted to open space, etc.).
 - G. Sketch or survey showing the approximate location of all known utilities, structures and driveways within 300 feet.
 - H. Letter of support from each abutting property owner, or a statement setting forth the reason such letter of support is not available. (Not required for a release of easement).
8. For each abandonment application, remit **\$960** application review fee (includes \$360 for direct notice and legal advertisement) to Real Estate Management. Make checks payable to Leon County, Florida.
 9. The owner/applicant may be required to execute and agreement to hold Leon County harmless in the event that damage results to the owner's property as a consequence of the abandonment. The owner/applicant shall be required to contact the County Attorney's office and, if required by the County Attorney, complete such agreement before the abandonment request may be approved.
 10. Applications should be made to the Leon County Real Estate Management, 301 S. Monroe Street, Room 202, Tallahassee, Florida 32301.
 11. Applications will be reviewed by several departments. Real Estate will make a formal recommendation regarding the application and forward the application to the Board of County Commissioners for final decision at the next available public hearing (this takes six to eight weeks). Should you have any questions regarding this process, feel free to contact the Leon County, Florida Real Estate at 606-5142.



3317910000060



Akin Akinoyemi, R.A.
Leon County Property Appraiser

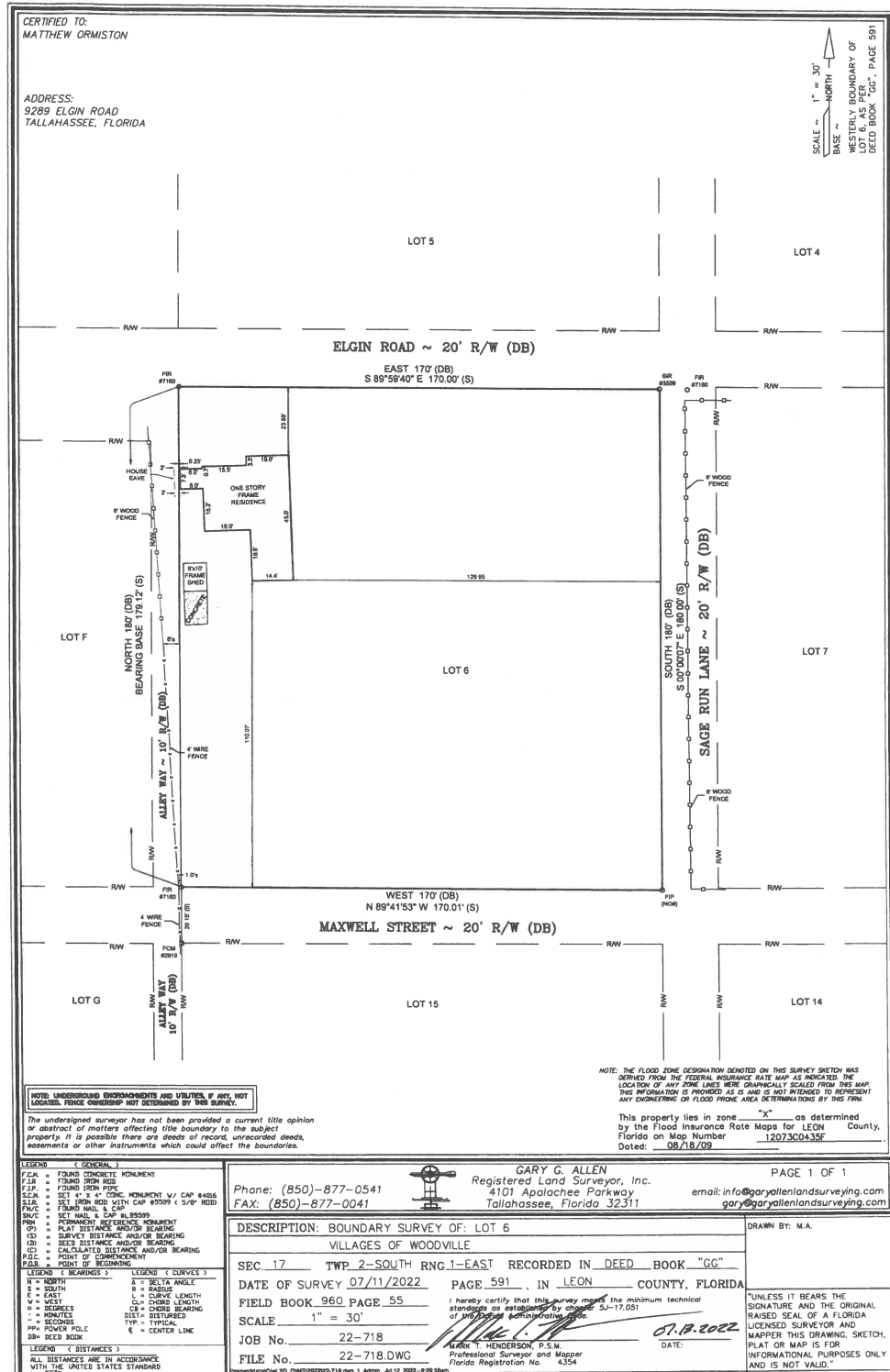
315 S. Calhoun St, Third Floor
Tallahassee, FL 32301

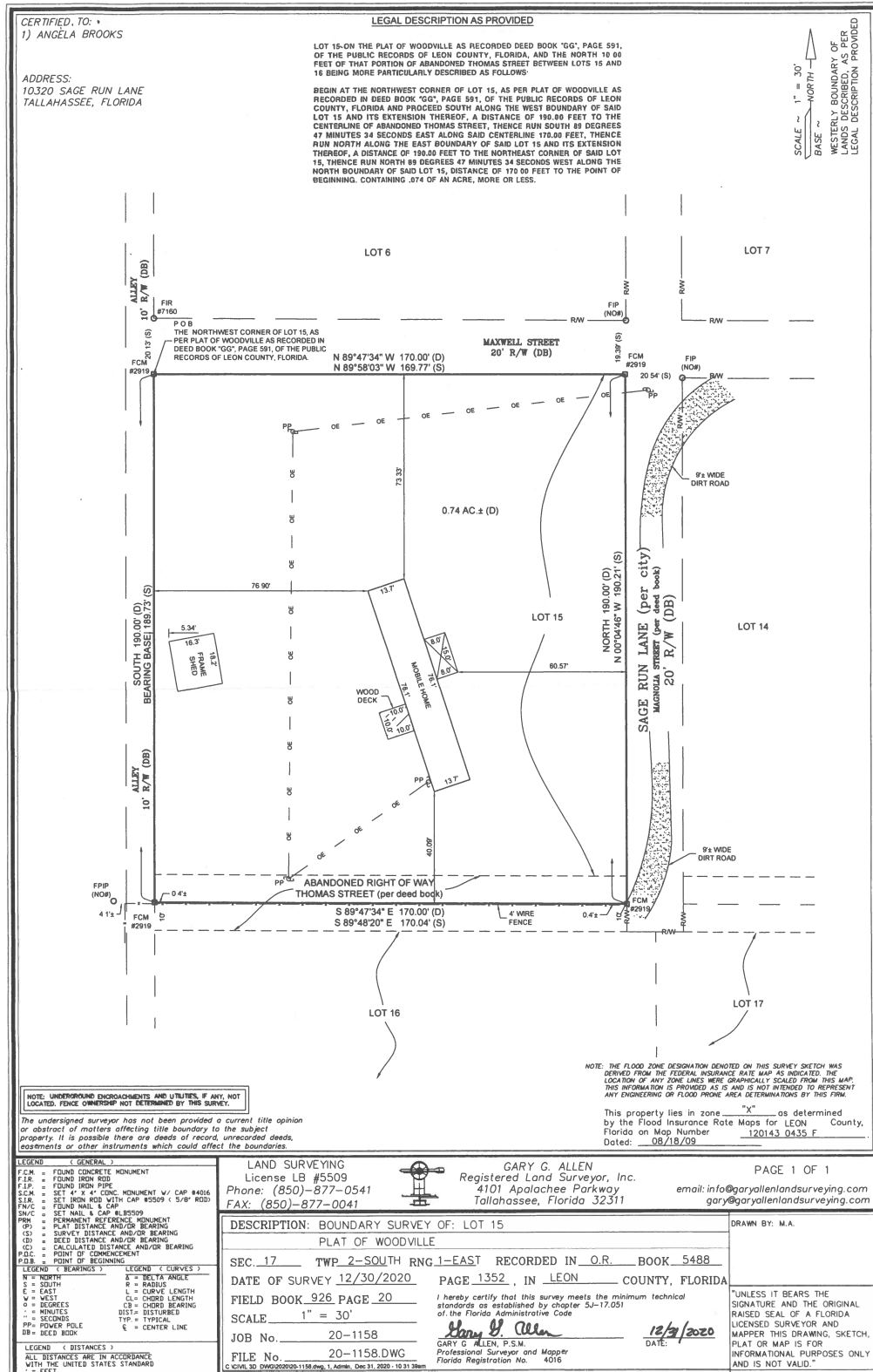
Phone: (850) 606-6200
Fax: (850) 606-6201

Email: admin@leonpa.org
Website: leonpa.org

DISCLAIMER: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

Date Drawn: Nov 04, 2021





Summary

Parcel ID: 3317910000060	Location: 9289 ELGIN RD	Subdivision Name: WOODVILLE
Owner(s): ORMISTON MATTHEW MICHAEL ORMISTON ANGELA BROOKS	Property Use: 0100 - SINGLE FAMILY RESIDENTIAL	Tax District: 2 - COUNTY
Mailing Address: 9289 ELGIN RD TALLAHASSEE FL 32305	Legal Desc: SECTION 17 T2S R 1E WOODVILLE DB GG/591 LOT 6 View All Legal	Acreage: 0.70 ± Parent Parcel ID: None

Sales Information

Sale Date	Sale Price	Book/Page	Instrument Type	Improved/Vacant
11/17/2021	\$100	5666/1617	Quit Claim	Improved
5/18/2007	\$88,600	3711/1925	Warranty Deed	Improved
10/4/1973	\$4,000	0615/0458	Warranty Deed	Improved

Certified Value History

Tax Year	Land	Building	Total Market	Homestead Savings	Classified Use
2022	\$12,000	\$88,327	\$100,327	\$18,599	\$0
2021	\$12,000	\$77,668	\$89,668	\$10,320	\$0
2020	\$12,000	\$72,795	\$84,795	\$7,509	\$0

Homestead Information

Tax Year	Status	Details
2023	Yes	If no change in ownership occurred before Jan 1, 2023
2022	Yes	

2022 Certified Taxable Values

Taxing Authority	Millage Rate	Market	Assessed	Exempt	Taxable
Leon County	8.31440	\$100,327	\$81,728	\$50,000	\$31,728
Leon County - Emergency Medical Service	0.50000	\$100,327	\$81,728	\$50,000	\$31,728
Children Services Council	0.37500	\$100,327	\$81,728	\$50,000	\$31,728
School - State Law	3.22000	\$100,327	\$81,728	\$25,000	\$56,728
School - Local Board	2.24800	\$100,327	\$81,728	\$25,000	\$56,728
NW FL Water Management	0.02610	\$100,327	\$81,728	\$50,000	\$31,728

Buildings

Summary

Parcel ID: 3317910000150	Location: 10320 SAGE RUN LN	Subdivision Name: WOODVILLE
Owner(s): ORMISTON ANGELA BROOKS ORMISTON MATTHEW MICHAEL	Property Use: 0700 - MISCELLANEOUS RESIDENTIAL	Tax District: 2 - COUNTY
Mailing Address: 9289 ELGIN RD TALLAHASSEE FL 32305	Legal Desc: WOODVILLE LOT 15 ALSO 20 FT OF ABD ST (THOMAS ST) View All Legal	Acreage: 0.74 ± Parent Parcel ID: None

Sales Information

Sale Date	Sale Price	Book/Page	Instrument Type	Improved/Vacant
11/17/2021	\$100	5666/1618	Quit Claim	Improved
12/21/2020	\$15,000	5527/1453	Warranty Deed	Improved
9/11/2020	\$33,400	5488/1350	Warranty Deed	Improved
3/21/2018	\$0	5493/1538	Death Certificate	Improved
1/1/2000	\$35,000	2336/2253	Agreement For Deed	Improved
10/1/1999	\$11,500	2315/1632	Warranty Deed	Improved
5/1/1999	\$100	2267/1017	Cert Of Title	Improved
1/1/1978	\$17,000	0892/0173	Warranty Deed	Improved

Certified Value History

Tax Year	Land	Building	Total Market	Homestead Savings	Classified Use
2022	\$12,000	\$370	\$12,370	\$0	\$0
2021	\$12,000	\$10,360	\$22,360	\$0	\$0
2020	\$12,000	\$10,623	\$22,623	\$0	\$0

Homestead Information

Tax Year	Status	Details
2023	No	
2022	No	

2022 Certified Taxable Values

Taxing Authority	Millage Rate	Market	Assessed	Exempt	Taxable
Leon County	8.31440	\$12,370	\$12,370	\$0	\$12,370
Leon County - Emergency Medical Service	0.50000	\$12,370	\$12,370	\$0	\$12,370
Children Services Council	0.37500	\$12,370	\$12,370	\$0	\$12,370
School - State Law	3.22000	\$12,370	\$12,370	\$0	\$12,370

<p>Approved as to form: Leon County Attorney's Office 301 South Monroe St., Suite 202 Tallahassee, FL 32301</p> <p>Date: 08/23/2023</p>	 Applicant's Affidavit of Ownership & Designation of Agent(s)	<div style="text-align: right; border: 1px solid black; padding: 2px;">E - 1</div> <p>Leon County Board of County Commissioners Department of Development Support & Environmental Management 435 North Macomb St. Tallahassee, FL 32301 Phone#: (850) 606-1300 Fax#: (850) 606-1301</p>
PARCEL I.D.# (List all numbers for the site subject to this affidavit.): 331791000060		
I. OWNER INFORMATION		
OWNER'S (S') NAME: Matthew Michael Ormiston and Angela Brooks Ormiston		
OWNER'S (S') MAILING ADDRESS: 9289 Elgin Rd		
CITY: Tallahassee	COUNTY: Leon	STATE: FL ZIP CODE: 32305
II. DESIGNATION OF AGENT(S)		
<p>As the owner(s) of the above-designated property and the applicant(s) for which this affidavit is submitted, I wish to designate the below named party(ies) as my agent in all matters pertaining to the location address and concerning approval(s) and permit(s) required by Leon County. In authorizing the agent(s) named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.</p>		
(1) Owner's Agent: <u>n/a</u>		
Address: _____		
Contact Phone: _____ Email Address: _____		
If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrence for the parcel; limited to obtaining a building permit application; etc.).		

(2) Owner's Agent: <u>n/a</u>		
Address: _____		
Contact Phone: _____ Email Address: _____		
If the Owner intends the Designation of Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrence for the parcel; limited to obtaining a building permit application; etc.).		

III. NOTICE TO OWNER(S)		
<p>Application is hereby made to obtain approval(s) and permit(s) for the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.</p> <p>All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.</p> <p>Deed Restrictions and Covenants Prior to pursuing a permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County. Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. _____ Owner's Initials</p> <p>Public Record Information Chapter 119, Florida Statutes, Section 119.071(4)(d) Subparagraphs a.-r. exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children.</p> <p>Do you or your spouse fall into one of these protected categories? Yes _____ No <input checked="" type="checkbox"/></p> <p>If yes, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes _____ No _____</p> <p>The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. _____ Owner's (s') Initials</p>		

Access to Property

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

____ Owner's (s') Initials

Modifications

Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

____ Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), Matthew Michael Ormiston and Angela Brooks Ormiston, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1):

[Handwritten Signature]

OWNER SIGNATURE (2):

[Handwritten Signature]

NOTARY PUBLIC - CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF:

COUNTY OF:

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this 23rd day of August, 2023, by Matthew Ormiston, who is personally known to me or who has produced Driver License as identification. *(name of person acknowledging)* Angela Ormiston *(type of identification produced)*

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this ____ day of _____, 20____, by _____, as _____ of _____, a _____ corporation, on behalf of the corporation. *(name of officer or agent, title of officer or agent)* *(office held)* *(name of corporation)* *(state)*
He/she is personally known to me or has produced _____ as identification. *(type of identification produced)*

For Partnership

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this 23rd day of August, 2023, by _____, partner on behalf of _____ a partnership. He/she is personally known to me or has produced _____ as identification. *(name of acknowledging partner)* *(name of partnership)* *(type of identification produced)*

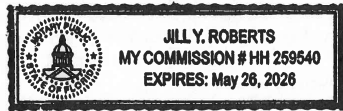
[Handwritten Signature]

Signature of Notary
Jill Roberts

Print Name of Notary
Deposit Clerk

Title or Rank

Notary Seal



Revised 5/16/22

Access to Property

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required.

_____ Owner's (s') Initials

Modifications

Any changes to the limits of clearing, structure location/orientation, elevations, or drainage patterns shown on the approved plans may require additional review and new approval by Leon County.

_____ Owner's (s) Initials

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I (we), Matthew Michael Ormiston and Angela Brooks Ormiston, certify that I (we) am (are) the owner(s), as defined by Sections 10-1.101 or 10-4.201(a) of the Leon County Code of Laws, of the property described herein.

OWNER SIGNATURE (1):

[Signature]

OWNER SIGNATURE (2):

[Signature]

NOTARY PUBLIC - CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF:

COUNTY OF:

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this 23 day of August, 2023, by Matthew Ormiston, who is personally known to me or who has produced Driver License as identification. ANGELA ORMISTON [Signature]
(name of person acknowledging) (type of identification produced)

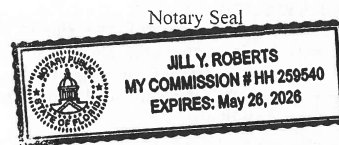
For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this ___ day of _____, 20___, by _____, as _____ of _____, a _____ corporation, on behalf of the corporation.
(name of officer or agent, title of officer or agent) (office held) (name of corporation) (state)
He/she is personally known to me or has produced _____ as identification.
(type of identification produced)

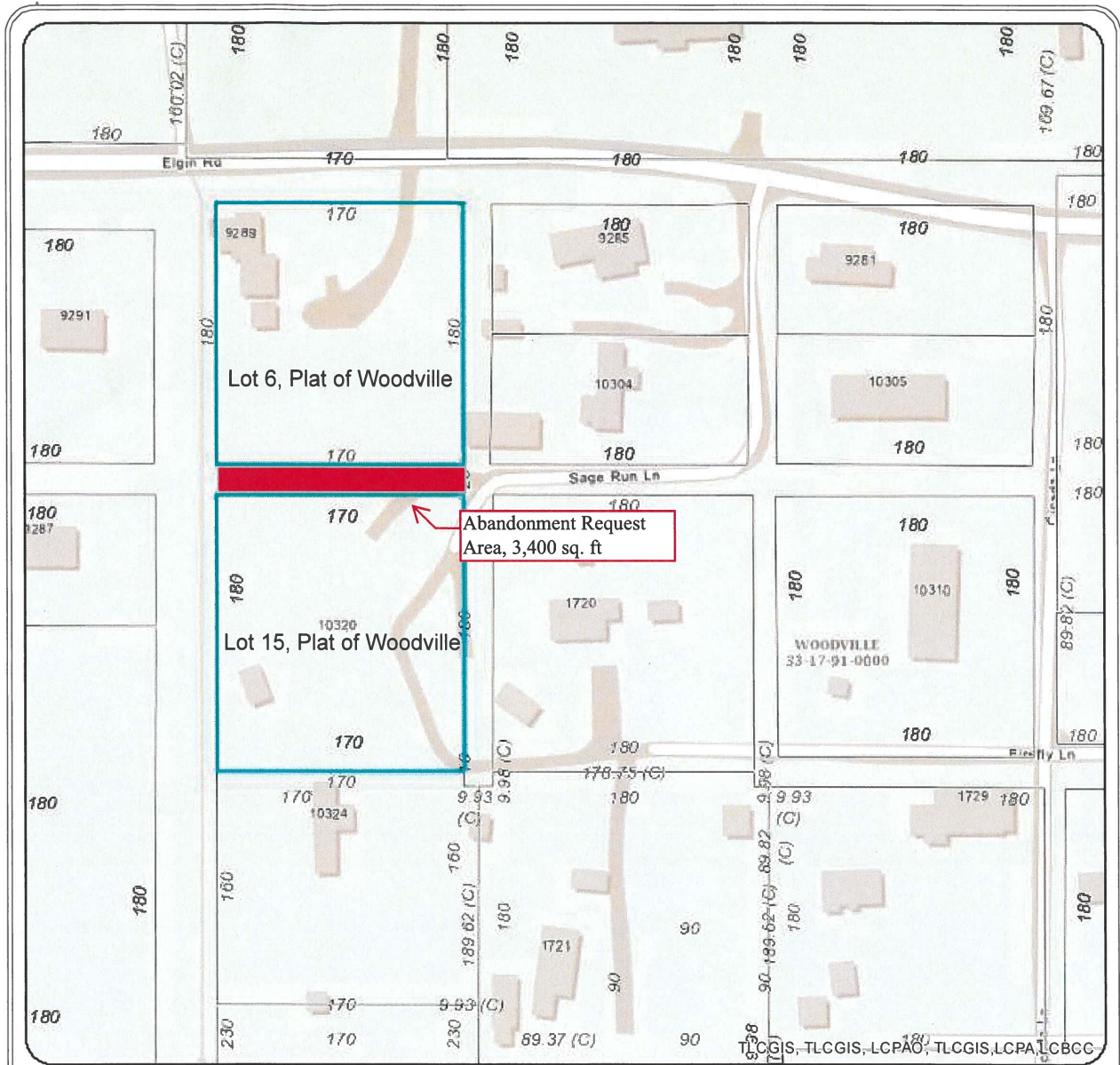
For Partnership

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this ___ day of _____, 20___, by _____, partner on behalf of _____ a partnership. He/she is personally known to me or has produced _____ as identification.
(name of acknowledging partner) (name of partnership) (type of identification produced)

[Signature]
Signature of Notary
Jill Roberts
Print Name of Notary
Deposit Clerk
Title or Rank



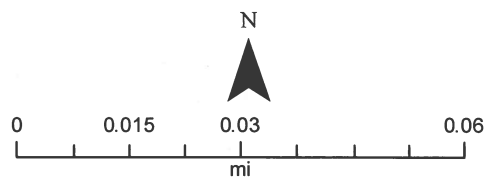
Revised 5/16/22



9289 Elgin Road, Angela and Matthew Ormiston

Legend		
	Township	
	Section	
	Subdivision	
	Tax Parcel	
	Lot	
	Access Easement	
	River	
	Waterbody	
	Building	
	Park	
	City Limit	

Imagery 1/2015



Akin Akinyemi, PhD, RA, CFA, CMS
Leon County Property Appraiser

315 S. Calhoun St, Third Floor
Tallahassee, FL 32301

Phone: (850) 606-6200
Fax: (850) 606-6201

Email: admin@leonpa.org
Website: leonpa.org

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Date Printed: Aug 10, 2023

Ryan Culpepper

From: Drose, Tina <Tina.Drose@talgov.com>
Sent: Monday, November 20, 2023 3:31 PM
To: Ryan Culpepper; Angela Ormiston; McCurley, Jason
Cc: Matthew Ormiston; Culverhouse, Robert
Subject: RE: SAGE RUN LANE ESTIMATE

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Ryan,

This will resolve the concerns for the City of Tallahassee Electric Utility by relocating the power line from the requested abandonment area to the eastern ROW adjacent to their parcel. Let me know if you have any further questions. Thank you.

Tina M. Drose
Electric Utility Engineering/Operations Manager
Electric & Gas Utility – Power Delivery
2602 Jackson Bluff Road
Tallahassee, Florida 32304
Office 850-891-5016
Mobile 850-694-8221

From: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Sent: Monday, November 20, 2023 3:22 PM
To: Angela Ormiston <angelaormiston2021@gmail.com>; McCurley, Jason <Jason.McCurley@talgov.com>
Cc: Drose, Tina <Tina.Drose@talgov.com>; Matthew Ormiston <mormiston78@icloud.com>
Subject: RE: SAGE RUN LANE ESTIMATE

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

I just need confirmation from the City that this will resolve the issue and we'll move forward on our end. Thanks for keeping me up to date!



Ryan Culpepper, AICP
Director, Development Services
Development Support & Environmental Management
435 N. Macomb St | Tallahassee, FL 32301
(850) 606-1324 /work | (850) 606-1301 /fax
culpepperr@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: Angela Ormiston <angelaormiston2021@gmail.com>
Sent: Monday, November 20, 2023 2:06 PM
To: McCurley, Jason <Jason.McCurley@talgov.com>
Cc: Drose, Tina <Tina.Drose@talgov.com>; Matthew Ormiston <mormiston78@icloud.com>; Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Subject: Re: SAGE RUN LANE ESTIMATE

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Jason,

Attached is the signed authorization form. I've copied Ryan Culpepper at Leon County as he may need some sort of documentation that a resolution has been reached. We will wait to hear from you as for when the work will be scheduled to occur.

Please let me know if you need anything further. Happy Thanksgiving!

On Mon, Nov 20, 2023 at 1:56 PM McCurley, Jason <Jason.McCurley@talgov.com> wrote:

Angela,

Yes. If the billing information is correct then you would need to return the Authorization Form (signed and dated) for us to proceed.

Thank you,

Jason D. McCurley

Engineering Technician II

City of Tallahassee Electric & Gas - Power Delivery

Office# (850) 891-5524

Cell# (850) 879-0341

From: Angela Ormiston <angelaormiston2021@gmail.com>
Sent: Monday, November 20, 2023 1:48 PM
To: McCurley, Jason <Jason.McCurley@talgov.com>
Cc: Drose, Tina <Tina.Drose@talgov.com>; Matthew Ormiston <mormiston78@icloud.com>
Subject: Re: SAGE RUN LANE ESTIMATE

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

Jason,

Thank you for the clarification. Please proceed, we approve. Do I need to sign the form and send that as well?

On Mon, Nov 20, 2023 at 1:44 PM McCurley, Jason <Jason.McCurley@talgov.com> wrote:

Angela,

This is a fixed cost estimate that you have received. There will be no other charges. The 3,875.00 is a percentage portion of just the pole relocations. This is the only portion of the total work that you will be required to contribute to. There is more estimated to complete the work but your percentage of the cost is only associated with the main poles themselves and you will not be asked to contribute to anything else. You will only be invoiced 3,875.00 for the total restructuring of the primary and secondary distribution lines on Sage Run Lane. All other costs will be consumed by the City of Tallahassee. The 'FIXED COST' associated with the estimate states that no other charges will be applied. Please let me or Tina know if you have any more questions.

Respectfully,

Jason D. McCurley

Engineering Technician II

City of Tallahassee Electric & Gas - Power Delivery

Office# (850) 891-5524

Cell# (850) 879-0341

From: Angela Ormiston <angelaormiston2021@gmail.com>
Sent: Monday, November 20, 2023 12:55 PM
To: McCurley, Jason <Jason.McCurley@talgov.com>
Cc: Drose, Tina <Tina.Drose@talgov.com>
Subject: Re: SAGE RUN LANE ESTIMATE

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

Jason,

To confirm, our total cost for the project would be \$3,875.00, and no more; to include removal and new installation of 3 poles at Sage Run Lane and all related project costs? Could it potentially be less if the labor, material, or equipment cost end up being less than the amounts estimated? The authorization to proceed document states I would be authorizing the City of Tallahassee to bill me for the minimum amount "and any additional cost associated with this work"; can this be reworded or is "FIXED COST" in the Project Description meant to cover that?

On Fri, Nov 17, 2023 at 9:19 AM McCurley, Jason <Jason.McCurley@talgov.com> wrote:

Angela,

Attached is the estimate and authorization form for the portion of the work needed to remove the primary poles at your Sage Run address. It is a fixed percentage cost, so no more charges would be applied to complete the work. If authorized, I would begin the surveying of the right-of-way and the anchor easements we discussed, as well as tree trimming. Construction would likely take place sometime in the beginning of the new year. Please let me or Tina know if you have any questions.

Thank you,

Jason D. McCurley

Engineering Technician II

City of Tallahassee Electric & Gas - Power Delivery

Office# (850) 891-5524

Cell# (850) 879-0341

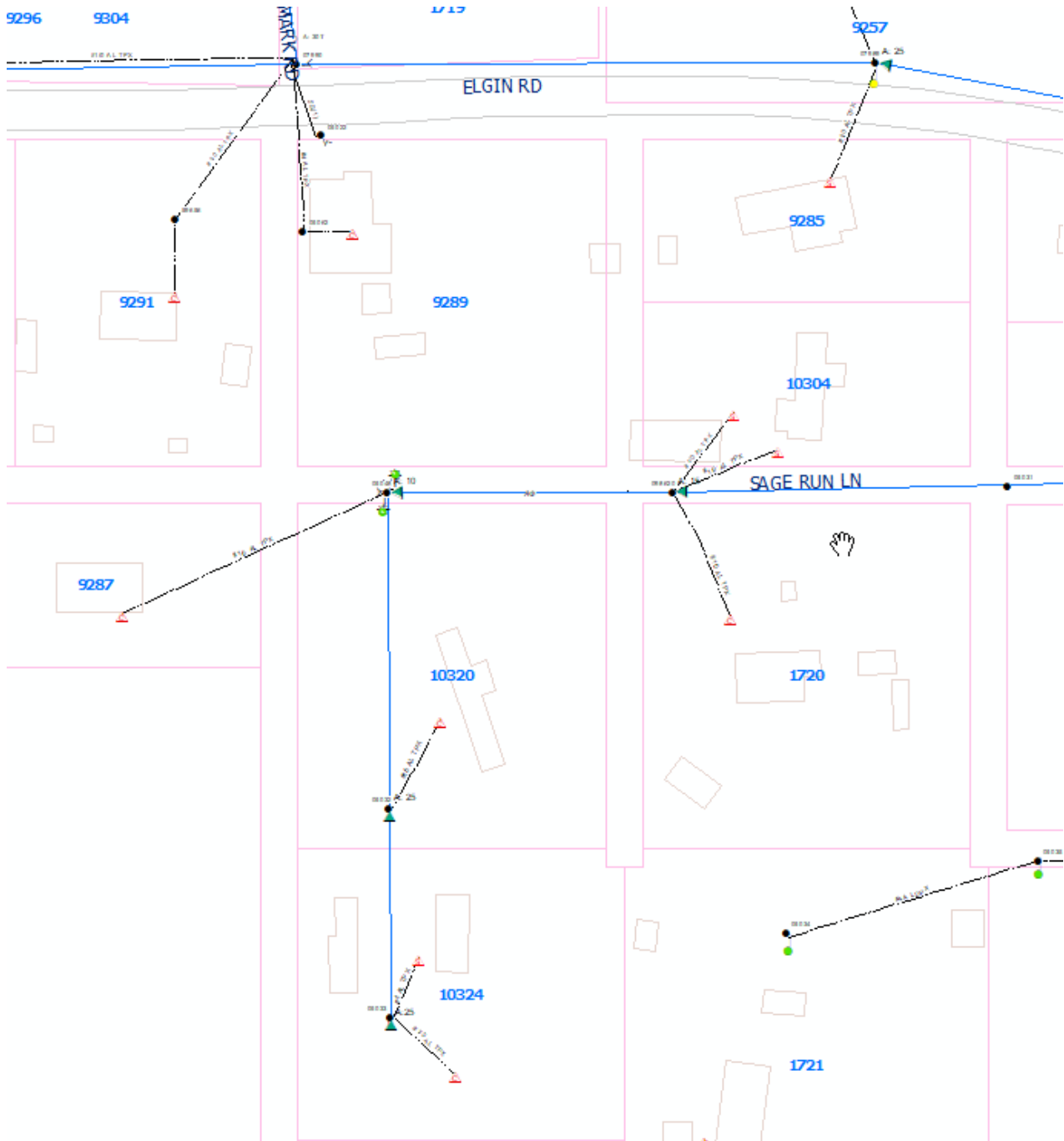
Ryan Culpepper

From: Drose, Tina <Tina.Drose@talgov.com>
Sent: Monday, August 28, 2023 6:10 PM
To: Ryan Culpepper
Cc: Roddenberry, Bobby
Subject: RE: Abandonment application for ROW located adjacent to 9289 Elgin Rd (LDV2300027)
Attachments: abandonment applic, 9289 Elgin Rd, woodville.pdf

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Ryan,

Per our GIS there are existing overhead electric facilities that will require a 20-foot easement if you abandon the ROW. See image below. I see that the applicant shows the poles on the southern parcel. I would have to have City survey to verify location of COTE power poles.



Tina M. Drose
Electric Utility Engineering/Operations Manager
Electric & Gas Utility – Power Delivery
2602 Jackson Bluff Road
Tallahassee, Florida 32304
Office 850-891-5016
Mobile 850-694-8221

From: Ryan Culpepper <CulpepperR@leoncountyfl.gov>

Sent: Tuesday, August 22, 2023 3:26 PM

To: Chasity OSteen <osteenc@leoncountyfl.gov>; Charles Wu <WuC@leoncountyfl.gov>; Joseph Coleman <ColemanJ@leoncountyfl.gov>; Donaldson, Gary <Gary.Donaldson@talgov.com>; Brent Pell <PellB@leoncountyfl.gov>; Deji Ajose-Adeogun <AjoseAdeogunD@leoncountyfl.gov>; Snyder, Russell <Dwayne.Snyder@talgov.com>; Lee, Jimmy <James.LeeJr@talgov.com>; McCarty, Joya <Joya.McCarty@flhealth.gov>; Mohrman, Melinda <Melinda.Mohrman@talgov.com>; Kyle Kemper <KemperK@leoncountyfl.gov>; Lisa Scott <ScottL@leoncountyfl.gov>; Williams, Alvin C. <Alvin.Williams@talgov.com>; Williams, Demetri <Demetri.Williams@talgov.com>; Chang, Paul <Paul.Chang@talgov.com>; Drose, Tina <Tina.Drose@talgov.com>; Lisa Burnett <Lisa.Burnett@talquinelectric.com>

Cc: Anastasia Richmond <RichmondA@leoncountyfl.gov>

Subject: Abandonment application for ROW located adjacent to 9289 Elgin Rd (LDV2300027)

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

Good afternoon,

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Ryan Culpepper, AICP
Director, Development Services
Development Support & Environmental Management
435 N. Macomb St | Tallahassee, FL 32301
(850) 606-1324 /work | (850) 606-1301 /fax
culpepperr@leoncountyfl.gov

People Focused. Performance Driven.

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Ryan Culpepper

From: Deji Ajose-Adeogun
Sent: Wednesday, August 23, 2023 8:31 AM
To: Ryan Culpepper; Chasity OSteen; Charles Wu; Joseph Coleman; Donaldson, Gary; Brent Pell; Snyder, Russell; Lee, Jimmy; McCarty, Joya; Mohrman, Melinda; Kyle Kemper; Lisa Scott; Williams, Alvin C.; Williams, Demetri; Chang, Paul; Drose, Tina; Lisa Burnett
Cc: Anastasia Richmond
Subject: RE: Abandonment application for ROW located adjacent to 9289 Elgin Rd (LDV2300027)

Good morning,
Environmental Services does not have any comments or issues.

Sincerely,

Deji Ajose-Adeogun, PE
Environmental Review Supervisor,
Development Support & Environmental Management
Ph: 850.606.1343

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Ryan Culpepper

From: Lisa Scott
Sent: Wednesday, August 23, 2023 2:30 PM
To: Deji Ajose-Adeogun; Ryan Culpepper; Chasity OSteen; Charles Wu; Joseph Coleman; Donaldson, Gary; Brent Pell; Snyder, Russell; Lee, Jimmy; McCarty, Joya; Mohrman, Melinda; Kyle Kemper; Williams, Alvin C.; Williams, Demetri; Chang, Paul; Drose, Tina; Lisa Burnett
Cc: Anastasia Richmond; DSEM_Addressing
Subject: RE: Abandonment application for ROW located adjacent to 9289 Elgin Rd (LDV2300027)

Addressing Unit Response:

Parcel 33-17-91-000-0150 included in this abandonment request has a physical address of 10320 Sage Run Ln., which is privately maintained. Should future development occur for this location clarity of access will be necessary for the appropriate address assignment.

Thank you,



Lisa Scott
Addressing Coordinator
Leon County Development Support and Environmental Management
435 N. Macomb Street, 2nd Floor Tallahassee, FL 32301
(850) 606-1300 /work (850) 606-1301 /fax
scottl@leoncountyfl.gov

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From: Charles Wu
Sent: Tuesday, August 22, 2023 5:52 PM
To: Ryan Culpepper; Chasity OSteen; Joseph Coleman; Donaldson, Gary; Brent Pell; Deji Ajose-Adeogun; Snyder, Russell; Lee, Jimmy; McCarty, Joya; Mohrman, Melinda; Kyle Kemper; Lisa Scott; Williams, Alvin C.; Williams, Demetri; Chang, Paul; Drose, Tina; Lisa Burnett; Sam Ijeoma; Chris Muehlemann
Cc: Anastasia Richmond
Subject: RE: Abandonment application for ROW located adjacent to 9289 Elgin Rd (LDV2300027)
Attachments: abandonment applic, 9289 Elgin Rd, woodville.pdf

Ryan:

Engineering Services does not have any comments on this ROW abandonment request.

Thanks,

Charles



Charles Wu, P.E.

Director of Engineering Services
Department of Public Works
2280 Miccosukee Road | Tallahassee,
FL 32308
(850) 606-1546 /work | (850) 606-
1501 /fax
wuc@leoncountyfl.gov

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Tallahassee Democrat.

Public Notices

Originally published at tallahassee.com on 02/05/2024

NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to Section 336.10, Florida Statutes, that the Board of County Commissioners of Leon County, Florida, will conduct a public hearing on Tuesday, February 20, 2024, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider the adoption of a resolution renouncing and disclaiming any right of the County and the public in and to that portion of land identified as Maxwell Street that lies between Lots 6 and 15, as delineated on the Woodville Plat, recorded in Deed Book "GG," Page 591 of the Public Records of Leon County, Florida.

Leon County will also broadcast 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 web site (www.LeonCountyFL.gov). All interested parties are invited to present their comments at the public hearing at the time and place set out above.

Interested parties may also provide virtual real-time public comments during the public hearing. After the Board of County Commissioner's agenda is posted online, 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, November 13, 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. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Board," and Article IX., Section F., entitled "Decorum," shall remain in full force and effect.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact, on behalf of the Chair, 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.

Copies of the proposed resolution may be inspected as part of the agenda package on the County's website (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies of the resolution by other means, such as email, mail, or facsimile transmittal, contact the Department of Development Support & Environmental Management at 850-606-1300.

Publication: February 5, 2024

**Leon County
Board of County Commissioners**

Notes for Agenda Item #26

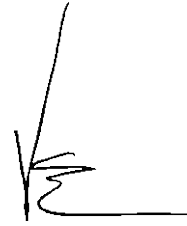
Leon County Board of County Commissioners

Agenda Item #26

February 20, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator



Title: First and Only Public Hearing to Consider Adopting the Proposed Ordinance Prohibiting Unauthorized Solicitation on Private Property

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator
Lead Staff/ Project Team:	Abigail G. Sanders, Health and Human Services Manager

Statement of Issue:

This item requests the Board conduct the first and only public hearing to consider adoption of an Ordinance prohibiting unauthorized solicitation on private property with posted signage. The proposed Ordinance, if approved, would allow law enforcement to enforce the prohibition of unauthorized solicitation on private property with posted signage. The item also provides information on a current County Ordinance regarding peddling and solicitation by permit that will be brought back to the Board later this spring for consideration whether to repeal.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance amending Chapter 12 to include Article IV, entitled “Prohibition of Unauthorized Solicitation on Private Property”, to be applied countywide (Attachment #1).

Report and Discussion

Background:

This item seeks Board approval to adopt an Ordinance prohibiting unauthorized solicitation on private property with posted signage. The proposed Ordinance would allow law enforcement to enforce the prohibition of unauthorized solicitation on private property when the required actions have been taken by the property owner, managing and authorizing agent, lessee/tenant, or person otherwise in charge of the private property (Authorized Person). The item also provides information on a current County Ordinance regarding peddling and solicitation by permit that will be brought back to the Board later this spring for consideration whether to repeal.

On November 14, 2023, the Board accepted a report providing additional information on homelessness following its May 23, 2023 Workshop Addressing Homelessness. During the November 14th meeting, the Board also directed staff to evaluate the prohibition of solicitation on private properties to address concerns shared by local businesses that incidents involving uninvited solicitation have increased in recent months at their respective establishments. On January 23, 2024, an agenda item with a draft Ordinance was presented to the Board, and the Board directed staff to schedule the public hearing to consider adoption for February 20, 2024.

In the past few years, the County has taken a number of actions to address and reduce unsheltered homelessness and panhandling in the community including the establishment of the Sheriff HOST deputies as well as investment in street outreach teams for better engagement and connection to housing. The County has also installed signs on roadway medians that encourage the public to donate to homeless service providers, rather than individuals who solicit and panhandle.

The proposed Ordinance would effectively prohibit unauthorized solicitation on private properties which has been a persistent concern of local businesses in the community. The proposed Ordinance provides that if an Authorized Person, at their own expense, obtains the appropriate “No Solicitation” sign and displays it as required, and a person is soliciting on that property without the required express written consent of an Authorized Person, it will be presumed that the person is soliciting in violation of the Ordinance and is subject to its penalties. The proposed Ordinance would not apply to solicitation on public properties or public rights-of-way.

Analysis:

Over the past several months, the County has participated in meetings conducted by the Big Bend Continuum of Care (CoC) with community stakeholders, including residents, religious organizations, and the business community, regarding the issues of unsheltered homelessness and solicitation and to gather feedback and input on the impacts. 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 for homelessness in Leon County and seven (7) neighboring counties. A common concern shared during the CoC’s meetings with stakeholders is increased solicitation on private properties. Solicitation and homelessness are often erroneously associated with each other; however, many people who solicit are transients that are not members of the

community and are not homeless. Therefore, the CoC has been generally supportive of measures that seek to reduce solicitation activities in the community.

Currently, private property owners and lessees in Tallahassee-Leon County must request an individual be trespassed off of their property or provide a written blanket trespass warning authorization to law enforcement such as Leon County Sheriff Office (LCSO) or Tallahassee Police Department (TPD). The blanket trespass warning authorizes LCSO or TPD, pursuant to State law, to issue trespass warnings and/or to arrest any individuals who are not permitted to be on that property. Private property owners have shared that the process is cumbersome and does not serve the intended purpose of deterring the solicitation activities. The business community, including the Greater Tallahassee Chamber of Commerce, has indicated that signs posted on their property, as would be allowed with the proposed Ordinance, would serve to deter or prevent solicitation and therefore mitigate the involvement of law enforcement.

Proposed Ordinance

The proposed Ordinance would make it unlawful to solicit on any private property on which the required sign is clearly and prominently displayed to the public. The term “solicit” is defined in the Ordinance as “the act of requesting in person from another person something of value, whether tangible or intangible, by using words, body gestures, signs or other means. The term solicit may include, but not be limited to, requests for: petition signatures, support of any kind, money, donations of any kind, or some other action, article, or material of value.” As defined, the term solicit would cover most, if not all, of the unwanted and uninvited activity that has been the concern raised by local businesses in the community.

The proposed Ordinance provides that if an Authorized Person, at their own expense, obtains the appropriate “No Solicitation” sign and displays it as required, and a person is soliciting on that property without the required express written consent of an Authorized Person, it will be presumed that the person is soliciting in violation of the Ordinance and subject to its penalties. The proposed Ordinance would be enforced by law enforcement (i.e. LCSO, TPD, etc.), with any violations to be prosecuted in the same manner as misdemeanors are prosecuted. Upon conviction, any person violating the Ordinance would face a fine of up to \$500 and/or imprisonment for a term not to exceed 60 days. To be in compliance with the Ordinance, a person soliciting must maintain the express written permission on their person while on the private property and must provide such express written permission upon demand. The proposed Ordinance outlines the information that the written permission must contain which includes (i) the full name of the person soliciting, (ii) the full name, telephone number, and signature of the Authorized Person, (iii) the type of solicitation that the person is authorized to engage in while on the private property, and (iv) the date on which the Authorized Person signed, and the beginning and end dates for which the permission applies.

Title: First and Only Public Hearing to Consider Adopting the Proposed Ordinance Prohibiting Unauthorized Solicitation on Private Property

February 20, 2024

Page 4

The proposed Ordinance would not apply to solicitation on public properties or public rights-of-way. According to the County Attorney's Office, certain activities such as solicitation in locations considered traditional public fora (i.e. public sidewalks, etc.), constitute speech and are afforded certain protections under the First Amendment of the U.S. Constitution. However, the United States Supreme Court, and the State of Florida First District Court of Appeal, have held that there is no First Amendment right under the United States Constitution for a person to engage in free speech on private property without the property owner's permission.

The proposed Ordinance would apply countywide, as the City of Tallahassee (City) currently does not have a similar ordinance in place. However, should the City adopt a conflicting ordinance in the future, it would prevail over the proposed County Ordinance, within the City limits, to the extent of any such conflict.

Upon Board adoption of the proposed Ordinance, staff would work with the CoC, local Chambers of Commerce, and local law enforcement to provide outreach to private property owners about the new Ordinance and information about the posted signage requirement if they want the Ordinance to apply at their property.

Notice and Business Impact Estimate

Notice of the Public Hearing has been published in accordance with the requirements of Florida Statutes (Attachment #2). Additionally, a business impact estimate (BIE) was prepared and posted ten days prior to the public hearing as required by Florida Statutes (Attachment #3). As reflected in the BIE, the proposed Ordinance is anticipated to have minimal financial impact to businesses that choose to install signs prohibiting solicitation on their respective properties.

Peddler Ordinance

While developing the proposed Ordinance for this public hearing, a current County Ordinance on peddling and solicitation was evaluated. The Ordinance entitled "Peddlers," codified in Chapter 11, Article VI of the Leon County Code, makes it unlawful for any person, without first securing a permit from the Leon County Sheriff, to "peddle for sale any goods, wares, or merchandise of a per item cost of \$25.00 or less or to solicit orders therefor, or to solicit or sell or offer to sell subscription contracts of a per item cost of \$25.00 or less for any magazine, newspaper, book or periodical within the territorial boundaries of the county." It also provides for exemptions from the permit requirements for certain organizations such as religious and charitable groups. In reviewing the Peddler Ordinance, the County Attorney's Office identified potential conflicts with both the proposed Ordinance and the U.S. Constitution. As a result, an agenda item will be brought back to the Board later this spring for consideration whether to repeal the Peddler Ordinance.

Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance amending Chapter 12 to include Article IV, entitled “Prohibition of Unauthorized Solicitation on Private Property”, to be applied countywide (Attachment #1).
2. Do not conduct the first and only public hearing and do not adopt the proposed Ordinance amending Chapter 12 to include Article IV, entitled “Prohibition of Unauthorized Solicitation on Private Property” (Attachment #1).
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Ordinance to Prohibit Unauthorized Solicitation on Private Property
2. Notice of Public Hearing
3. Business Impact Estimate

LEON COUNTY ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 12 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA BY ADOPTING ARTICLE IV TO BE ENTITLED PROHIBITION OF UNAUTHORIZED SOLICITATION ON PRIVATE PROPERTY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the local business community, including local private property owners and business owners and operators, has expressed concern regarding the frequency of unauthorized solicitations from people on their private property; and

WHEREAS, the Board of County Commissioners desires to amend Chapter 12 of the Leon County Code of Laws, by enacting a new Article IV entitled, "Prohibition of Unauthorized Solicitation on Private Property";

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

Section 1. Amendments to Code, Chapter 12.

Chapter 12 of the Code of Laws of Leon County, Florida is hereby amended by adopting Article IV, to read as follows:

ARTICLE IV. PROHIBITION OF UNAUTHORIZED SOLICITATION ON PRIVATE PROPERTY

Sec. 12-80. Purpose and Intent.

This article is enacted to protect, preserve, and promote the health, safety, welfare, and peace of the citizens of the county by prohibiting the intolerable threat to private property rights, including the right to exclude and to be free from trespass of unauthorized solicitation on private property. It is the intent of this article to protect such private property rights. This article is intended to apply uniformly to all persons who engage in the activities proscribed herein.

Sec. 12-81. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1 (1) *Authorized Person*: property owner, managing and authorizing agent, lessee/tenant,
2 or person otherwise in charge of the private property.

3
4 (2) *Solicit*: the act of requesting in person from another person something of value,
5 whether tangible or intangible, by using words, body gestures, signs, or other means. The term
6 solicit may include, but not be limited to, requests for: petition signatures, support of any kind,
7 money, donations of any kind, or some other action, article, or material of value.
8

9 **Sec. 12-82 Prohibited Conduct.**

10
11 (1) It shall be unlawful and a violation of this article for any person to solicit on any
12 private property on which a sign is displayed, as described in Sec. 12-83, without the express
13 written permission of the Authorized Person for the private property.
14

15 (2) If a sign is displayed on a private property as described and provided in Sec. 12-
16 83, and a person has solicited on said private property without the express written permission
17 of an Authorized Person, then it shall be presumed that such person is soliciting in violation of
18 this article.
19

20 (3) To be in compliance with this article, the person soliciting shall maintain the
21 express written permission of an Authorized Person for that property on their person while on
22 the private property and shall provide such express written permission upon demand. The form
23 of the express written permission of an Authorized Person shall include, but not be limited to,
24 the following:
25

26 a. The full name of the person soliciting;

27 b. The full name, telephone number, and signature of the Authorized
28 Person;

29 c. The type of solicitation that the person is authorized to engage in while
30 on the private property; and

31 d. The date on which the Authorized Person signed, and the beginning and
32 end dates for which the permission to solicit applies.

33 **Sec. 12-83 Signage.**

34
35 For an Authorized Person to invoke the protections of this article for their private property, they
36 must post a sign that meets the following criteria:
37

38 (1) The sign must state “NO SOLICITING,” “NO SOLICITATION,” or “NO
39 SOLICITORS” and “according to SEC. 12-82, LEON COUNTY CODE OF LAWS.”
40

41 (2) Be clearly and prominently displayed to the public in a place where persons
42 entering or exiting the building or private property can see and read it.
43

1 **Sec. 12-84 Enforcement.**

2
3 Law enforcement officers may enforce the provisions of this article against any person found
4 in violation of these provisions within their jurisdiction.

5
6 **Sec. 12-85 Penalty.**

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8 Any violation by any person of any provision of this article shall be prosecuted in the same
9 manner as misdemeanors are prosecuted. Upon conviction, any person violating any provision of this
10 article shall be punished by a fine not to exceed \$500.00 or by imprisonment in the county detention
11 center not to exceed 60 days or by both such fine and imprisonment as provided in F.S. § 125.69, as it
12 may be amended, or as provided in section 1-9.

13
14 **Sec. 12-86 Applicability.**

15
16 This ordinance shall apply to and be effective countywide in the unincorporated and
17 incorporated areas of Leon County; provided, however, that a municipal ordinance shall prevail over
18 any provisions of this article to the extent of any conflict within the boundaries of the municipality. To
19 the extent that a municipal ordinance covers the same subject matter as the provisions of this article
20 without conflict, then both the municipal ordinance and this article shall be effective, each being
21 deemed supplemental to the other.

22
23 **Section 2. Conflicts.**

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

29
30 **Section 3. Severability.**

31
32 If any word, phrase, clause, section, or portion of this ordinance is declared by any court of
33 competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and
34 portions of this ordinance shall remain in full force and effect.

35
36 **Section 4. Effective Date.**

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38 This ordinance shall have effect upon becoming law.
39
40

NOTICE OF PUBLIC HEARING NOTICE OF AMENDMENT TO CHAPTER 12 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA

Notice is hereby given that the Board of County Commissioners of Leon County, Florida, will conduct a public hearing on Tuesday, February 20, 2023, at 6:00 p.m., or as soon thereafter as such matter may be heard, in the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 12 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA BY ADOPTING ARTICLE IV TO BE ENTITLED PROHIBITION OF UNAUTHORIZED SOLICITATION ON PRIVATE PROPERTY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will also broadcast 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 web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

Interested parties may also provide virtual real-time public comments during the public hearing. After the Board of County Commissioner's agenda is posted online, 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, February 19, 2024. 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. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Board," and Article IX., Section F., entitled "Decorum," shall remain in full force and effect.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact, on behalf of the Chair, 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.

Copies of the Ordinance may be inspected as part of the agenda package on the County's website (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies of the Ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration at (850) 606-5300.



LEON COUNTY GOVERNMENT

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Business Impact Estimate

In accordance with Section 125.66(3)(a), Florida Statutes (F.S.), a Business Impact Estimate (BIE) is required to be: 1) prepared before enacting certain ordinances and 2) posted on Leon County's website no later than the date the notice of intent to consider the proposed ordinance is advertised (which, per Section 125.66(2)(a), F.S., is at least ten (10) days before the Public Hearing).

Proposed Ordinance's title in full: AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 12 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA BY ADOPTING ARTICLE IV TO BE ENTITLED PROHIBITION OF UNAUTHORIZED SOLICITATION ON PRIVATE PROPERTY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

Pursuant to Section 125.66(3)(c), F.S., the following types of ordinances are exempt from the BIE requirement. As such, if one or more boxes are checked below, Leon County, Florida, believes that a BIE is not required by state law for the proposed ordinance referenced above. Leon County, Florida, reserves the right to revise this BIE following an initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by a county government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, F.S., relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, F.S., regarding community development districts;
 - c. Section 553.73, F.S., relating to the *Florida Building Code*; or
 - d. Section 633.202, F.S., relating to the *Florida Fire Prevention Code*.

In accordance with Florida law Leon County, Florida, hereby posts the following information for this proposed ordinance on its website for public viewing and consideration on this 10th day of February 2024:

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare): The proposed ordinance will be enacted to protect, preserve, and promote the health, safety, welfare, and peace of the citizens of the county by prohibiting the intolerable threat to private property rights, including the right to exclude and to be free from trespass of unauthorized solicitation on private property. It is the intent of the proposed ordinance to protect such private property rights.

The proposed ordinance will make it unlawful for any person to solicit on any private property on which a "No Solicitation" sign is displayed, as described in the ordinance, without the express written permission of the property owner, managing and authorizing agent, lessee/tenant, or person otherwise in charge of the private property. If the required sign is displayed, and a person has solicited on that property without the express written permission, then it shall be presumed that such person is soliciting in violation of the ordinance.

The ordinance defines the term solicit as the act of requesting in person from another person something of value, whether tangible or intangible, by using words, body gestures, signs, or other means, and it may include, but not be limited to, requests for: petition signatures, support of any kind, money, donations of any kind, or some other action, article, or material of value.

The proposed ordinance will be enforced by law enforcement officers against any person found to be in violation within their jurisdiction. A violation of the ordinance would be prosecuted in the same manner as a misdemeanor and, upon conviction, the violator would face a fine not to exceed \$500.00 and/or imprisonment in the county detention center for a period not to exceed 60 days.

2. Estimate of direct economic impact of the proposed ordinance on private, for-profit businesses in the county, including the following (if any):

a.) Estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted: For any business that chooses to invoke the protection of the proposed ordinance by posting a "No Solicitation" sign, the estimated cost of complying with the signage requirements in the ordinance is up to \$50 for purchase and installation of each sign.

b.) Any new charge or fee imposed by the proposed ordinance for which businesses will be financially responsible: N/A

c.) Estimate of Leon County's regulatory costs, including estimated revenues from any new charges or fees to cover such costs: The estimated cost of Leon County's enforcement of the proposed ordinance is unknown at this time because it will depend on the number of violations and the cost of prosecuting the violations by the State Attorney's Office in the manner of a misdemeanor.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: It is unknown how many of the estimated 17,761 businesses in Leon County will likely be impacted by the proposed ordinance because neither a private property owner nor any business located thereon would be required to invoke the protection of the ordinance. The choice to be impacted by the proposed ordinance by displaying a “No Solicitation” sign, therefore, is totally at the discretion of the business.

4. Additional information Leon County deems necessary (if any): The proposed ordinance would apply countywide, as the City of Tallahassee (City) currently does not have a similar ordinance in place. However, should the City adopt a conflicting ordinance in the future, the City’s ordinance would prevail over this proposed ordinance, within the City limits, to the extent of any conflicts.