BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

REGULAR MEETING
AGENDA

Tuesday, April 9, 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, April 9, 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 Elder Dr. Chris A. Burney, Pastor, Greater Saint Mark Primitive Baptist Church

Pledge of Allegiance by Commissioner Rick Minor

AWARDS AND PRESENTATIONS

- Presentation of the Florida House of Representative's Bicentennial Resolution
  (Representative Allison Tant)
- Proclamation Recognizing Joseph Simons as Volunteer Firefighter of the Year in the State of Florida
  (Commissioner Brian Welch)

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: January 22, 2024 Board Retreat and February 20, 2024 Regular Meeting
   (Clerk of Court)
2. Payment of Bills and Vouchers
   (County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)

3. Commissioner Appointment to the Tallahassee-Leon County Commission on the Status of Women & Girls
   (County Administrator/ County Administration)

4. Request to Schedule the First and Only Public Hearing to Consider Abandoning the April Road Right-of-Way for May 14, 2024
   (County Administrator/ Development Support & Environmental Management)

5. Acceptance of Funding for the Council on the Status of Men and Boys from the City of Tallahassee and Leon County School Board, for the Leon County Sheriff's Office
   (County Administrator/ Office of Financial Stewardship)

6. Acceptance of the Florida Department of Law Enforcement Justice Assistance Grant for the Leon County Sheriff's Office
   (County Administrator/ Office of Financial Stewardship)

7. Acceptance of Report on General Fund Contingency Reserves Funding Requests
   (County Administrator/ Office of Financial Stewardship)

8. Ratification of Citizen Review Teams for FY 2025 and FY 2026 Community Human Services Partnership Funding Cycle and Approval to Amend Agreement with FSU Askew School of Public Administration and Policy
   (County Administrator/ Human Services & Community Partnerships)

9. Amendment to the Interlocal Agreement with the Housing Finance Authority of Leon County
   (County Administrator/ Human Services & Community Partnerships)

10. Proposed Revision to Policy No. 19-4, "Springs Restoration Grants and Septic System Upgrades Policy"
    (County Administrator/ Public Works)

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

11. Authorization to Negotiate an Agreement for Professional Engineering Services for the Leon County Vulnerability Assessment
    (County Administrator/ Purchasing/ Public Works)

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

12. Status report on Community Reinvestment Act Reports and Home Mortgage Disclosure Act Data for Regulated Banks in Leon County
    (County Administrator/ Human Services & Community Partnerships/ PLACE/ Office of Economic Vitality)

13. Lake Munson Action Plan Status Update
    (County Administrator/ Public Works)

CONSENT ITEMS PULLED FOR DISCUSSION

GENERAL BUSINESS

14. Proposed Dedication of Courtroom 3A in Honor of Judge James Charles Hankinson
    (County Administrator/ Office of Resource Stewardship)

15. Acceptance of Opioid Litigation Settlement Funds and Authorization of Agreements with Big Bend Community Based Care, LLC Doing Business as Northwest Florida Health Network and DISC Village Inc.
(County Administrator/ County Administration/ EMS/ Human Services/ Intervention & Detention Alternatives)

16. Acquisition of Parcel Needed for the Centerville Road at Harpers Ferry Drive Turn Lane Project
(County Administrator/County Attorney/ Public Works/ Office of Financial Stewardship)

17. Full Board Appointments to the Tallahassee-Leon County Minority, Women & Small Business Enterprise Citizens Advisory Committee, and the Tallahassee Sports Council
(County Administrator/ County Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

18. First and Only Public Hearing to Consider Adopting an Ordinance Repealing Chapter 11, Article VI of the Leon County Code of Ordinances entitled, "Peddlers"
(County Administrator/ County Attorney/ County Administration)

19. First and Only Public Hearing to Consider a Proposed Resolution Adopting Inventory List of County-owned Properties Appropriate for Affordable Housing
(County Administrator/ Human Services & Community Partnerships / Office of Financial Stewardship)

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

21. First and Only Public Hearing to Consider the Adoption of a Small-Scale Comprehensive Plan Map Amendment and Concurrent Rezoning at 2225 Orange Avenue
(County Administrator/ PLACE/ Planning)

22. Public Hearing for Transmittal of 2024 Cycle Comprehensive Plan Text Amendments
(County Administrator/ PLACE/ Planning)

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

RECEIPT AND FILE

- Florida Development Finance Corporation Financial Statements as of June 30, 2023

ADJOURN

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

Tuesday, May 14, 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~~
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. 2:30 p.m.	Workshop on County's Purchasing Policy Workshop on the Southside Action Plan
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
	Wednesday 17		*Florida Association of Counties Legislative Day* *FSU Turnbull Conference Center*
	Monday 22	9:00 a.m.	Board Retreat FAMU Grand Ballroom
	Tuesday 23	3:00 p.m.	Regular Meeting County Courthouse, 5th 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	*Saturday 10 – Tuesday 13*		*NACO Legislative Conference* *Washington, D.C.*
	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, 5th 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~~ cancelled	~~1:00 p.m.~~	~~Joint County/City Workshop on the 2024 Cycle Comprehensive Plan Amendments~~
	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, 5th Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing for the Westminster Oaks Church Type "C" Site and Development Plan
		6:00 p.m.	First and Only Public Hearing to Consider Abandoning a Platted, Unimproved Right-of-Way Located in the Capitola Plat
	Wednesday 20	600 p.m.	Village Square's 12th Annual Tallahassee Town Hall FSU Studios, Red Barber Plaza

Month	Day	Time	Meeting Type
April 2024	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	Public Hearing for Transmittal of 2024 Cycle Comprehensive Plan Text Amendments
		6:00 p.m.	First & Only Public Hearing to Consider the Adoption of a Small-Scale Comprehensive Plan Map Amendment and Concurrent Rezoning at 2225 Orange Avenue
		6:00 p.m.	First & Only Public Hearing to Consider Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule
		6:00 p.m.	First & Only Public Hearing to Consider a Proposed Resolution Adopting Inventory List of County-Owned Properties Appropriate for Affordable Housing
		6:00 p.m.	First & Only Public Hearing to Consider the Repeal of Chapter 11, Article VI of the Leon County Code of Ordinances entitled, "Peddlers"
	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, 5th Floor Commission Chambers
	Saturday 27		*Honor Flight Tallahassee* *Washington D.C.*
May 2024	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
	tentative	**6:00 p.m.**	**First & Only Public Hearing to Consider Abandoning the April Road Right-of-Way**
		6:00 p.m.	**First & Only Public Hearing on Proposed Ordinance Amending Official Zoning Map to Change Zoning Classification from Single-Family Detached Residential (R-1) Zoning District to Citrus Grove Planned Unit Development (PUD) Zoning District for 149.35 Acres Located Between Apalachee Pkwy and Old Saint Augustine Rd at Intersections with April Rd**
	Thursday 16	1:00 p.m. 3:00 p.m.	Blueprint Intergovernmental Agency Budget Workshop and Meeting City Commission Chambers
	Monday 20	Offices Closed	EMANCIPATON 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	1:00 p.m. 2:30 p.m.	Workshop on the County's Purchasing Policy Workshop on the Southside Action Plan County Courthouse, 5th Floor Commission Chambers
June 2024	*Wednesday 5 – Sunday 9*		*National Organization of Black County Officials (NOBCO) Annual Conference* *Atlanta – Fulton County, GA*
	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	Adoption Hearing on Cycle 2024 Comprehensive Plan Text 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, 5th Floor Commission Chambers

Month	Day	Time	Meeting Type
June 2024 (cont.)	*Tuesday 25 – Friday 28*		*FAC Annual Conference & Educational Exposition Orange County; Orlando, FL*
July 2024	Thursday 4	Offices Closed	INDEPENDENCE DAY
	Tuesday 9	9:00 a.m.	Budget Workshop (if necessary) County Courthouse, 5th Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing to Approve the Resolution Adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to Tax Collector
		6:00 p.m.	First and Only Public Hearing to Approve the Resolution Adopting the Stormwater Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to Tax Collector
		6:00 p.m.	First and Only Public Hearing to Approve the Resolution Adopting the Solid Waste Disposal Services Non-Ad Valorem Assessment Roll, and Certification of the Entire Roll to Tax Collector
		6:00 p.m.	First and Only Public Hearing to Approve the Resolution Adopting the Tower Oaks Non-ad Valorem Assessment Roll and Certifying the Entire Roll to the Tax Collector
		6:00 p.m.	First and Only Public Hearing to Approve the Resolution Imposing Non-Ad Valorem Assessments for Sewer Services for Certain Real Property in Annawood, and Approve Resolution Adopting the Annawood Non-Ad Valorem Assessment Roll and Certifying the Roll to the Tax Collector
	Friday 12 - Monday 15		*NACo Annual Conference* *Hillsborough County - Tampa, FL*
	Tuesday 23	No Meeting	BOARD RECESS
	Wednesday 24 – Saturday 27		*National Urban League Annual Conference* *New Orleans, LA*
August 2024	*Friday 16 – Sunday 18*		*Chamber of Commerce Annual Conference* *Amelia Island, Fernandina Beach, FL*
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
	Wednesday 11 – Sunday 15		*Congressional Black Caucus Annual Legislative Conference – Washington D.C.*
	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday ~~10~~ 17	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 24/25
		6:00 p.m.	First and Only Public Hearing to Consider Adoption of a Resolution Approving and Adopting the Local Provider Participation Fund Non-Ad Valorem Assessment Roll
	Wednesday 18 – Thursday 19		*FAC Innovation & Policy Conference* *Escambia County FL*
	Saturday 21 – Wednesday 25		*ICMA Annual Conference* *Allegheny County – Pittsburgh, PA*

Month	Day	Time	Meeting Type
September 2024 (cont.)	Tuesday 24	1:00 p.m.	Workshop TBD County Courthouse, 5th 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.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
	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, 5th Floor Commission Chambers
		3:00 pm	Workshop on the Comprehensive Plan Land Use & Mobility Elements Update County Courthouse, 5th Floor Commission Chambers
November 2024	Tuesday 5	Offices Closed	ELECTION DAY
	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, 5th 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	*Wednesday 4 – Friday 6*		*FAC Legislative Conference* *Hillsborough County – Tampa, FL*
	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5th 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

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 (1 appointment)

Leon County Educational Facilities Authority
Board of County Commissioners (1 appointment)

Tallahassee-Leon County Commission on the Status of Women & Girls
Commissioner – At-Large I: Carolyn Cummings (1 appointment)

Trusted People Neighborhood Engagement Steering Committee
Children's Services Council Executive Director (1 appointment)

UPCOMING VACANCIES

APRIL 30, 2024

Minority, Women, and Small Business Enterprise Citizen Advisory Committee
Board of County Commissioners (2 appointments – 1 At-large seat and 1 Construction/ Engineering/ Architecture seat)

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)

JUNE 30, 2024 (cont.)

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

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: January 22, 2024 Board Retreat, and February 20, 2024 Regular Meeting

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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: January 22, 2024 Board Retreat, and February 20, 2024 Regular Meeting

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of the January 22, 2024 Board Retreat, and the February 20, 2024 Regular Meeting

Attachments:

1. January 22, 2024 Board Retreat Minutes
2. February 20, 2024 Regular Meeting Minutes

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
FY 2023/2024 Strategic Planning Retreat
January 22, 2024
FAMU GRAND BALLROOM

The Leon County Board of County Commissioners met for its FY 2023-2024 Annual Board Retreat at the FAMU Grand Ballroom on January 22, 2024, at 9:00 a.m.

Present were Chair Carolyn Cummings presiding, Vice Chair Brian Welch, and Commissioners Christian Caban, David T. O'Keefe, Bill Proctor, Rick Minor, and Nick Maddox. Also present were County Administrator Vincent Long, County Attorney Chasity O'Steen, and Clerk to the Board Beryl H. Wood.

Agenda and Table of Contents

Section I: Welcome & Strategic Planning Retreat Overview 9:00 a.m.

Chair Cummings called the retreat to order. She expressed gratitude to Commissioner Proctor for welcoming history students from FAMU. She extended a welcome to FAMU President Larry Robinson. Chair Cummings noted holding the retreat at FAMU and discussed the County's Bicentennial Celebration.

Dr. Larry Robinson, President of FAMU, welcomed everyone on the FAMU campus. He thanked Chair Cummings for her kind remarks and thanked the Board for choosing FAMU to host the retreat. Dr. Robinson provided highlights of FAMU and acknowledged Dr. Pamela Monroe, BOCC Director of Library Services, for her dedication to FAMU.

Chair Cummings outlined ground rules for the retreat, emphasizing the importance of respecting them and being mindful of time. She highlighted the retreat as an opportunity for the Board to reflect on the Strategic Plan.

Opening Remarks from Commissioners

- Vice Chair Welch expressed gratitude for everyone attending the Board Retreat and noted that FAMU was an ideal setting. He thanked the staff for their contributions and expressed anticipation for a robust discussion.
- Commissioner Caban expressed gratitude for the hospitality. He mentioned his preference for checklists to track accomplishments and stressed the importance of staying on task and involving the community.
- Commissioner Maddox acknowledged the commitment and leadership of staff, Chair Cummings, and County Administrator Long. He commended the Board members for their contributions and looked forward to the robust conversation.
- Commissioner O'Keefe expressed gratitude to FAMU for hosting the retreat. He thanked County Administrator Long and the staff for their commitment. He noted that this was his second retreat and looked forward to the discussion.

- Commissioner Minor thanked FAMU and President Robinson for hosting the retreat. He acknowledged staff and the Board for their commitment, recognizing them as the face of the public and highlighting the community's support.
- Commissioner Proctor expressed his love for FAMU, describing it as feeling like home. He shared that he invited his history classes to join the discussion on the strategic plans for Leon County at some point during the day.
- Chair Cummings acknowledged the County Administrator and his exceptional staff. She commended the County Commissioners for their contributions.

The Strategic Planning Retreat Overview was provided by Vincent S. Long, County Administrator.

Leon LEADS Strategic Planning Process

County Administrator Long welcomed everyone and explained the retreat's purpose. He mentioned the key components of Leon Leads: Direct, Plan, Align, Fund, Deliver, Evaluate, and Report Results. He then offered a brief overview of the agenda.

County Bicentennial Update

Kerri Post, Director of Tourism, welcomed Vel Johnson to discuss details of the Bicentennial Celebration planning.

Vel Johnson, the Bicentennial Coordinator, welcomed the retreat attendees and discussed the Bicentennial Celebration. She shared insights into the last year of planning and outlined future directions. She provided a brief presentation.

Mathieu Cavell, Director of Community Relations and Resilience, shared the County's leading efforts.

The presentation was a culmination of 13 months of planning for the 200th anniversary including the latest schedule of programming, events, and activities planned throughout 2024. To date, nearly 100 Bicentennial-themed events had already been announced with more anticipated in the coming months. In support of additional community programming, the Board approved the commencement of a grant application cycle to distribute $69,100 in Tourist Development Tax funds for Bicentennial-themed events. In addition to these community events, several County Bicentennial-themed programs and initiatives were unveiled including the new" Welcome to Leon County" signs, 200th anniversary library cards, and the County's interactive history kiosk. The history kiosk showcases 200 years of representation and progress by providing a historical overview of the County, information on current and past County officials, and significant County achievements and projects by decade.

County Administrator Long thanked staff for their hard work on the Bicentennial Celebration and recommended approval of staff recommendations.

Commissioner Welch moved, seconded by Commissioner Minor, to approve Option #1 and #2.

Option #1: Accept the status report on the Tallahassee- Leon County Bicentennial Celebration on programs, community engagement, and promotional activities.
Option #2: Approve conducting an additional grant application cycle specifically for Bicentennial–themed community events, in the amount of $69,100, to be evaluated and administered consistent with the County's Tourism Event Grant guidelines for Special Event programs and authorize the County Administrator to execute the grant agreements, and any amendments thereto, subject to legal review by the County Attorney.

A brief discussion occurred with the Board.

Commissioner Proctor commented on slavery and asked the Board to prepare a Resolution to acknowledge and apologize for the history of racism and slavery in Leon County, including any historical role the County may have perpetuated related to racial inequity or bias.

County Administrator Long shared that the Board will have the opportunity to ratify decisions made at this retreat tomorrow night at the BOCC meeting. He stated that as soon as tomorrow night, they could prepare a resolution acknowledging slavery in Leon County.

Vice Chair Welch withdrew his motion and allowed Commissioner Proctor to make it and amend it by adding the resolution for slavery recognizing the good and bad within Leon County.

Chair Cummings stated let's vote on the motion on the floor, approval of Option #1 and #2.
The motion carried on Options 1 and 2. The motion carried 7-0.

Commissioner Proctor motioned, seconded by Commissioner Minor, to waive the rule for an agenda item for discussion of an official apology on slavery at tomorrow's Board Meeting.

Chair Cummings thanked Commissioner Proctor for bringing this issue up. She acknowledged how far the County has come.

Commissioner Proctor moved, seconded by Commissioner O'Keefe, to waive the rule.
The motion carried 7-0.

County Administrator Long noted that he would have a resolution at the first meeting in February.

History Kiosk Unveiling – Mathieu Cavell

Mathieu Cavell presented the 2024 History Kiosk that would be placed at the Courthouse and Library.

Chair Cummings thanked staff for their hard work on the history kiosk.

Vice Chair Welch acknowledged staff for their work on this and described how he envisioned the kiosk. He stated that it was approved at last year's Board Retreat.

Commissioner Proctor acknowledged the history kiosk and suggested other areas for placement, such as the Capitol, airport, and schools.

County Administrator Long stated they would explore those options.

Commissioner Maddox asked if the information from the 2024 History Kiosk would be available on the website. County Administrator Long stated that it would.

**The Commission recessed at 11:05 a.m. for a morning break and returned at 11:20 a.m. for the meeting to resume.*

Section III: Strategic Plan Update for FY 2024

County Administrator Long shared the vision and mission for Leon County. Strategic Priorities are:

- Economy
- Environment
- Quality of Life
- Governance

He commented on the total 67 Initiatives, 53 of which are complete and 14 in progress, and shared the Bold Goals and Targets. He also shared 5-Year Targets.

A. Status Report on Strategic Plan Progress

B. Amendment of Existing or Addition of New Strategic Initiatives

County Administrator Long provided the FY 2024 Board Retreat – Amended and New Initiatives.

Additional Initiatives to be added by Commissioners:

- Vice Chair Welch advocated for the addition of the 10th Year of the Honor Flight, emphasizing the significant contributions made by Leon County Veterans. He proposed elevating support by organizing a grand reception upon their return and urged exploring ways to enhance overall assistance for the Honor Flight initiative.
- *Vice Chair Welch moved, seconded by Commissioner Minor, to explore ways to honor the 10th Year of the Honor Flight with a reception. The motion 7-0 carried.*
- Commissioner Proctor highlighted the need to explore strategies for, *reduction in employee healthcare contributions from 13% to 10%, and millage reduction.*
- *Commissioner Caban seconded the motion and noted that this collaborative effort reflects their commitment to finding practical solutions.*
- County Administrator Long suggested that if direction is given, topics like millage, debt, and healthcare could be incorporated into the agenda items for the first budget workshop. *In response, Commissioner Proctor withdrew the proposal as a strategic initiative.* This approach aligned with the aim of addressing key financial considerations during budgetary discussions.

- Commissioner Maddox expressed his observations on the decreasing millage rate and emphasized the importance of debt reduction. He voiced support for the proposal to allocate staff resources for healthcare with a ratio of 13-10. Additionally, he suggested a cautious approach, preferring to wait and assess the impact of the FRS bill before making any definitive decisions.
- Agenda Items & Other Administrative Items
    - Consider a millage reduction to reduce the cost of living due to economic conditions.
    - Explore a 90-10 split in the employer contribution County's healthcare plan.
- Commissioner Proctor expressed gratitude to the students for their participation, and Chair Cummings extended thanks to each student on behalf of the County. Their acknowledgment underscores the value placed on the student's presence in the meeting.
- Commissioner Proctor deliberated on the prospect of acquiring federal lands as a strategic initiative to address housing issues and enhance the overall quality of life within the community and put forth a motion.
- Commissioner Maddox seconded the proposal for discussion, expressing his belief that exploring available federal lands is a commendable idea.
- County Administrator Long recommended a strategic initiative focused on exploring the available federal lands.
- Commissioner Caban sought clarification from the Board, inquiring if there was any opposition or lack of support for the motion under consideration.
- Commissioner Minor expressed his inability to support the motion, citing concerns about asking the Federal Government for Conservation Lands specifically for affordable housing.
- Chair Cummings called for a vote on the motion.
- *Vice Chair Welch - yes; Commissioner Proctor - yes; Commissioner Minor - no; Commissioner O'Keefe - no; Commissioner Caban - no; Commissioner Maddox - yes; Chair Cummings - yes. The motion failed because it did not receive a unanimous vote.*
- *Commissioner Caban moved, seconded by Commissioner Minor, to collaborate with law enforcement agencies to identify and implement solutions to immediately combat crime and nuisance activity in the Pensacola Street corridor and Highway 20. (Quality of Life)*
- Update existing Quality of Life Strategic Initiative #2023-17 as follows:
- Work with the City of Tallahassee, Big Bend Continuum of Care, and street outreach teams to develop corridor plans for North Monroe, Downtown, and Pensacola Street/Highway 20 to reach unsheltered homeless individuals and engage residents and businesses to address community aesthetics and neighborhood safety along the corridors.
- Commissioner Maddox provided suggestions to address homelessness and improve citizens' overall quality of life.
- *The motion carried 7-0.*
- *Commissioner Caban moved, seconded by Commissioner Proctor, to enhance Citizen Safety and Accessibility by reviewing and amending County policy regarding the use of the County's Private Road Repair and Maintenance Programs (Quality of Life). The motion carried 7-0.*
- Commissioner Proctor introduced Elijah Hooks, FSA Executive Director, and Chief of Staff for Students at FAMU, from Chipley, Florida. He shared that he was a fourth-year political science major.

- Elijah Hooks expressed gratitude to the Board, highlighting the significance of youth involvement and thanking them for the opportunity to address and engage with the Board at their annual retreat.
- Commissioner Minor commented on added signage to increase awareness and education on Human Trafficking by posting signage at County campgrounds.
- *Commissioner Minor moved, seconded by Commissioner O'Keefe, to increase awareness and education on Human Trafficking by posting signage at County campgrounds. The motion carried 7-0.*
- Commissioner Minor emphasized the significance of prioritizing the strengthening of neighborhoods in the coming year by indicating a commitment to community development and improvement, highlighting the importance of local neighborhoods in the community's overall well-being. Expand the County's existing Build Your Bucket training to include year-round neighborhood-level emergency preparedness workshops to increase awareness and resilience.
- *Commissioner Minor moved, seconded by Commissioner Welch, to expand the County's existing Build Your Bucket training to include year-round neighborhood-level emergency preparedness workshops to increase awareness and resilience. The motion carried 7-0.*
- Commissioner Minor commented on electric vehicles and proposed expanding the County's fleet in that direction. He also mentioned the upcoming World Athletic event in 2026 and suggested reviewing the Green Event List Policy to ensure sustainability for the year 2024.
- Commissioner Minor expressed his intention to formally propose these ideas at the upcoming meeting.
- Commissioner O'Keefe proposed a strategic initiative event on updating the Comprehensive Plan.
- *Commissioner O'Keefe moved, seconded by Commissioner Minor, to add a strategic initiative event on updating the Comprehensive Plan. The motion carried 7-0.*
- *Commissioner O'Keefe moved, seconded by Commissioner Caban, to expand the Biochar Pilot Program at the Leon County Solid Waste Management Facility into a full-scale, sustainable, and carbon-reducing processing facility for the community's yard waste (environment). The motion carried 7-0.*
- *Commissioner Maddox moved, seconded by O'Keefe, to discuss eligible federal lands.*
- Vice Chair Welch commented on eligible federal lands.
- *Evaluate future opportunities to acquire eligible federal lands to provide affordable housing and public services. (Governance*)
- County Administrator Long shared when properties are added. He commented on the national registry. If it is available, he will bring it forward.
- Commissioner Caban proposed exploring alternative options.
- Commissioner Minor suggested considering all available lands for affordable housing by reflecting a comprehensive approach, indicating a commitment to exploring various possibilities to address housing needs within the community.
- Commissioner Maddox amended his language to evaluate other lands to preserve.

- *Amended—Evaluate future opportunities to acquire eligible federal lands for the provision of affordable housing and public services, excluding those lands that are conserved by the federal government. (Governance) The motion carried 7-0.*
- Commissioner Maddox commented on support for the Sheriff in offering competitive compensation to ensure the recruitment and retention of sworn officers. (Governance).
- *Commissioner Maddox moved, seconded by Commissioner O'Keefe, to support the Sheriff in offering competitive compensation to ensure the recruitment and retention of sworn officers. (Governance). The motion carried 7-0.*
- *Commissioner Maddox moved, seconded by Commissioner Proctor, to implement the statewide planning, coordination, and fundraising efforts to successfully host the 2026 World Cross Country Championships at Apalachee Regional Park. (Economy). The motion carried 7-0.*
- Chair Cummings proposed that the County implement a program to assist with the State Housing Initiatives Partnership (SHIP) for their properties.
- *Chair Cummings moved, seconded by Commissioner Proctor, to enhance the County's State Housing Initiative Partnership (SHIP) program to provide legal assistance and consultation to residents with their property issues and estate planning needs that will preserve affordable housing for low-income families. (Quality of Life) The motion carried 7-0.*

Closing Comments & Adjournment

Commissioner Minor expressed gratitude, thanking everyone for a successful retreat.

Chair Cummings expressed gratitude for the congeniality during the meeting, acknowledging and appreciating the collective efforts. She extended thanks for the work accomplished and expressed gratitude to President Larry Robinson for the warm welcome to FAMU (the Florida Agricultural & Mechanical University).

County Administrator Long expressed his appreciation to the Board for its continued leadership and guidance. He noted they are excited to execute all that resulted in today's meeting.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 1:11 p.m.

ATTEST:

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

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

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
February 20, 2024

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 was provided by Don Tolliver, Associate Minister, Bethel Missionary Baptist Church.

The Pledge of Allegiance was provided by Commissioner Bill Proctor.

AWARDS AND PRESENTATIONS

- Proclamation Recognizing DJ Demp for his Contributions to the Community
  - Commissioner Minor presented the proclamation to DJ Demp and proclaimed February 20, 2024, DJ Demp Day.
  - DJ Demp accepted the proclamation and thanked the Board for the support as well as the community.
  - Commissioner Maddox acknowledged the accomplishments of DJ Demp. He thanked Commissioner Minor for taking the opportunity to experience what DJ Demp does for the community.
  - Chair Cummings thanked DJ Demp for everything he does for the community and shared that the proclamation was well deserved.

CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS
3-minute limit per speaker; there will not be any discussion by the Commission

- Michael McBride, 124 Mill Branch Road, Tallahassee, FL 32312, spoke in support of the Restorative Justice (RJ) Program and asked the Commission to get involved.
  - Vice Chair Welch thanked Mr. McBride for advocating for this program. He asked Mr. McBride to send additional information to the Commission.
  - Commissioner O'Keefe thanked Mr. McBride for speaking about the Restorative Justice (RJ) Program and stated he would contact him to obtain additional information.
  - Chair Cummings thanked Mr. McBride for speaking about the Restorative Justice (RJ) Program.

CONSENT

Commissioner Minor moved, seconded by Commissioner O'Keefe, to approve the Consent Agenda, as presented, with the exception of Items #6 and #11.

The motion carried 7-0.

1. Minutes: December 12, 2023, Regular Meeting

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

2. Payment of Bills and Vouchers

The Board approved 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.

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

The Board approved Option #1: Ratify the County's Grant Funding Agreement with Florida Civil Rights Museum, Inc.

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

The Board approved 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, and;

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.

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

The Board approved 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.

6. PULLED - Florida Department of Health Resuscitation Training for Emergency Medical Services

7. Request to Schedule a Workshop on the County's Purchasing Policy

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

8. Memorandum of Understanding for Use of the Driver and Vehicle Information Database System

The Board approved 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, and any amendments and annual certification thereto, subject to legal review by the County Attorney.

9. Proposed Revision to Section XII of the Leon County Personnel Policies and Procedures

The Board approved 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.

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

The Board approved Option #1: Accept the Florida Department of Environmental Protection Waste Tire Amnesty Event grant in the amount of $25,000, and;

Option #2: Accept the Florida Department of Environmental Protection Waste Tire Amnesty Event grant in the amount of $25,000 into the FY 2024 budget.

11. PULLED - Resolution in Support of the Welcome Sign Installations on Roads Maintained by Florida Department of Transportation

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

The Board approved 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., and;

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

13. Memorandum of Understanding between Leon County and Blueprint Intergovernmental Agency for the East Drainage Ditch Stormwater Modeling

The Board approved 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, subject to legal review by the County Attorney.

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

14. FY 2023 Annual Domi Entrepreneurial Community Impact Report

The Board approved Option #1: Accept the Domi Entrepreneurial Community Impact Annual Report for FY 2023.

15. North Monroe Corridor Charrette Update and Final Report

The Board approved Option #1: Accept the North Monroe Corridor Charrette Final Report and implement the 10 action items included in the Report.

16. Status Report on Intersection Sightline Standards and the Maintenance of County Intersections

The Board approved Option #1: Accept the status report on intersection sightline standards and the maintenance of County intersections.

CONSENT ITEMS PULLED FOR DISCUSSION

6. PULLED - Florida Department of Health Resuscitation Training for Emergency Medical Services (County Administrator/ Emergency Medical Services)

This item was pulled by Commissioner Proctor.

- Commissioner Proctor inquired about the significance of high-performance resuscitation.
- Chief Abrams from Emergency Management elucidated that this training emphasizes how resuscitation techniques can increase an individual's chance of returning home.
- Commissioner Proctor sought clarification on the definition of resuscitation.
- Chief Abrams explained that it refers to reviving a person whose heart has stopped, typically requiring CPR.
- Commissioner Proctor raised concerns about the process of selecting training from the pre-approved vendor list provided by the state.
- Chief Abrams assured that the County would be reimbursed for the training costs.
- Commissioner Proctor sought updates regarding the eviction notice received from Neighborhood Medical Center on Orange Avenue.
- County Administrator Long addressed the longstanding agreement with the Department of Health for primary care services at the Orange Ave. Health Department through Neighborhood Health Services. He mentioned ongoing efforts to ensure a smooth transition.
- Commissioner Proctor urged the Board to designate a property for continued operations.
- Chair Cummings confirmed the operating hours at the S. Monroe location.
- County Administrator Long affirmed and highlighted the coordinated approach during the transition.
- Commissioner O'Keefe suggested updating the Economic Vitality strategic goals to include businesses that expand medical care and generate employment opportunities.

Commissioner Proctor moved, seconded by Commissioner O'Keefe, to approve 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, and;

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

The motion carried 7-0.

11. PULLED -Resolution in Support of the Welcome Sign Installations on Roads Maintained by Florida Department of Transportation (County Administrator/ Public Works)

This item was pulled by Commissioner O'Keefe.

- Commissioner O'Keefe stated he initially pulled this item because the price seemed unreasonable. However, after speaking with County Administrator Long and receiving more detailed information, he supported staff recommendations for Options #1 and #2.
- Commissioner Proctor asked why Tourist Development Council (TDC) funds are being used for signs and why the State of Florida is not covering the cost.
- County Administrator Long stated the Board, not the Tourist Development Council (TDC), is entirely responsible for funding this project. In addition, funding is available.
- Commissioner Proctor stated that the State of Florida should pay for the signs rather than Leon County.

Commissioner O'Keefe moved, seconded Vice Chair Welch, to approve Option #1: Adopt the Resolution in support of the Welcome Sign Installations on Roads Maintained by the Florida Department of Transportation and authorize the County Administrator to execute the Community Aesthetic Feature Agreement, and any current or future amendments thereto, subject to legal review by the County Attorney, and;

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

The motion carried 7-0.

GENERAL BUSINESS

17. Status Report on the Tallahassee-Leon County Local Broadband Technology Planning Efforts

- County Administrator Long introduced this item. 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.
- Keith Bowers, Director of the Office of Economic Vitality, shared information on expanding broadband services for Leon County. He provided a PowerPoint Presentation. He also spoke about the grants received and thanked the providers present in the audience.

  The following speakers provided in-person comments:

  - Stephanie Bowden, Comcast, shared her excitement for the partnership with the County and what's to come. She spoke about successful projects they have completed over the past two years, including expanding broadband in Wakulla County, Clay County, and the cities of Monticello, Lake Butler, and Waldo.
  - Carl Meyerhoefer, representing Conexon, spoke about the significance of broadband. He noted that the company focuses on rural broadband and has been in operation since 2015. He noted that they partner with local electric cooperatives and are a provider focusing on providing affordable broadband service in rural communities. He shared that their goal is to build rural broadband across the Panhandle.

- Vice Chair Welch thanked the OEV staff for their work on this item and Comcast for the grant awarded to expand broadband in rural areas, including the Miccosukee community.
- Commissioner Minor thanked and congratulated the staff for their work and shared that this is very encouraging news.
- Commissioner Maddox acknowledged the constituents in the Miccosukee area and mentioned that they have wanted this service for a while. He encouraged moving the ball forward, especially in the Ft. Braden area.
- Commissioner Caban thanked Mr. Bowers and everyone in the OEV Department for the work they have done. He noted that this is a huge need in his district. He stated his goal is for everyone in his district to have fast and reliable broadband. He expressed concerns about the process of the vendor that received a grant to provide service in his district. He explained that Comcast applied for a grant in his district recently but was denied due to a federal grant awarded to Conexon a few years ago. He stated that he feared they would miss out on funds if the awarded vendor was unable to provide service. He shared that he would support the motion.
- Commissioner Proctor asked about the life expectancy of broadband.
    - Ms. Bowden stated that they have a team that is prepared and works 24/7. She expressed that they are always one step ahead to ensure that individuals are served with the best and most reliable service to take care of their needs.
- Commissioner Proctor expressed his concern about fighting for something that will go out of style before they can install it. He confirmed with Ms. Bowden that they are barred from getting any funds where Conexon already has contracts.
    - Ms. Bowden confirmed that they don't want ISPs to overlap in areas that are already covered.
- Commissioner Proctor asked Mr. Meyerhoefer to speak about plans with Talquin Cooperative.
    - Mr. Meyerhoefer clarified that they don't have to partner with Talquin Cooperative. He explained that they install broadband the same way Comcast does. He stated that they allow local electric cooperatives to participate in the broadband project. If the community decides not to participate, they will deploy as traditional ISPs do.
- Commissioner Proctor asked Mr. Meyerhoefer how they could help to achieve an agreement.
    - Mr. Meyerhoefer stated that they have a presentation ready for the cooperative to participate in the project and are currently scheduling a meeting with the executive team at Talquin Cooperative.
- Commissioner Caban asked of the counties and regions where they do business, how many did not reach a deal and the company had to implement on their own.
    - Mr. Meyerhoefer stated that only one cooperative did not participate in the agreement.
- Commissioner Caban asked if they don't come to an agreement, would they commit to lay the foundation and do the work themselves.
    - Mr. Meyerhoefer stated yes that they have a commitment to honor.
- Commissioner Proctor asked if they have any governmental empowerment in public utility.
    - Mr. Meyerhoefer stated no, they are not a utility. They follow the same process as others.

- Commissioner Proctor asked, according to the map, why there was favoritism in certain areas.
    - Ms. Bowden stated they could not provide a detailed map of their plans; they can only provide information on awarded areas.

Mr. Bowers clarified that the Office of Economic Vitality (OEV) does not determine funding decisions. Instead, Florida Commerce oversees this process through an application procedure, designating areas based on unserved and underserved criteria. OEV's role is primarily to facilitate community dialogue and gather feedback on these matters.

- Commissioner Proctor asked County Administrator Long to facilitate a meeting with Ms. Bowden.
- Chair Cummings thanked staff and commented that it is a plus for the citizens.
- Ms. Bowden shared that the company's goal is to ensure that every citizen has access to reliable, high-speed broadband connectivity.
- Commissioner Proctor stated that rural schools should be a priority.

Vice Chair Welch moved, seconded by Commissioner Minor, to approve 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.

The motion carried 7-0.

18. Resolution to Acknowledge and Apologize for the History of Slavery and Racism in Leon County

County Administrator Long introduced this item. As requested at the January 22, 2024, Board Retreat, this item sought Board adoption of a Resolution to acknowledge and apologize for the history of slavery and racism in Leon County.

The following speaker provided virtual comments:

- Priscilla Hawkins, Director of the Black History Alliance, expressed gratitude to Commissioner Proctor for his assistance in this endeavor and his attention to the actions of First Presbyterian Church. She proposed the formation of a task force with allocated funds to thoroughly investigate and address acknowledgment, apology, repentance, and reparation. Additionally, she extended an invitation to the Board to join a complimentary lunch event at First Presbyterian Church on February 29th at noon.

The following speaker provided in-person comments:

- Stanley Sims, 1320 Avondale Way, supported the resolution and its accompanying apology. Reflecting on his own school experiences, he welcomed the apology with appreciation but emphasized that it should not be construed solely as an apology directed towards the Black community.

    - Commissioner Proctor expressed gratitude to the County Commission and underscored the resolution's significance, particularly its relevance in commemorating 200 years. He emphasized that this symbolic gesture holds deep meaning for those interred in the graveyard and their loved ones.
    - Commissioner Maddox thanked Commissioner Proctor for his leadership on this item. He shared the importance of a sincere apology and growing as a people.

- Commissioner Minor expressed gratitude to Commissioner Proctor for introducing this item. He emphasized the importance of closing this terrible chapter and initiating the healing process.
- Commissioner O'Keefe thanked Commissioner Proctor for the item. He stated they have a history that they must apologize for and acknowledge. He shared how fortunate he is to be part of a board that represents this government.
- Commissioner Proctor amended his motion to place the Resolution in the media (on all levels) by letting all know they are taking positive steps.
- Chair Cummings thanked Commissioner Proctor for bringing this item, the Board for being sensitive to this issue and agreeing to adopt a Resolution, and thanked County Administrator Long for a phenomenal job.
- Commissioner Maddox recognized School Board Members Lori Cox and Daryl Jones.

Commissioner Proctor moved, seconded by Commissioner Maddox, to approve Option #1 as amended: Adopt the Resolution to acknowledge and apologize for the history of slavery and racism in Leon County; to be widely disseminated in the community including in the newspaper, via the County's Comcast channel, inclusion in the FAMU Meek-Eaton Black archives, and the R.A. Gray State Library and Archives.

The motion carried 7-0.

19. Bid Award for the Magnolia Drive Multi-Use Trail Phase II Construction

County Administrator Long introduced this item. This item will have 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.

- Commissioner O'Keefe shared his excitement about this project.
- Commissioner Proctor expressed his enthusiasm for the project.
- Chair Cummings acknowledged County Administrator Long for all the work done on this item.

Commissioner O'Keefe moved, seconded by Vice Chair Welch, to approve 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, and any amendments thereto, subject to legal review by the County Attorney, and;

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

The motion carried 7-0.

20. Status Report on the Extension of Sewer Service to Properties in Unincorporated Leon County Located within the Urban Services Area

County Administrator Long introduced this item. He shared the next three items are related to sewer construction. This particular item provides a status report on the extension of centralized sanitary sewer service to unincorporated areas located within the Urban Services Area, particularly in the Southside and Southern Triangle areas. This item included the information requested by the Board at its November 14, 2023, meeting and the information requested by the Board at its January 23, 2024 meeting.

There was no public comment.

- Laurel Harbin, Planning Director, provided a detailed report on Water and Sewer Expansion and septic-to-sewer projects. She shared that, to date, they have invested $63 million in Septic-to-Sewer projects and extended sewer services to 1,529 properties in Southern Leon County.
- Commissioner Proctor expressed gratitude for the dedication of County staff and recognized the importance of sewer placement, especially on the southside.
- Commissioner Minor commented on the importance of sewer placement for the citizens and County Administrator Long's effort to leverage grant dollars.
- Commissioner Caban commended the County for their job on the sewer line projects.
- County Administrator Long commended staff for the ongoing protection of area Springs.
- Chair Cummings expressed her approval for this project.

Commissioner Maddox moved, seconded by Commissioner Caban, to approve Option #1: Accept the Status Report on the Extension of Sewer Service to Properties in Unincorporated Leon County within the Urban Services Area.

The motion carried 7-0.

21. Florida Department of Environmental Protection Springs Restoration Grant Amendments for the Northeast Lake Munson and Woodville Sewer System Projects

County Administrator Long introduced this item. This item sought 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's share of sales tax water quality funding.

There was no public comment.

Commissioner Maddox moved, seconded by Commissioner Caban, to approve Option #1: Approve the Florida Department of Environmental Protection Springs Restoration Grant Agreement Amendment No. 3 for the Northeast Lake Munson Sewer System Project, and authorize the County Administrator to execute the grant amendment, including any future modifications, subject to legal review by the County Attorney, and;

Option #2: Approve the Florida Department of Environmental Protection Springs Restoration Grant Agreement Amendment No. 3 for the Woodville Sewer System Project and authorize the County Administrator to execute the grant amendment, including any future modifications, subject to legal review by the County Attorney, and;

Option #3: Approve the Resolution and associated Budget Amendment.

The motion carried 7-0.

22. 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

County Administrator Long introduced this item. This item sought 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.

There was no public comment.

- Commissioner Proctor asked about receiving the $12 million grant.
- County Administrator Long stated the Legislature has prioritized Springs protection.

Commissioner Maddox moved, seconded by Commissioner Minor, to approve 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, and;

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.

The motion carried 7-0

23. Full Board Appointments to the Advisory Committee for Quality Growth and the Joint City/County Bicycling Workgroup

County Administrator Long introduced this item. This item sought the full Board's consideration of the appointment of citizens to the Advisory Committee for Quality Growth and the Joint City/County Bicycling Workgroup.

Commissioner Proctor moved, seconded by Commissioner Maddox, to approve: 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, and;

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.

The motion carried 7-0.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

24. 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

County Administrator Long introduced this item. This item requested 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.

There was no public comment.

- County Attorney O'Steen reminded the Board that this was a quasi-judicial proceeding.

Commissioner Minor moved, seconded by Commissioner Caban, to approve 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) 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.

The motion carried 7-0.

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 Long introduced this item. 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 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.

There was no public comment.

Commissioner O'Keefe moved, seconded by Commissioner Caban, to approve 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.

The motion carried 7-0.

26. First and Only Public Hearing to Consider Adopting the Proposed Ordinance Prohibiting Unauthorized Solicitation on Private Property

County Administrator Long introduced this item. This item requests the Board conduct the first and only public hearing to consider the 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 on whether to repeal.

- Commissioner Minor stated he would support the motion but would like to amend the ordinance due to the word "solicit" being too broad. He requested to remove the following activities from the definition "solicit": signature gathering, voter registration, and advocacy of public issues or candidates. He moved, and Commissioner Caban seconded.
- County Attorney O'Steen proposed to add a sentence that "solicit" does not include signature gathering, voter registration, and advocacy for political issues or candidates.
- Commissioner Minor made a motion to change the paragraph on page 751 of the agenda to include the language suggested by County Attorney O'Steen.
- Vice Chair Welch asked if they could just dictate not to trespass on private property.
- County Attorney O'Steen clarified that if someone currently has a posted sign under current law that says no trespassing or no solicitation, those seeking to solicit are not authorized to do so.
- Commissioner Maddox asked what the difference is between what they are doing now and the no trespassing ordinance that they have.
- County Attorney O'Steen explained that trespassing is a crime under current law. Under the County's code it would be illegal but as a non-criminal infraction.
- Commissioner Maddox asked at what point it becomes criminal.
- County Attorney O'Steen explained that under the County's code, a non-criminal infraction is prosecuted in the manner of a misdemeanor. If someone is cited or arrested for violating the County Code, they would go through the normal prosecution process with the State Attorney's office, but it is not a crime. She clarified that for law enforcement to enforce a violation of the County's code, they would have to personally observe the behavior, unlike a crime where pictures and videos can be used.
- Commissioner Maddox thanked County Attorney O'Steen for the explanation and said he would support Commissioner Minor's suggested changes. He discussed the options of the property owners and what they are taking off the table.
- Chair Cummings stated that private property owners must be proactive and have a sign posted permanently so individuals will notice.

The following speakers provided in-person comments:

- Ron Clark, Chair of the Tallahassee Chamber of Commerce, spoke in support of the ordinance and thanked staff for working on this item. He agreed with Chair Cummings that property owners should post a "no trespassing" sign. He stated that owners have the right to control their property, and solicitors

need to get permission from the private property owner even though they made it clear not to trespass.

- Darwin Gamble, 1248 Halifax Court, Tallahassee, FL 32308, spoke in opposition to the ordinance. He briefly explained that he volunteers to go door-to-door and ask people to register to vote. He stated that even though he will be allowed to continue to work under the changes Commissioner Minor proposed, the homeless community will be left out, which he is not in favor of.
- Ed Murray, founder and partner of NAI Talcor, 1018 Thomasville Road #200A, Tallahassee, FL 32303, spoke in support of the ordinance. He stated that customers stopped going to stores because of panhandling.
- Nathan Pugh, Founder of Little Sunshine Pantries, 631 W. 8th Avenue, Tallahassee, FL 32303, spoke in opposition to the ordinance. He explained that his job is to distribute food to the most food-insecure areas in Tallahassee, and this ordinance will affect them. He stated that what is proposed is not any different than what's currently happening, and the ordinance does not offer resources only quick imprisonment for being undesirable.
- Matt Tharpe, 3628 Pine Tip Road, Tallahassee, FL 32312, spoke in support of the ordinance. He thanked staff for their hard work in moving it forward and hopes the Board will vote in favor of the proposed ordinance.
- Madeline Bowman, 622 W. 10th Avenue, Tallahassee, FL 32303, spoke in opposition to the ordinance. She asked the Board to oppose the proposed ordinance because it would affect the process of asking for donations. She stated that the proposed ordinance is dangerous anti-democracy that will criminalize homelessness and will put more stress on the criminal justice system.
- Jessica Yeary, Public Defender in the 2nd Judicial Circuit, voiced her opposition to the ordinance. She urged the Board to consider alternative solutions for homelessness, such as transitional housing, long-term housing, and affordable housing, to provide individuals with viable options. Ms. Yeary highlighted existing trespass warnings and laws, noting that individuals can already face prosecution and imprisonment for up to a year. She appealed to the Board for assistance in finding alternatives to incarceration and establishing connections to employment.
- Barry Monroe, residing at 1248 Halifax Court, Tallahassee, FL 32305, expressed his opposition to the ordinance. He mentioned his involvement in educating individuals in vulnerable communities about voting and expressed concern for his safety due to the proposed legislation.
- Kathy McGuire, 1101 Pine Street, Tallahassee, FL 32303, spoke in opposition to the ordinance. She thanked Commissioner Minor for the recommended amendment because of the right to canvassing. She acknowledged the Board's commitment to free speech and urged them to vote against the ordinance, as she believed it would adversely impact homeless individuals.
- Bob McClure, 100 N Duval Street, Tallahassee, FL 32301, spoke in support of the ordinance. He shared his concern about suffering aggressive solicitation towards his employees, defecation in public, and public sexual acts. He stated that they had spent about $40,000 to protect their property. He urged the Board to vote in favor of the proposed ordinance.
- Samuel Dohler spoke in opposition to the ordinance. He stated that the solution to the homelessness crisis is not the police. It is homes, food, and health care. He stated that the proposed ordinance is going in the wrong direction, and these policies only create a hostile environment for everyone.

- Tavish Bryan spoke in opposition to the ordinance. He stated the proposed ordinance is not a fair equivocation and does not offer anything to reduce crime and a safer community. He believed the proposed ordinance was a dehumanizing and anti-homeless law that held property rights above the needs of houseless neighbors, criminalized acts of survival, and treated people as unsightly.
- Robert Lee, spoke in opposition to the ordinance. He suggested spending taxpayers' money to help people find housing and jobs.
- Drew McLeod, 115 West Park Avenue, Tallahassee, FL 32301, spoke in support of the ordinance. He shared his concern with experiencing aggressive panhandling, defecation in public, and indecent exposure.

The following speaker provided virtual comments:

- Spencer Brass, residing at 2020 W. Pensacola Street, Tallahassee, FL 32304, voiced his support for the ordinance. He mentioned observing instances of aggressive panhandling and individuals not utilizing resources for basic needs but rather for drugs and alcohol. Mr. Brass argued that existing trespassing laws are insufficient to address these issues.

- Commissioner O'Keefe asked about the requirements regarding the size of the sign.
- County Attorney O'Steen stated that the requirements would have to be dictated by the boundaries and characteristics of each individual property on a case-by-case basis, and that it would be left to the property owner to decide such requirements.
- Commissioner O'Keefe asked who decides to give permission for someone to solicit in a shopping mall.
- County Attorney O'Steen stated it depends on who has control over the property.
- Commissioner O'Keefe asked how they would know that the ordinance is being evenly enforced.
- County Attorney O'Steen stated it is up to law enforcement to decide.
- Commissioner O'Keefe asked if there is comparable data showing that these types of ordinances will reduce panhandling.
- County Attorney O'Steen stated that the Chamber has done research indicating that enforcement of these types of ordinances decreases panhandling.
- Commissioner O'Keefe asked if there are any laws that address public indecency.
- County Attorney O'Steen emphasized that the intention is not to criminalize any behavior. Instead, individuals charged will face prosecution in the manner of a misdemeanor. The ordinance specifically pertains to individuals engaging in activities such as solicitation on private property. County Attorney O'Steen clarified that the ordinance defines the scope of solicitation. She underscored that exercising free speech on private property is not protected under the First Amendment.
- Commissioner O'Keefe expressed his opposition to the proposed ordinance. He highlighted the lack of perceived benefits compared to the associated costs and questioned its effectiveness, arguing that it could potentially lead to confusion rather than clarity.
- Commissioner Proctor asked the average night cost for an arrestee and the average daily jail population.
- Teresa Broxton, Director of Intervention and Detention Alternative, stated approximately $100 per night and currently 920 people are incarcerated.

- Commissioner Proctor asked how many days an arrestee remains in jail.
- Ms. Yeary stated that it depends on the charge.
- Ms. Broxton stated around 260 days.
- Commissioner Proctor asked for the percentage of misdemeanors.
- Ms. Broxton stated that it was a small percentage.
- Commissioner Proctor opposed the proposed ordinance. He suggested the Board bring it back with different language.
- Chair Cummings asked Public Defender Jessica Yeary for a percentage of individuals she represents with trespassing charges.
- Ms. Yeary stated she does not have a specific number, but it is an ongoing issue in the community.
- Commissioner Maddox asked County Attorney O'Steen who would make the delineation between someone calling it a trespass or being charged under the ordinance.
- County Attorney O'Steen stated if the property owner wishes to prosecute for trespassing that will be taken into consideration by law enforcement. In terms of prosecution, it would be left up to the State Attorney's Office to prosecute for a crime.
- Commissioner Maddox asked Deputy Sheriff Reeves how the Sheriff's Office would proceed if someone called him under this ordinance.
- Deputy Sheriff Reeves stated if the owners wanted the individual removed, the Sheriff's Deputy would issue a warning, and if individuals repeatedly came back, they would be arrested.
- Commissioner Maddox stated private property owners have the right to decide what they can do or not. He asked the Deputy Sheriff how they would proceed if there was an issue with an individual trespassing with mental health issues.
- Deputy Sheriff Reeves stated that could lead to the Baker Act.
- Commissioner Maddox stated he supported the motions with Commissioner Minor's changes.
- Chair Cummings asked who determines the fine amount.
- County Attorney O'Steen stated it would be determined by the judge, tracking what is in Chapter 125 of the Florida Statutes.
- Vice Chair Welch shared that many business owners in the community are complaining about this issue. He stated the Board has an obligation to take some measures to help business owners protect their property. He encouraged the Board to approve the motion.
- Commissioner Caban thanked everyone who shared their opinion. He expressed his concern with some comments because they seem to suggest that they are not trying their best to help the homeless community. He stated he would support the motion and encouraged the Board to do so.
- Commissioner Minor stated that they are doing their best with the homelessness issue and helping people get safe housing. He added that they need to have compassion for individuals who are struggling on the streets and business owners who are dealing with crime, homelessness, and solicitation. He spoke in support of this motion and urged the Board to support it as well.
- Commissioner Proctor stated that this ordinance is inhumane for the most vulnerable and that the Board needs to study plea offers before spending time in jail. He asked how this ordinance would interact with the City of Tallahassee's panhandling ordinance.
- County Attorney O'Steen clarified that the City of Tallahassee currently lacks an ordinance addressing or prohibiting solicitation on private property. However, according to the County code, if the city were to adopt such an ordinance, it would apply in the municipal limits and supersede any conflicting county regulations.

- Commissioner Proctor expressed his concern about the city for not addressing this matter.
- Chair Cummings thanked everyone who shared their opinion, she also thanked the County Administrator and County Attorney for bringing this item back with a better ordinance. She stated nobody wants to criminalize the homeless, but this matter is increasing in the community and needs to be addressed. She shared that her business has been victimized plenty of times, and she needed to call the police force. She asked the County Attorney if there was a second instance on the same property what were the additional steps.
- County Attorney O'Steen stated it will be difficult for law enforcement to keep track of issued warnings. She reminded the Board that to violate the ordinance, the law enforcement officer has to personally see the behavior occurring before triggering a violation.
- Chair Cummings stated they must do something to protect the safety of property owners and the homeless population. She stated she would support the motion.
- Commissioner Proctor asked if someone is arrested, will they lose the benefit of receiving human services?
- Shington Lamy, Assistant County Administrator, stated no, they will not be disqualified except for sexual predators.

Commissioner Minor moved, seconded by Commissioner Caban, to approve 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, with a sentence added to state that "solicit" does not pertain to: signature gathering, voter registration, and advocacy for political issues or candidates.

The motion carried 5-2. (Commissioners Proctor and O'Keefe in opposition).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

- **NONE**

COMMENTS/DISCUSSION ITEMS

County Attorney O'Steen:

- No Comments

County Administrator Long:

- Introduced Nikki Paden, Assistant to the County Administrator for Legislative Affairs, to discuss the Legislative Report.
    - Ms. Paden shared a report that may have a potential fiscal impact on the County including:
        1) House Bill 7015, additional homestead exemption for ad valorem taxes, increase existing exemption between $50,000 and $75,000. This bill is still to be considered by the full House.

2) This bill will impact FRS pension plan members with a cost-of-living adjustment of $9.6 million next fiscal year. FAC opposes the legislation, and the County will continue to keep the Board apprised through the weekly Capitol Update.

COMMISSIONER DISCUSSION ITEMS

Commissioner Maddox:

- Requested a proclamation to recognize the 50th Anniversary of the Iota Delta Chapter of the Alpha Phi Alpha Fraternity, Inc. to be presented off-site at FSU on April 3, 2024, and offered the Chair the option of presenting the proclamation.

  Commissioner Maddox moved, seconded by Commissioner O'Keefe, to approve a proclamation to recognize the 50th Anniversary of the Iota Delta Chapter of the Alpha Phi Alpha Fraternity Inc.

  The motion carried 7-0

- He wished a Happy Birthday to County Administrator Long and Commissioner Proctor.

Commissioner O'Keefe:

- Recognized Anna Padilla, Stormwater Management Coordinator, for helping a constituent with the $7,500 grant for installing a nitrogen-reducing septic tank.

Commissioner Minor:

- Commended the North Monroe Charrette Final Report and staff that worked on planning and support for this item.

Commissioner Caban:

- Invited the Board to the March 16th Woodville Founders Day.

Commissioner Proctor:

- Asked to schedule a Workshop on the Southern Action Plan, including an update on the Banking Community Reinvestment Act, at the May 28th Workshop.
- County Administrator Long stated yes, if the Board wishes they can have a second workshop on the same date.

  Commissioner Proctor moved, seconded by Commissioner Caban, to approve scheduling a workshop on the Southside Action Plan, including an update on the Banking Community Reinvestment Act for May 28, 2024.

  The motion carried 6-0 with Commissioner Maddox out of Chambers.

- He asked members of the CRPTA for assistance on widening Crawfordville Road and commended the work already done in Wakulla County. He asked to expedite improvements on Tharpe Street, including a traffic data report.

    - Commissioner Caban stated those projects have been expedited. He shared that there will be additional Blueprint funding for Tharpe Street.

Vice Chair Welch:

- No comments

Chair Cummings:

- Requested a proclamation recognizing March as Women's History Month to be presented at the Board's March 19th meeting.

  Commissioner O'Keefe moved, seconded by Commissioner Welch, to approve a proclamation recognizing March as Women's History Month.

  The motion carried 6-0 with Maddox out of Chambers.

- Commented on the celebration of the 30th Anniversary of the Tallahassee Lenders Consortium, and their recognition of the County for being a supporter. She presented the County's award to County Administrator Long.

RECEIPT AND FILE:

• Capital Region Community Development District November 9, 2023, Meeting Minutes

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 8:18 p.m.

ATTEST:

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

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

DRAFT

Leon County
Board of County Commissioners

Notes for Agenda Item #2

Leon County Board of County Commissioners

Agenda Item #2

April 9, 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 Roshaunda 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 April 9, 2024, and pre-approval of payment of bills and vouchers for the period of April 10, 2024 through May 13, 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 April 9, 2024 and the pre-approval of payment of bills and vouchers for the period of April 10, 2024 through May 13, 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 April 9th meeting, the morning of Monday, April 8, 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 May 14, 2024, it is advisable for the Board to pre-approve payment of the County's bills for April 10, 2024 through May 13, 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 April 9, 2024 and the pre-approval of payment of bills and vouchers for the period of April 10, 2024 through May 13, 2024.
2. Do not approve the payment of bills and vouchers submitted for April 9, 2024 and the pre-approval of payment of bills and vouchers for the period of April 10, 2024 through May 13, 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

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Commissioner Appointment to the Tallahassee-Leon County Commission on the Status of Women & Girls

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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's appointment of a citizen to 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 Ashley Rodgers to the Tallahassee-Leon County Commission on the Status of Women & Girls for the remainder of an unexpired term ending on September 30, 2025.

Report and Discussion

Background:

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

Analysis:

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 - 11 White – 5 Hispanic - 1 Not Available - 3

Vacancies: CSWG staff has informed the County that Board appointed member Vickia Rosier has been terminated due to lack of attendance in accordance with CSWG bylaws. At the January 23, 2024 meeting the Board ratified Commissioner Cummings appointment of Tara Chilton; however, the applicant declined the appointment due to a recent job change and move to another city. The individual Commissioner has reviewed the eligible applications and has selected the appointee as listed in Table #1.

Table #1. Commission on the Status of Women & Girls – Individual Commissioner appointments

Vacancies *Term Status*	**Term Expires:**	**Selected Eligible Applicant** **(Application attachment #)**	**Gender - Race**	**Recommended Action**
Vickia Rosier *Terminated*	9/30/2025	1. Ashley Rodgers	Female - Black	Ratify Commissioner Cummings' appointment for the remainder of the unexpired term expiring on September 30, 2025.

Options:

1. Ratify Commissioner Cummings' appointment of Ashley Rodgers to the Tallahassee-Leon County Commission on the Status of Women & Girls for the remainder of an unexpired term ending on September 30, 2025.
2. Board direction.

Recommendation:

Option #1

Attachment:

1. Rodgers application and resume

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. Ashley Rodgers | **Date:** 2/19/2024 8:56:54 AM

Home Address:	1994 Corvallis Ave Tallahassee, FL 32304	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(951) 370-0156	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	ashleycrodgersacr@gmail.com	**How many years have you lived in Leon County?**	6

(EMPLOYMENT INFORMATION)

Employer:	North Florida Pediatric Associates	**Work Address:**	2255 Killearn Center Blvd Suite 100, Tallahassee, FL 32304
Occupation:	New Patient and Medical Records Coordinator		
Work/Other Phone:	(850) 877-1162 Ext.235	**Work Email:**	arodgers@northfloridapeds.com

(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:** 23

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Maggie Jo Mall	**Name:**	
Address:	2255 Killearn Center Blvd, Suite 100, Tallahassee, FL 32309	**Address:**	
Phone:	(850) 877-1162 Ext.235	**Phone:**	

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

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

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

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

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

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* *No*

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

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

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

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

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

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

Members on this 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. Ashley Rodgers

The application was electronically sent: 2/19/2024 8:56:54 AM

Ashley Rodgers

300293152

ashleyrodgers2022@gmail.com
ashley2.rodgers@famu.edu
(951) 370-0156

EDUCATION

Florida A&M University **Tallahassee, FL**

- *Bachelor of Arts in Environmental Studies Candidate* May 2024
- Relevant Coursework & Skills: Geomatics Lab, Engineering Graphics, Calculus 1 & 2, Physics 1 & 2, Biology, Proficient in Microsoft Office, Graphic Design (Canva Proficient), Excellent Team Player, Communicative, Writing

EXPERIENCE

Field Engineering Intern **FAMU Resident Assistant** **Tallahassee, Fl** **Summer 2021**

Worked directly with Project Managers, Project Engineers, Field Engineers, Superintendents, etc. on production tracking, operational planning and communicating and directing, organizing, implementing, and tracking project data.

- Timekeeping and cost control, inventory control, schedule checking, subcontractor monitoring, and concrete logs.
- Assist in coordinating subcontractor activities, verifying work, solving problems, and reviewing subcontractor's progress payments.
- Report preparation, RFI's, safety inspections, drawing updates, submittal logging, and processing.
- Ordered, verified, and expedited materials/concrete.

Resident Assistant **FAMU Resident Assistant** **Tallahassee, Fl** **Summer 2020-Spring 2021**

A full-time position working both Fall and Spring semesters to engage and work diligently with residents living on campus, striving to make their on-campus experience safer and more enjoyable.

- Provide residents with assistance as they accomplish daily tasks.
- Creating and designing effective bulletin boards to impact residents and make them feel at home.
- Build rapport with residents by establishing personal connections and showing interest in their lives.

Intern **BLU Educational Foundation** **San Bernardino, CA** **Summer 2019**

Provided assistance in the classroom, helped students discover real-world connections through a variety of teaching practices, and promoted learning that extended beyond the classroom.

- Co-led advising groups, working to create a positive environment for sharing issues during the five-week program
- Planned, prepared, and implemented own lesson plans in line with the school's curriculum structure and scheme of work.
- Working alongside experienced teachers assisting them in the delivery of teaching, learning, and assessment
- Provided assistance and support to the program's internal and external engagement activities including parent consultations, recruitment events, and fairs.
- Supported the development and impact of the program's coverage on social media sites including Facebook, Twitter & Instagram.

Executive Assistant **Young Women's Empowerment Foundation** **San Bernardino, CA** **Summer 2019**

Worked collaboratively with Board Members to improve efficiency company-wide.

- Proven track record in meeting deadlines efficiently, resolving problems independently, using initiative to improve processes, and working hard to meet organizational objectives.
- Experienced in planning, organizing, and problem-solving to complete multiple deadline-driven projects efficiently and on time.
- set up, maintain and improve data management systems
- Provided full secretarial and clerical support to the Administration management team
- Led meetings to communicate with all major stakeholders about business and design requirements for web applications

AWARDS AND PUBLICATIONS

Five Published Poetry Works in The CaKe Literary Journal (2022)
National Society of Collegiate Scholars (2019-2022)
FAMU – FSU College of Engineering Dean's List (2018-2019)

ACTIVITIES

National Society of Black Engineers (2020-2022)

- Publications Chair (2020-2021)

National Council of Negro Women (2019-Present)

- Active in Economic and Dorothy Height Committees

National Society of Collegiate Scholars (2019-2022)
- Active Minds/Pace Chair (2020)

Impressions of Beauty Campus Clique(2019-Present)
- Campus Lead (2020-2022)
- Campus Ambassador (2019-Present)

Leon County
Board of County Commissioners

Notes for Agenda Item #4

Leon County Board of County Commissioners

Agenda Item #4

April 9, 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 the April Road Right-of-Way for May 14, 2024

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator 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

Statement of Issue:

This item requests Board approval to schedule a public hearing for May 14, 2024, to consider abandoning the 60-foot-wide April Road right-of-way (ROW) located between Apalachee Parkway and Old St. Augustine Road, totaling approximately 5.9 acres. The ROW abuts the applicant's real property, and the applicant has requested the County disclaim any ownership of the ROW in order to install a realigned and paved road to meet County design and safety standards, at its cost, as part of a proposed Planned Unit Development (PUD). 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 a potential positive fiscal impact. The cost for the County to improve the current April Road ROW would be approximately $3.3 million. The applicant is proposing to redesign, reconfigure and improve new ROW at its cost as part of its PUD. The ROW abandoning will also reduce the County's maintenance costs associated with this unpaved roadway.

Staff Recommendation:

Option #1: Schedule the first and only public hearing to consider abandoning the April Road right-of-way for May 14, 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 May 14, 2024, at 6:00 p.m., to consider abandoning the 60-foot-wide unpaved (dirt) April Road ROW totaling 5.9 acres and abutting Parcel ID#s 31-01-20-207-0000 and 31-12-20-001-0000. The owner of the parcels has requested the County consider abandoning the ROW, which is located between Old St. Augustine Road and Apalachee Parkway, to the owner so that the owner can design and construct a new road alignment as part of a separate PUD application currently under review by the County. The new road, which will be paved, will later be conveyed to the County at a similar amount of acreage as this ROW donation. This realignment and construction of a new road would save the County approximately $3.3 million as the developer, at its cost, would design and build the new road. Upon completion, the newly constructed April Road would provide area residents a safe alternative connection between Apalachee Parkway and Old St. Augustine Road and enable a more efficient distribution of traffic in the area.

Chapter 336, Florida Statutes (F.S.) sets forth the procedure for abandonment of ROW and requires a public hearing be held and a resolution 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 ROW. Consistent with the process set forth by statute, this item seeks Board adoption of a resolution declaring that a public hearing is scheduled for May 14, 2024, at 6:00 p.m. to consider the abandonment of the unpaved, 60-foot right-of-way contiguous to Parcel ID#s 31-01-20-207-0000 and 31-12-20-001-0000 (Attachment #1).

April Road is designated as a minor collector roadway in the Comprehensive Plan and is an unpaved (dirt) County maintained road (Attachment #2). A completed application was received by the Holtzman Vogel Firm on behalf of the St. Joe Company, owner of the referenced parcels, requesting the County abandon and disclaim any right in the April Road ROW which abuts the two referenced parcels (Attachment #3). On November 1, 2023, the County received an application for a PUD Concept Plan and Rezoning (LPA23027) for the development of the referenced properties known as the Citrus Grove PUD. The abandonment of the ROW will enable flexibility in the design and location of the new public road within the PUD. Upon the Board's adoption of a resolution after a public hearing and its subsequent recording in the Official Records of Leon County, Florida, any ownership rights of the County or the public in the existing, maintained ROW will be extinguished. As detailed in the Analysis section, below, it is anticipated that April Road will be rebuilt as a paved public road, at the developer's expense, as part of the forthcoming Citrus Grove PUD.

Analysis:

The April Road ROW is approximately 0.82 miles in length, provides an unpaved (dirt) vehicular connection between Apalachee Parkway (principal arterial roadway) and Old St. Augustine Road (minor arterial roadway) and is located entirely adjacent to the boundaries of the referenced parcels. There are no existing driveway connections to the April Road ROW. The roadway is

minimally utilized by vehicular traffic and due to its unpaved nature, is maintenance intensive. The property owner and Leon County Public Works have stated that the roadway is oftentimes used for illegal dumping, resulting in additional costs to the County for cleanup. The annual cost for the County to maintain this unpaved ROW is approximately $5,500. The annual costs to maintain a similar sized paved roadway is approximately $1,500. It would cost approximately $3.3 million for the County to reconstruct the ROW as a paved two-lane roadway. Currently, local residents have the option of using paved roads such as Williams Road to the east and Southwood Plantation Road to the west as connector roads between Apalachee Parkway and Old St. Augustine Road. Having another improved connector road between Apalachee Parkway and Old St. Augustine Road would provide an alternative and safe route that will help distribute traffic more efficiently in the area.

The applicant has indicated that the property owner has contracted with a developer to develop the subject site as the Citrus Grove PUD, and the current April Road ROW alignment creates challenges in developing an efficient residential layout within the two properties. The applicant has noted that the abandonment would eliminate the need for the County to continue to maintain a dirt road and would enable the developer, at its cost, to design and build a paved public roadway to fit within the proposed residential community, and continue to provide interconnectivity between Old St. Augustine Road and Apalachee Parkway.

The County has solicited comments regarding this abandonment from the appropriate County and City departments (Attachment #4). City of Tallahassee Utilities indicated it would need to obtain an easement for the existing power lines within the ROW before adoption of the abandonment resolution. The City has since stated that its concerns have been addressed and the owner will grant an easement to the City. The Tallahassee-Leon County Planning Department has requested that the Old St. Augustine Road/April Road connection remain authorized for legal access to the Canopy Road pursuant to Comprehensive Plan Objective 3.4 [C] and Policy 3.4.4 [C] and is consistent with comments from Leon County Public Works. The location of the Old St. Augustine Road connection will be addressed during the review of the required final site and development plan application(s) for the Citrus Grove PUD. Should the Board approve the request for abandonment of the April Road ROW, the County's Addressing Unit will notify the appropriate emergency services and interested parties of the change. To reiterate, there are no existing driveway connections to April Road.

Summary

This item requests the Board schedule the first and only public hearing to consider abandoning the April Road ROW for May 14, 2024, at 6:00 p.m., and adopt a resolution declaring that the public hearing is scheduled. The public hearing would be scheduled concurrently with the Board's consideration of a separate application, the proposed Citrus Grove PUD Concept Plan and rezoning, for the Board's May 14, 2024 meeting. Subsequent to the adoption of a resolution to formally abandon the April Road ROW and the Board's approval of the Citrus Grove PUD, the applicant will be required to submit for final design plans to implement the Citrus Grove PUD which would include the design of the new road. The new road would be built concurrently with the development and platting of the Citrus Grove PUD and save the County on annual maintenance

costs or reconstruction expense. 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 the April Road right-of-way for May 14, 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 the April Road right-of-way.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Resolution declaring that the first and only public hearing to consider abandoning the unpaved (dirt) right-of-way known as April Road is scheduled for May 14, 2024
2. Location Map and Survey of the April Road Right-of-Way Requested for Abandonment
3. Holtzman Vogel Application
4. 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 VACATING, ABANDONING, DISCONTINUING AND CLOSING APRIL ROAD AND TO RENOUNCE AND DISCLAIM ANY RIGHT OF THE COUNTY AND THE PUBLIC IN AND TO ANY LAND IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the St. Joe Company petitioned the County to vacate, abandon, discontinue and close April Road and to renounce and disclaim any right of the County and the public in and to any land in connection therewith; and

WHEREAS, April Road is a county-maintained dirt road lying between and connecting Apalachee Parkway and Old St. Augustine Road and is located adjacent to real property owned by petitioner St. Joe Company, Parcel ID Nos. 3101202070000 and 3112200010000; 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 vacating, abandoning, discontinuing and closing April Road and renouncing and disclaiming any right of the County and the public in and to any land in connection therewith will be held on the 14th day of May, 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 9th day of April, 2024.

LEON COUNTY, FLORIDA

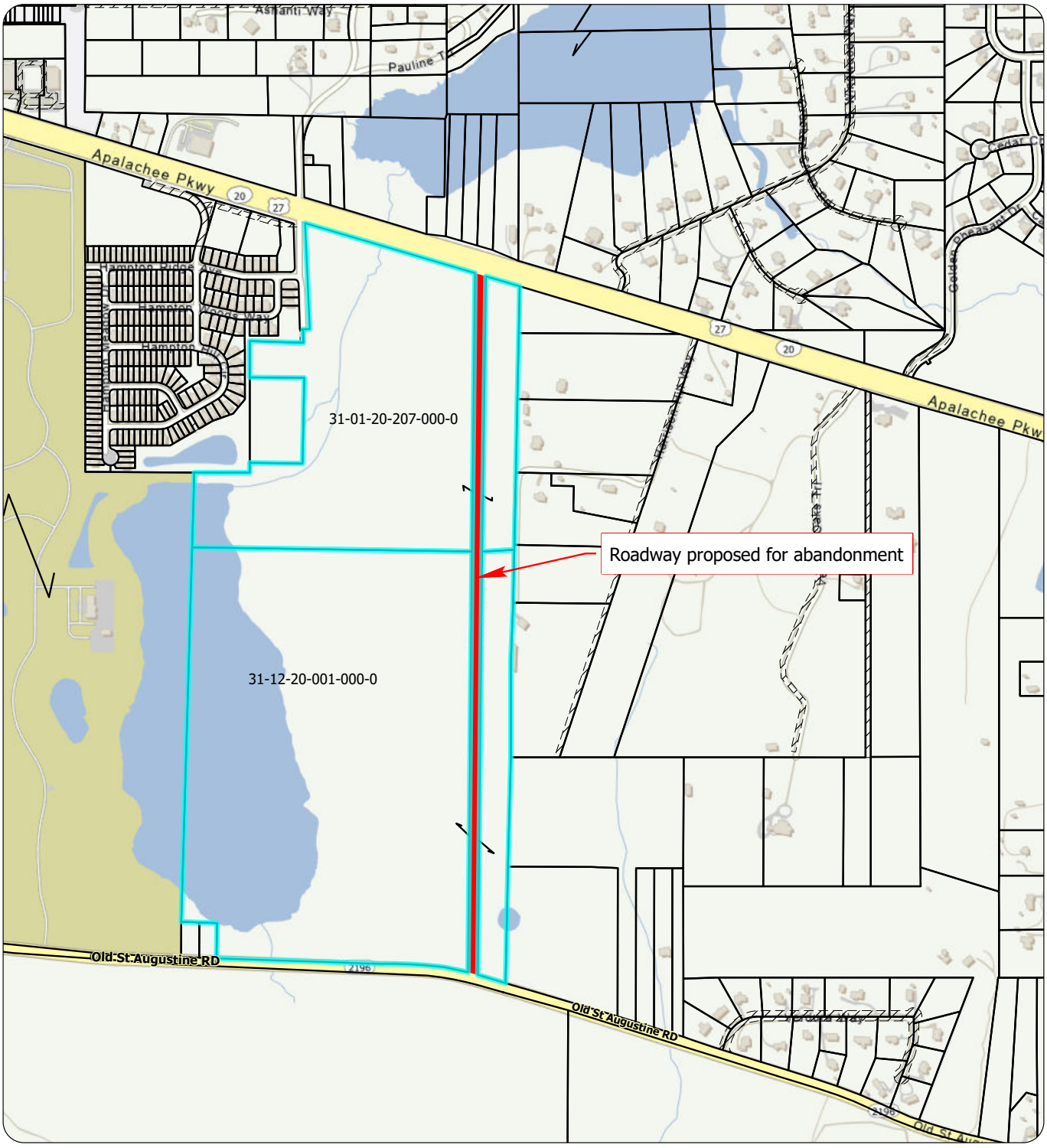
By:_____
Carolyn D. Cummings, Chair
Board of County Commissioners

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:_____



Parnal — Tie Bars

EASE TYPE

ACCESS

April Road Proposed Abandonment

0 0.1 0.2 0.4 Miles

N

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: 9/20/2023

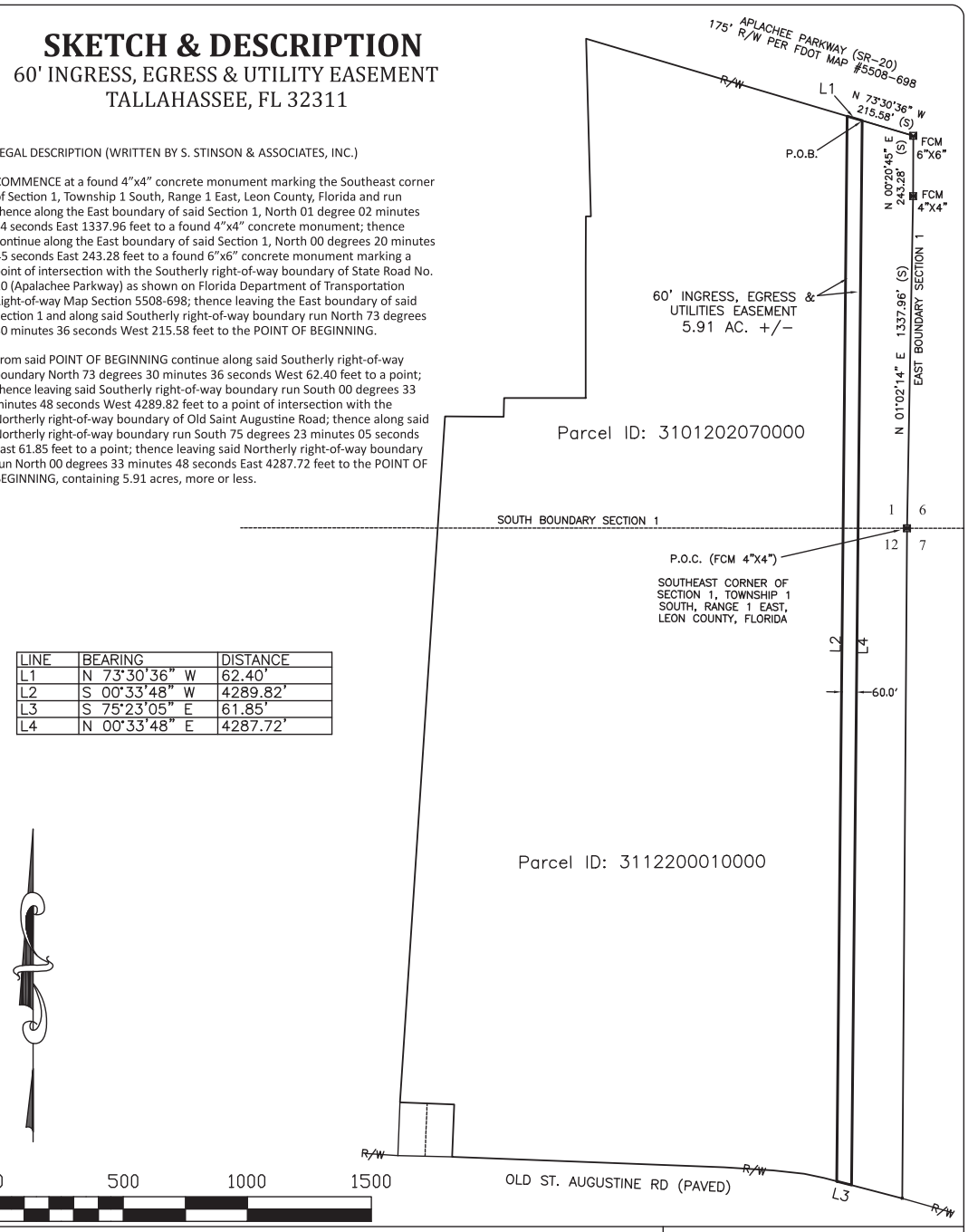
SKETCH & DESCRIPTION

60' INGRESS, EGRESS & UTILITY EASEMENT
TALLAHASSEE, FL 32311

LEGAL DESCRIPTION (WRITTEN BY S. STINSON & ASSOCIATES, INC.)

COMMENCE at a found 4"x4" concrete monument marking the Southeast corner of Section 1, Township 1 South, Range 1 East, Leon County, Florida and run thence along the East boundary of said Section 1, North 01 degree 02 minutes 14 seconds East 1337.96 feet to a found 4"x4" concrete monument; thence continue along the East boundary of said Section 1, North 00 degrees 20 minutes 45 seconds East 243.28 feet to a found 6"x6" concrete monument marking a point of intersection with the Southerly right-of-way boundary of State Road No. 20 (Apalachee Parkway) as shown on Florida Department of Transportation Right-of-way Map Section 5508-698; thence leaving the East boundary of said Section 1 and along said Southerly right-of-way boundary run North 73 degrees 30 minutes 36 seconds West 215.58 feet to the POINT OF BEGINNING.

From said POINT OF BEGINNING continue along said Southerly right-of-way boundary North 73 degrees 30 minutes 36 seconds West 62.40 feet to a point; thence leaving said Southerly right-of-way boundary run South 00 degrees 33 minutes 48 seconds West 4289.82 feet to a point of intersection with the Northerly right-of-way boundary of Old Saint Augustine Road; thence along said Northerly right-of-way boundary run South 75 degrees 23 minutes 05 seconds East 61.85 feet to a point; thence leaving said Northerly right-of-way boundary run North 00 degrees 33 minutes 48 seconds East 4287.72 feet to the POINT OF BEGINNING, containing 5.91 acres, more or less.



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LEGEND

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AVE.	- AVENUE	I. R.	- IRON ROD	R	- RADIUS
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BLVD.	- BOULEVARD	MON.	- MONUMENT	RD.	- ROAD
B. M.	- BENCHMARK	N	- NORTH	REF.	- REFERENCE
BRG.	- BEARING	NE	- NORTHEAST	R/R	- RAILROAD
C. G.	- CURB and GUTTER	NGS	- NATIONAL GEODDETIC SURVEY	R/W	- RIGHT OF WAY
C. M.	- CONCRETE MONUMENT	NGVD	- NATIONAL GEODDETIC VERTICAL DATUM	(S)	- SURVEY INFORMATION
CO.	- COUNTY	NO.	- NUMBER	SEC.	- SECTION
CONC.	- CONCRETE	N&C	- NAIL and CAP	S. R.	- STATE ROAD
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F. HYD.	- FIRE HYDRANT	P. C. P.	- PERMANENT CONTROL POINT	T. C.	- TERRA COTTA
Fnd.	- FOUND	P. I.	- POINT OF INTERSECTION	TELE.	- TELEPHONE
FT.	- FEET	P. O. B.	- POINT OF BEGINNING	USGS	- U. S. GEOLOGICAL SURVEY
		PRM	- PERMANENT REFERENCE MONUMENT	W	- WEST

CERTIFIED TO:

UC2 ENGINEERING, INC.
D.R. HORTON INC.

I hereby certify that this sketch meets the standards of practice as set forth by the Florida Board of Surveyors and Mappers in Chapter 5J-17 Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

STEVEN W. STINSON License Number 5457 STATE OF FLORIDA Professional Surveyor and Mapper

Digitally signed by Steve W Stinson
Date: 2023.10.19 08:55:46 -04'00'

STEVEN W. STINSON DATE
FLORIDA PROFESSIONAL LAND SURVEYOR No. 5457
FLORIDA LICENSED BUSINESS No. 8393

NOTES

1. THIS IS NOT A SURVEY.
2. NO TITLE OPINION OR ABSTRACT OF MATTERS CONCERNING THIS PROPERTY WAS FURNISHED AT THE TIME OF THIS SKETCH.
3. THE BOUNDARIES SHOWN HEREON ARE BASED ON EXISTING MONUMENTATION.
4. NO UNDERGROUND UTILITIES WERE LOCATED EXCEPT AS SHOWN.
5. NO OTHER IMPROVEMENTS WERE LOCATED EXCEPT AS SHOWN.
6. THIS SKETCH IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
7. HORIZONTAL LOCATION IS BASED ON STATE PLANE COORDINATES, FLORIDA NORTH PROJECTION, NAD83 DATUM.

SS&A
S. Stinson & Associates, Inc.
Professional Land Surveyors
147 Johnny Rd., Lamont, FL 32336
LB - 8393 (850) 509-3116

DRAWN BY : E.CAMPBELL	SHEET NO.
CHECKED BY : S.STINSON	1
DATE : OCTOBER 19, 2023	OF 1
REVISED:	
SCALE 1" = 500'	JOB NO.
FIELD BOOK N/A PAGE N/A	22011

Posted April 1, 2024.

Holtzman Vogel

HOLTZMAN VOGEL BARAN TORCHINSKY & JOSEFIAK PLLC

August 8, 2023

Ms. Mitzi McGhin
Leon County Real Estate Management
301 S. Monroe St., Room 202
Tallahassee, FL 32301

Re: April Road Abandoment Request

Dear Ms. McGhin:

On behalf of the St. Joe Company, we are requesting the abandonment of April Road between Apalachee Parkway to Old St. Augustine Road in eastern Leon County. April Road is a 60-foot wide, dirt right of way. There is currently no development on either side of the right-of-way, and all of the surrounding property is owned by the St. Joe Company. Attached is a location map for April Road (see Exhibit 1). This dirt road is rarely used for travel but is frequently used for illegal dumping, most likely because it is not far from the Leon County Solid Waste Facility. We understand that the combination of lack of activity, illegal dumping, and the dirt roadway creates maintenance issues for the County.

The roadway is also an issue for the land owner. St. Joe owns Parcels 3101202070000 and 3112200010000 which are split by the April Road right of way. D.R. Horton has contracted with St. Joe to develop this property and has been working with Leon County Growth Management to design a residential project on these lands. Based on preliminary designs it is clear to all parties that the April Road corridor makes the portion of St. Joe property east of the roadway unusable and creates challenges in developing a good residential layout.

Vacating the current location of the April Road right of way is a solution that would benefit both the County and the landowner for the reasons mentioned below:

1. Eliminates the need for the County to maintain a dirt road or to remove items that have been illegalled dumped along the right of way;
2. Allows the property owner to re-design the roadway to fit within the planned residential community and to better utilize the property;
3. Provides needed housing in this portion of eastern Leon County; and
4. Provides a long-term solution for the County by constructing a new roadway that meets the County development standards

If the right of way is abandoned, then the current right of way would be absorbed into the St. Joe owned land. A new roadway would be built further to the west of the current location that could be turned over to the County in the future.

D.R. Horton has been working with the County for a number of months on this project and this abandonment will improve the overall design of the project. However, the developer will need the abandonment to move forward as quickly as possible so the site plan can be approved. Let us know if there is anything we can provide to expedite this review.

We have also attached to this letter all of the documents required by the County for the abandonment submittal including the following:

- An original right of way abandonment application;
- An owners affidavit and letter of support from the St. Joe Company, the only landowner with property adjoining April Road;
- A legal description and survey of the April Road right of way to be vacated;
- This letter serves as the supporting project narrative; and
- The required application fees

If you have any questions regarding this abandonment request or if we can provide additional information, please contact Robert Volpe at rvolpe@holtzmanvogel.com or 850-354-5124.

Sincerely,

Robert C. Volpe

D-20

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
   __X__ Abandonment of Right-of-Way ____ Closure of a Public Street
   Street Name: April Road

2. Property Owner Name: The St. Joe Company
   Mailing Address: 130 N. Richard Jackson Blvd.
   Panama City Beach, FL 32407
   City State Zip
   Telephone No.: 866-917-7133
   Email Address: dan.velazquez@joe.com

3. Applicant (Optionee) Name: DR Horton
   Mailing Address: 3606 Maclay Blvd., Suite 204
   Tallahassee, FL 32312
   City State Zip
   Telephone No.: 850-687-4450
   Email Address: srhaire@drhorton.com

4. Agent Name: Holtzman Vogel
   Mailing Address: 119 S. Monroe St., Suite 500
   Tallahassee, FL 32301
   City State Zip
   Telephone No.: 850-270-5938
   Email Address: dtaylor@ holtzmanvogel.com

5. Parcel Identification Number: 3101202070000 and 3112200010000

6. Zoning District: R-1

7. Acreage of square footage of area applicable to abandonment: Approximately 5.91 acres

Parcel ID No.: 310120207000 and 3112200010000

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.

60' Ingress, Egress & Utilities Easement

COMMENCE at a found 4"x4" concrete monument marking the Southeast corner of Section 1, Township 1 South, Range 1 East, Leon County, Florida and run thence along the East boundary of said Section 1, North 01 degree 02 minutes 14 seconds East 1337.96 feet to a found 4"x4" concrete monument; thence continue along the East boundary of said Section 1, North 00 degrees 20 minutes 45 seconds East 243.28 feet to a found 6"x6" concrete monument marking a point of intersection with the Southerly right-of-way boundary of State Road No. 20 (Apalachee Parkway) as shown on Florida Department of Transportation Right-of-way Map Section 5508-698; thence leaving the East boundary of said Section 1 and along said Southerly right-of-way boundary run North 73 degrees 30 minutes 36 seconds West 215.58 feet to the POINT OF BEGINNING.

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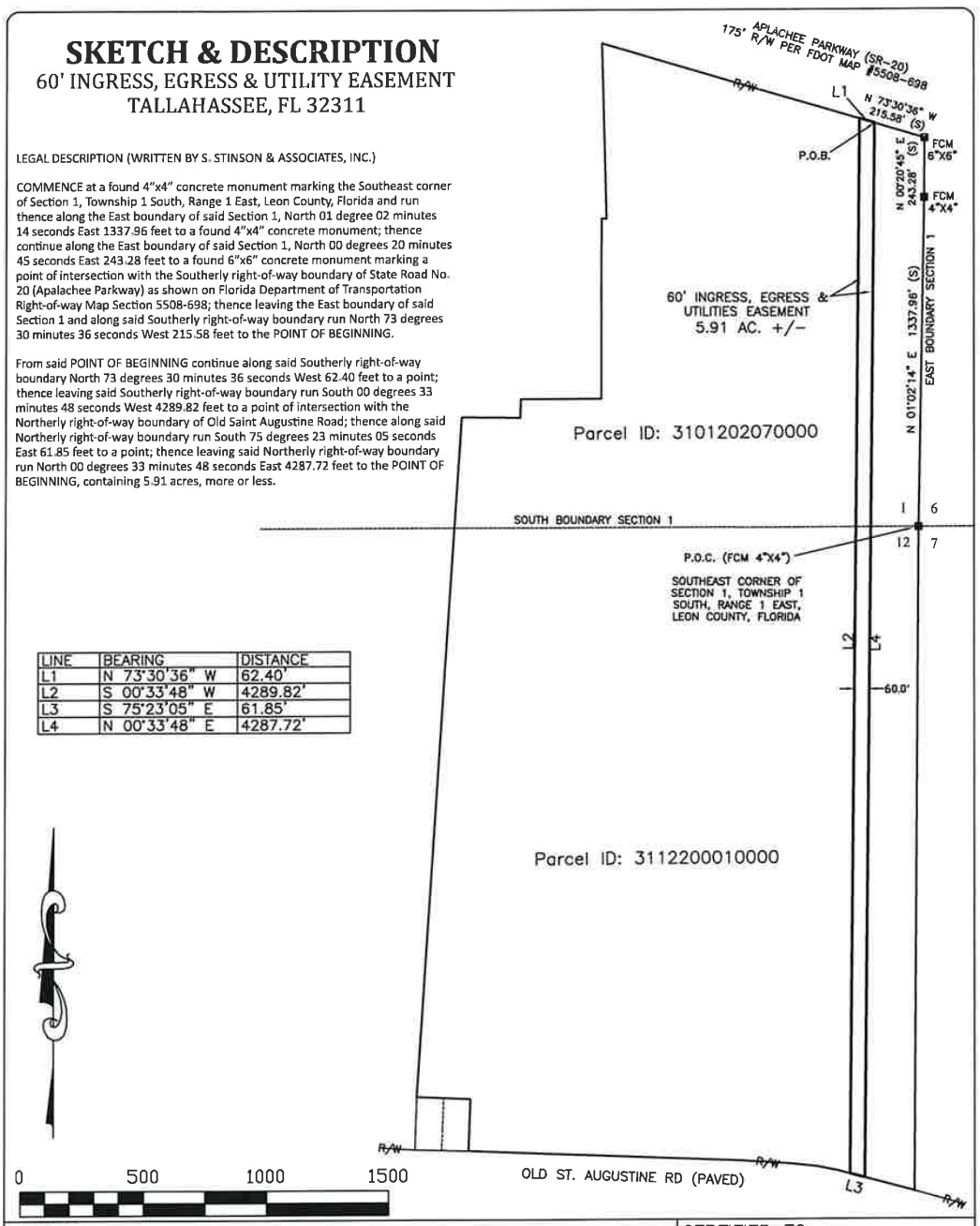

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FCM	- FOUND CONC. MONUMENT	P. C.	- POINT OF CURVATURE	TWN.	- TOWNSHIP
F.F. E	- FINISHED FLOOR ELEVATION	P. C. C.	- POINT OF COMPOUND CURVATURE	TBM	- TEMPORARY BENCHMARK
F.HYD.	- FIRE HYDRANT	P. C. P.	- PERMANENT CONTROL POINT	T. C.	- TERRA COTTA
Fnd.	- FOUND	P. I.	- POINT OF INTERSECTION	TEL.E.	- TELEPHONE
FT.	- FEET	P. O. B.	- POINT OF BEGINNING	USGS	- U. S. GEOLOGICAL SURVEY
		PRM	- PERMANENT REFERENCE MONUMENT	W	- WEST

CERTIFIED TO:

UC2 ENGINEERING, INC.
D.R. HORTON INC.

I hereby certify that this sketch meets the standards of practice as set forth by the Florida Board of Surveyors and Mappers in Chapter 5J-17 Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

Digitally signed by Steve W Stinson
Date: 2023.10.19 08:55:46 -04'00'

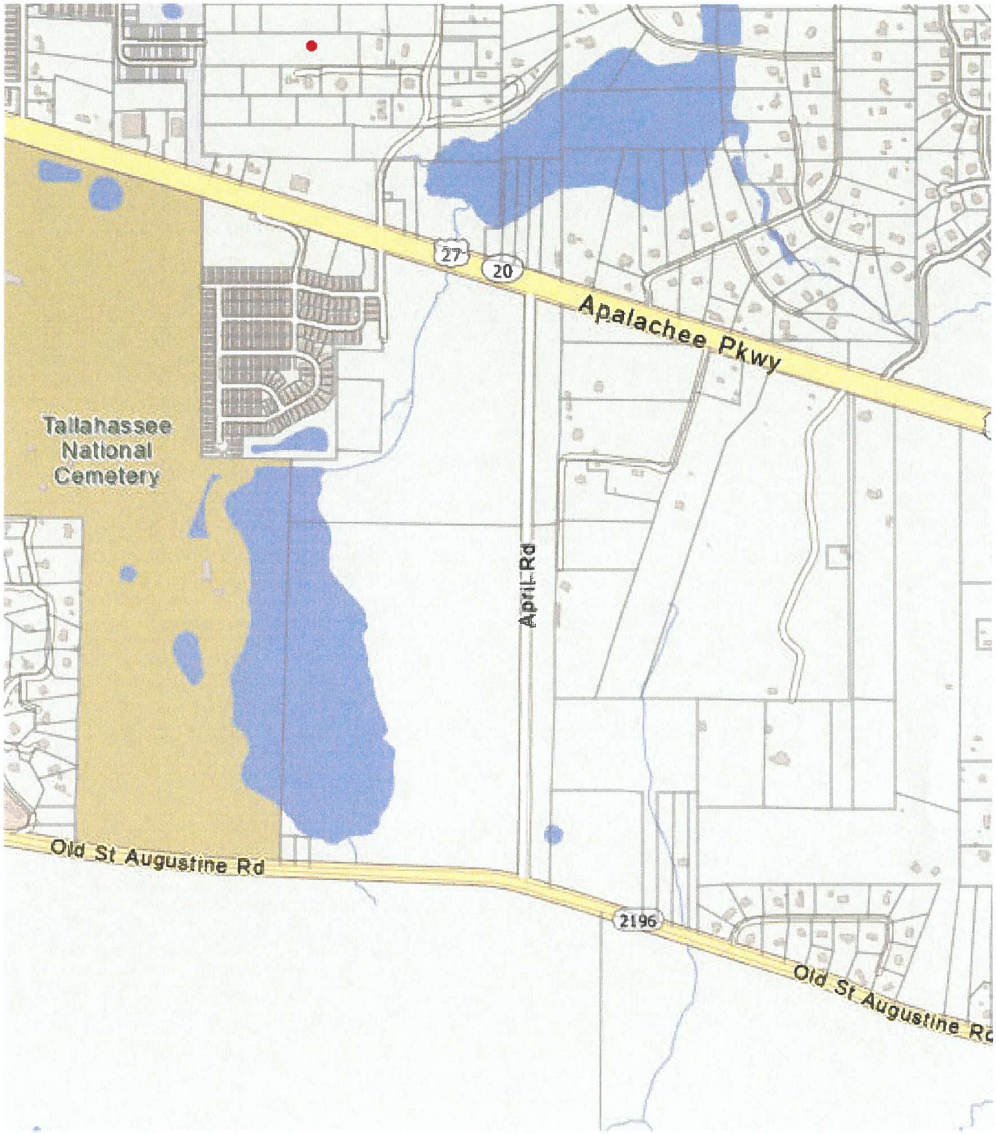
STEVEN W. STINSON DATE
FLORIDA PROFESSIONAL LAND SURVEYOR No. 5457
FLORIDA LICENSED BUSINESS No. 8393

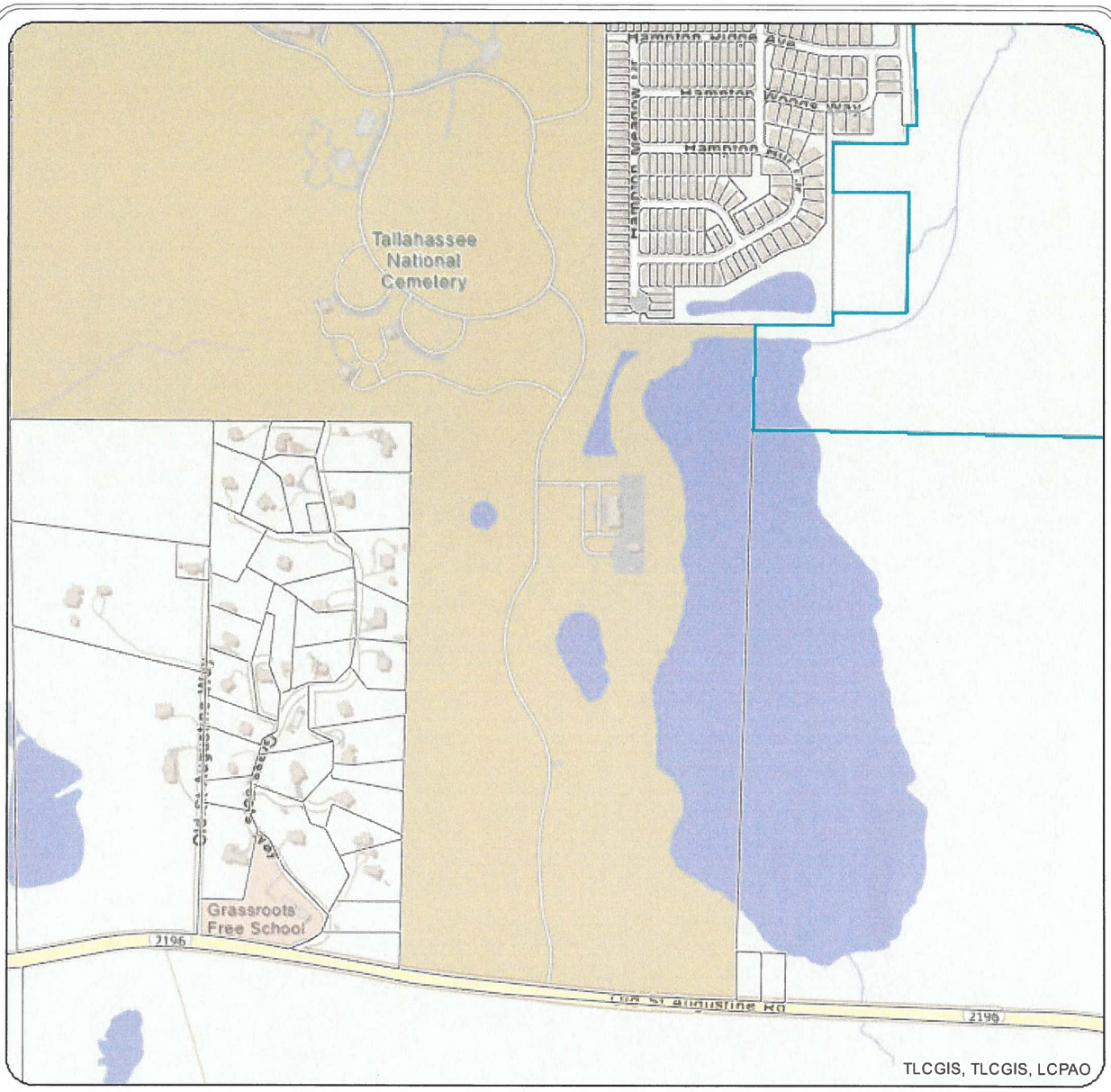
NOTES
1. THIS IS NOT A SURVEY.
2. NO TITLE OPINION OR ABSTRACT OF MATTERS CONCERNING THIS PROPERTY WAS FURNISHED AT THE TIME OF THIS SKETCH.
3. THE BOUNDARIES SHOWN HEREON ARE BASED ON EXISTING MONUMENTATION.
4. NO UNDERGROUND UTILITIES WERE LOCATED EXCEPT AS SHOWN.
5. NO OTHER IMPROVEMENTS WERE LOCATED EXCEPT AS SHOWN.
6. THIS SKETCH IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
7. HORIZONTAL LOCATION IS BASED ON STATE PLANE COORDINATES, FLORIDA NORTH PROJECTION, NAD83 DATUM.

S. Stinson & Associates, Inc.
Professional Land Surveyors

DRAWN BY : E.CAMPBELL	SHEET NO.
CHECKED BY : S.STINSON	1
DATE : OCTOBER 19, 2023	OF 1
REVISED:	
SCALE 1" = 500'	JOB NO.
FIELD BOOK N/A PAGE N/A	22011

EXHIBIT 1 - LOCATION MAP





LEON COUNTY PROPERTY APPRAISER

Legend

Township	Lot	Building
Section	Access Easement	Park
Subdivision	River	City Limit
Tax Parcel	Waterbody	Imagery 1/2015

N

0 0.1 0.2 0.4
mi

Akin Akinyemi, PhD, RA, CFA, CMS
Leon County Property Appraiser

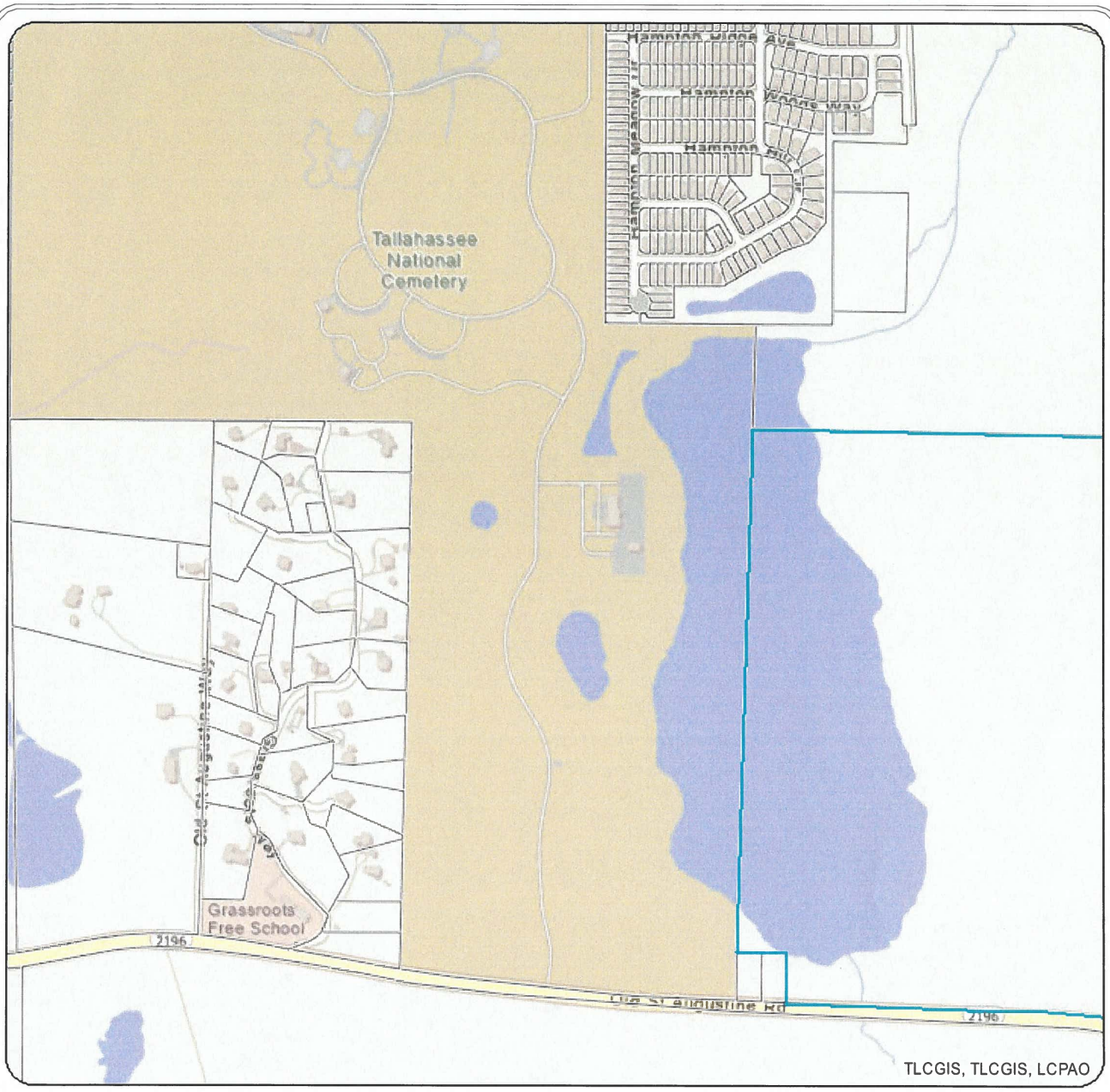
315 S. Calhoun St, Third Floor
Tallahassee, Fl. 32301

Phone: (850) 606-6200
Fax: (850) 606-6201

Email: admin@leonpa.org
Website: leonpa.org

DISCLAIMER: 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 Printed: Aug 16, 2023



LEON COUNTY PROPERTY APPRAISER

Legend

Township	Lot	Building
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Subdivision	River	City Limit
Tax Parcel	Waterbody	Imagery 1/2015

N

0 0.1 0.2 0.4
mi

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Date Printed: Aug 16, 2023

August 1st, 2023

RE: April Road

To whom it may concern,

The St. Joe Company ("JOE") is the property owner that adjoins all the April Road right-of-way, which is proposed for abandonment. JOE supports this abandonment which will provide the opportunity for a proposed development that will improve access and mobility and be an asset to the surrounding area.

If you have questions or need additional information, please do not hesitate to call.

Sincerely,

Dan Velazquez
SVP Commercial Real Estate

The St. Joe Company | Suite 200 | 130 Richard Jackson Boulevard, Panama City Beach, FL 32407

E - 1

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

Date: _____

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

PARCEL I.D.# (List all numbers for the site subject to this affidavit.): 31-12-20-001-0000 and 31-01-20-207-0000

I. OWNER INFORMATION

OWNER'S (S') NAME: The St. Joe Paper Company, LLC

OWNER'S (S') MAILING ADDRESS: 130 Richard Jackson Boulevard, Suite 200

CITY: Panama City Beach COUNTY: Bay STATE: FL ZIP CODE: 32407

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: Holtzman Vogel - Robert Volpe and Darrin Taylor

Address: 119 South Monroe Street, Suite 500 Tallahassee, Florida 32301

Contact Phone: 850-556-8882 Email Address: dtaylor@holtzmanvogel.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.).

For proposed road abandonment.

(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. JG 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 X

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 X

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 JG

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.

JG 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.

JG 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), JORGE GONZALEZ, 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):

OWNER SIGNATURE (2):

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF: Florida COUNTY OF: Bay

☑ **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 18th day of September, 2023, by Jorge Gonzalez (*name of person acknowledging*), who is personally known to me or who has produced _____ (*type of identification produced*) as identification.

☐ **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 _____ (*name of officer or agent, title of officer or agent*), as _____ (*office held*) of _____ (*name of corporation*), a _____ (*state*) corporation, on behalf of the corporation.
He/she is personally known to me or has produced _____ (*type of identification produced*) as identification.

☐ **For Partnership**
Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization this 18th day of September, 2023, by Jorge Gonzalez (*name of acknowledging partner*), partner on behalf of _____ (*name of partnership*), a partnership. He/she is personally known to me or has produced _____ (*type of identification produced*) as identification.

Signature of Notary

Logan Yates
Print Name of Notary

Title or Rank

LOGAN YATES
Notary Public - State of Florida
Commission # HH 287220
My Comm. Expires Jul 13, 2026
Bonded through National Notary Assn.

Revised 5/16/22

Ryan Culpepper

From: Brent Pell
Sent: Thursday, November 2, 2023 6:00 PM
To: Ryan Culpepper; Charles Wu
Cc: Joseph Coleman; Kimberly Wood
Subject: Re: Request to abandon April Road Right-of-Way - LDV2300028

As long as it doesn't have to cross a conservation easement it should be fine

Sent via the Samsung Galaxy S22 5G, an AT&T 5G smartphone
Get Outlook for Android

From: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Sent: Thursday, November 2, 2023 4:16:54 PM
To: Brent Pell <PellB@leoncountyfl.gov>; Charles Wu <WuC@leoncountyfl.gov>
Cc: Joseph Coleman <ColemanJ@leoncountyfl.gov>; Kimberly Wood <WoodK@leoncountyfl.gov>
Subject: RE: Request to abandon April Road Right-of-Way - LDV2300028

It shows that a “future connection” is identified on the concept plan and Darrin Taylor’s email (attached) indicates that an “access easement” would be provided in case it needed to be reopened.

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: Brent Pell <PellB@leoncountyfl.gov>
Sent: Thursday, November 2, 2023 4:13 PM
To: Charles Wu <WuC@leoncountyfl.gov>; Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Cc: Joseph Coleman <ColemanJ@leoncountyfl.gov>; Kimberly Wood <WoodK@leoncountyfl.gov>
Subject: Re: Request to abandon April Road Right-of-Way - LDV2300028

Ryan,
I seem to recall from administration's concerns that a connection to Old St. Augustine remain, however it doesn't have to be open. Is there any way this can happen?

Brent Pell, P.E.

Director of Public Works
Public Works
2280 Miccosukee Road | Tallahassee, FL 32308
(850) 606-1537 /work | **(850) 606-1501** /fax
pellb@leoncountyfl.gov

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From: Charles Wu <WuC@leoncountyfl.gov>
Sent: Thursday, November 2, 2023 9:42 AM
To: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Cc: Joseph Coleman <ColemanJ@leoncountyfl.gov>; Kimberly Wood <WoodK@leoncountyfl.gov>; Brent Pell <PellB@leoncountyfl.gov>
Subject: RE: Request to abandon April Road Right-of-Way - LDV2300028

Ryan:

I am deferring your question to Brent.

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: Thursday, November 2, 2023 9:21 AM
To: Charles Wu <WuC@leoncountyfl.gov>
Cc: Joseph Coleman <ColemanJ@leoncountyfl.gov>; Kimberly Wood <WoodK@leoncountyfl.gov>
Subject: RE: Request to abandon April Road Right-of-Way - LDV2300028

Thanks Charles. Also, a PUD for this site has been submitted which shows that there will no longer be a connection to Old St. Augustine. Does PW have any preliminary thoughts on the closure?

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: Charles Wu
Sent: Wednesday, August 23, 2023 2:29 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
Cc: Anastasia Richmond
Subject: RE: Request to abandon April Road Right-of-Way - LDV2300028
Attachments: Re: Request to abandon April Road Right-of-Way - LDV2300028

Ryan:

Public Works does not have objections to this abandonment.

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: Tuesday, August 22, 2023 5:23 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: Request to abandon April Road Right-of-Way - LDV2300028

Good afternoon,

Development Services is in the process of taking over the review and coordination of requests for abandonment. This process was historically managed by the Public Works/Real Estate Division of the County. While our Department, DSEM, typically handles applications through the Project Dox digital application portal, due to the upcoming transition to our new digital application portal, we will not implement this type of application into Project Dox. Therefore, this process will be utilizing standard email to coordinate the review until such time as we implement our new digital application portal, DigEPlan.

The County has received an application for abandonment of the entire right-of-way (ROW) of April Road, which is located between Apalachee Parkway and Old St. Augustine Road (see attached application). The property owner owns PID #'s 3101202070000 and 3112200010000 and has requested that the ROW for April Rd, which traverses the two parcels, be abandoned pursuant to F.S. 336.09-336.12 (see attached location map). This ROW has been maintained by the County for public use. According to the applicant's narrative, the applicant requests abandonment of the ROW in order to further develop the two properties. The applicant states that the current ROW location would significantly impact the proposed design of the site and that the current unimproved road is maintenance intensive.

Please review the attached application and provide your comments regarding the proposed abandonment to me no later than close of business on **September 5, 2023**. 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
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Ryan Culpepper

From: Drose, Tina <Tina.Drose@talgov.com>
Sent: Monday, August 28, 2023 6:25 PM
To: Ryan Culpepper
Cc: Crow, Michael
Subject: RE: Request to abandon April Road Right-of-Way - LDV2300028
Attachments: LDV2300028 - April Rd application.pdf

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Ryan,
There is an existing overhead power line along April Road which serves development along a portion of Old St Augustine Road. This is a radial feed to these customers. COTE would need a 20-foot easement covering the existing power lines. See image below. Let me know if you have any 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: Tuesday, August 22, 2023 5:23 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: Request to abandon April Road Right-of-Way - LDV2300028

EXTERNAL EMAIL
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Ryan Culpepper

From: Chang, Paul <Paul.Chang@talgov.com>
Sent: Wednesday, August 23, 2023 4:37 PM
To: Ryan Culpepper
Cc: Mooney, Laura
Subject: RE: Request to abandon April Road Right-of-Way - LDV2300028

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Mr. Culpepper,

The City Gas Utility currently has no gas infrastructure within the right-of-way of April Rd. We also do not foresee extending our gas system along April Rd.
Therefore, we have no comment in response to this request to abandon this right-of-way. If the Developer chooses to use natural gas in the future, we will coordinate accordingly.
Thank you for keeping us informed on this proposed abandonment.
Have a good day.

Paul Chang
Gas Utility Engineer I
City of Tallahassee Electric & Gas Utility
Office: (850)891-5108 |Mobile: (850)694-1797 |Email: paul.chang@talgov.com

From: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Sent: Tuesday, August 22, 2023 5:23 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: Request to abandon April Road Right-of-Way - LDV2300028

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Please review the attached application and provide your comments regarding the proposed abandonment to me no later than close of business on **September 5, 2023**. 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: Lisa Burnett <Lisa.Burnett@talquinelectric.com>
Sent: Wednesday, August 23, 2023 12:01 PM
To: Ryan Culpepper
Subject: RE: Request to abandon April Road Right-of-Way - LDV2300028

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Good afternoon!
TECI has advised they have no electric facilities involved within the scope of the project based on the information.
TWWI has advised this is not in their service territory.
Thanks and have a great day.
Lisa

Lisa Burnett, CPSM
Grant Administrator/Development Coordinator
Office (850)875-5637
Cell (850)445-9059
TALQUIN ELECTRIC COOPERATIVE, INC.
WATER AND WASTEWATER, INC.

From: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Sent: Tuesday, August 22, 2023 5:23 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: [EXTERNAL]: Request to abandon April Road Right-of-Way - LDV2300028

Good afternoon,

Development Services is in the process of taking over the review and coordination of requests for abandonment. This process was historically managed by the Public Works/Real Estate Division of the County. While our Department, DSEM, typically handles applications through the Project Dox digital application portal, due to the upcoming transition to our new digital application portal, we will not implement this type of application into Project Dox. Therefore, this process will be utilizing standard email to coordinate the review until such time as we implement our new digital application portal, DigEPlan.

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Ryan Culpepper

From: Lisa Scott
Sent: Tuesday, August 29, 2023 12:01 PM
To: Ryan Culpepper; Anastasia Richmond
Cc: DSEM_Addressing
Subject: RE: Addressing Unit Response: abandon April Road Right-of-Way - LDV2300028

Addressing Unit Response:

Intentions for vacating the R-O-W of the April Road Street Name is required:

Options:

- Rescind the April Road street name upon approval of this abandonment application.
- Realign April Road as the primary entrance for the pending new development.

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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Sent: Tuesday, August 22, 2023 5:23 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>
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Ryan Culpepper

From: Snyder, Russell <Dwayne.Snyder@talgov.com>
Sent: Wednesday, November 8, 2023 1:45 PM
To: Ryan Culpepper
Cc: Reiss, Sean; Mohrman, Melinda
Subject: Re: Request to abandon April Road Right-of-Way - LDV2300028

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

It's status, specifically that it would remain "authorized for legal access" to the Canopy Road per Comp Plan Objective 3.4 [C] and Policy 3.4.4 [C].

From: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Sent: Wednesday, November 8, 2023 1:31 PM
To: Snyder, Russell <Dwayne.Snyder@talgov.com>
Cc: Reiss, Sean <Sean.Reiss@talgov.com>; Mohrman, Melinda <Melinda.Mohrman@talgov.com>
Subject: RE: Request to abandon April Road Right-of-Way - LDV2300028

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

Can you elaborate exactly what leaving it “open” entails?

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From: Snyder, Russell <Dwayne.Snyder@talgov.com>
Sent: Wednesday, November 8, 2023 9:10 AM
To: Ryan Culpepper <CulpepperR@leoncountyfl.gov>

Cc: Reiss, Sean <Sean.Reiss@talgov.com>; Mohrman, Melinda <Melinda.Mohrman@talgov.com>
Subject: Fw: Request to abandon April Road Right-of-Way - LDV2300028

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Ryan, per our conversation yesterday, please see below modification of Planning's comp plan consistency comments for the abandonment. Let me know if you have any questions or concerns.

Best,
Russell

From: Mohrman, Melinda <Melinda.Mohrman@talgov.com>
Sent: Tuesday, November 7, 2023 5:12 PM
To: Snyder, Russell <Dwayne.Snyder@talgov.com>; Reiss, Sean <Sean.Reiss@talgov.com>
Cc: Harbin, Laurel <Laurel.Harbin@talgov.com>
Subject: RE: Request to abandon April Road Right-of-Way - LDV2300028

Understood, and yes, that's fine with me.

From: Snyder, Russell <Dwayne.Snyder@talgov.com>
Sent: Tuesday, November 7, 2023 3:28 PM
To: Reiss, Sean <Sean.Reiss@talgov.com>; Mohrman, Melinda <Melinda.Mohrman@talgov.com>
Cc: Harbin, Laurel <Laurel.Harbin@talgov.com>
Subject: Fw: Request to abandon April Road Right-of-Way - LDV2300028

Mindy, would you be ok if the canopy roads language is modified to state that the Old St. Augustine Rd. (OSAR) connection would remain "open" for comp plan access purposes? Brent Pell with county PW has stated same, including that they don't want replanting at this time. This way when the property north of OSAR develops, there will be no concerns about an access to OSAR.

From: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Sent: Tuesday, November 7, 2023 2:54 PM
To: Snyder, Russell <Dwayne.Snyder@talgov.com>
Subject: FW: Request to abandon April Road Right-of-Way - LDV2300028

*****EXTERNAL EMAIL*****
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FYI.

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From: Mohrman, Melinda <Melinda.Mohrman@talgov.com>
Sent: Friday, September 1, 2023 1:09 PM
To: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Subject: RE: Request to abandon April Road Right-of-Way - LDV2300028

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Planning has no objection to this request. Consistent with the intent of the Conservation Element, Objective 3.4:[C] Canopy Roads, if access to Old St. Augustine Rd. is closed the area should be replanted with native trees to establish a Canopy Road Protection Zone 100' from the centerline of Old St. Augustine Rd.

From: Ryan Culpepper <CulpepperR@leoncountyfl.gov>
Sent: Tuesday, August 22, 2023 5:23 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>
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Leon County
Board of County Commissioners

Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Funding for the Council on the Status of Men and Boys from the City of Tallahassee and Leon County School Board, for the Leon County Sheriff's Office

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Roshaunda Bradley, Budget Director
Lead Staff/ Project Team:	Eryn Calabro, Principal Budget and Grants Coordinator

Statement of Issue:

This item seeks Board acceptance of funding to support the Council on the Status of Men and Boys for FY 2024 from the City of Tallahassee in the amount of $300,000 and $70,000 from the Leon County School Board, on behalf of the Leon County Sheriff's Office.

Fiscal Impact:

This item has a fiscal impact. The item realizes a total of $370,000 from the City of Tallahassee and the Leon County School Board to support the Council on the Status of Men and Boys. As fiscal agent, the County must authorize the Sheriff to realize and spend the $300,000 in direct grant funding from the City of Tallahassee. Additionally, the County must accept the pass-through funding from the Leon County School Board for appropriation in the Sheriff's FY 2024 budget and approve the Resolution and Budget Amendment (Attachment #1).

Staff Recommendation:

Option #1: Authorize the Leon County Sheriff's Office to realize and spend $300,000 from the City of Tallahassee to support the Tallahassee-Leon County Council on the Status of Men and Boys.

Option #2: Accept the $70,000 from the Leon County School Board and authorize the Leon County Sheriff's Office to realize and spend the funds to support the Tallahassee-Leon County Council on the Status of Men and Boys.

Option #3: Approve the Resolution and Budget Amendment to realize the funds into the Sheriff's FY 2024 budget (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of funding to support the Council on the Status of Men and Boys for FY 2024 from the City of Tallahassee in the amount of $300,000 and $70,000 from the Leon County School Board, on behalf of the Leon County Sheriff's Office.

On March 8, 2022, the Board approved the creation of the Tallahassee-Leon County Council on the Status of Men and Boys (CSMB), as was recommended by Leon County Sheriff Walt McNeil in the Anatomy of a Homicide Project report. The CSMB was established to identify and provide direct support to men and boys at the greatest risk of becoming a victim or perpetrator of violence in Leon County. In addition, the CSMB was tasked to lead the comprehensive community effort to reduce homicides and non-fatal gun violence among males in the Tallahassee-Leon County area.

The Sheriff proposed an initial startup cost of $350,000 for the CSMB to be shared equally ($70,000 each) among the County, the City of Tallahassee (City), Leon County Schools (LCS), the Sheriff's Office (LCSO) through the Law Enforcement Trust Fund, and the Tallahassee Police Department through its Law Enforcement Trust Fund. Accordingly, at that time, the Board approved the allocation of $70,000 to support the CSMB and authorized the Leon County Sheriff to utilize $70,000 from the Law Enforcement Trust Fund to support the CSMB. According to the Sheriff at that time, the CSMB's early efforts would involve seeking additional funding from other sources such as colleges and universities, state agencies, federal and state grants, and private funding sources to support ongoing operating needs and thereby offset the financial support provided by the stakeholder agencies. The initial startup funds provided by each of the stakeholder agencies supported the CSMB through initial program implementation in FY 2022 and FY 2023.

The County's funding commitment to the CSMB has advanced the following FY2022-FY2026 Strategic Initiative:

- *Support the Sheriff in the implementation of the Council on Men and Boys to address the issues brought forth in the Sheriff's* Anatomy of a Homicide Project *report. (2022-28)*

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.*

As reported on March 8, 2022, the initial startup costs to support the CSMB included a full-time Executive Director, two part-time positions for administrative support and data analysis, infrastructure to support a database and data analysis tools, software licensing for data analysis tools, teleconferencing, and a printing budget for community outreach materials and reports. Furthermore, as reported at that time, the ongoing personnel and operating expenses were anticipated to be considered through each stakeholder agency's annual budget process. In October 2022, LCSO was awarded a $1.4 million grant from the U.S. Department of Justice's Office of Justice Program (OJP) under OJP's Community Intervention and Prevention Initiative. This funding was intended to expand the CSMB's efforts to enhance community safety and strengthen

neighborhoods and supported the hiring of a Community-based Navigator, School-based Navigator, and Life Coach Navigator. These funds allowed for the recruitment and onboarding of community-based providers, the coordination of the referral, assessment, intake, case management, and service provider network for the Community Intervention and Prevention Initiative Program. However, these funds did not mitigate CSMB's requests for ongoing financial support. The CSMB shared its accomplishments during its inaugural year in its 2022-2023 Annual Report for the period of August 1, 2022 through August 31, 2023 (Attachment #2).

During the FY 2024 budget development process, the Sheriff requested three stakeholder agencies (County, City, LCS) to each provide one-third of the funding to support the CSMB in FY 2024. The FY 2024 CSMB personnel and operating costs were projected to be $277,000. As reflected in Table #1, the County allocated one-third of funding in the amount of $92,000 through the Sheriff's FY 2024 budget, while LCS maintained its previous funding level of $70,000.

During an April 26, 2023 City Commission Workshop, the Sheriff provided an update on the CSMB and requested continued funding from the City to support the program. During the Workshop, the City opted to redirect a total of $300,000 in funding previously earmarked for a Group Violence Intervention (GVI) program, which was an initiative aimed at reducing crime, to instead support efforts of the CSMB as was presented by the Sheriff. A portion of the funding ($115,000) would support the CSMB's FY 2024 personnel and operating expenses, and the remaining $185,000 would support a new Boys Post-Suspension Support Program proposed by the Sheriff.

The following funding commitments have been made by the County/LCSO, City, and LCS to support the CSMB's personnel and operating expenses for FY 2024:

Table #1: FY 2024 CSMB Funding Commitments

Stakeholder Agency	FY 24 Funding Commitment
Leon County/LCSO[1]	$92,000
Leon County Schools	$70,000
City of Tallahassee[2]	$115,000
Total:	**$277,000**

[1] *Provided by the County in the Sheriff's FY 2024 operating budget.*
[2] *Grant funding awarded by the City to support personnel and operating expenses.*

This item seeks acceptance of $300,000 from the City and $70,000 from LCS on behalf of LCSO to support the Tallahassee-Leon County Council on the Status of Men and Boys (CSMB) for FY 2024 (Attachment #1). As fiscal agent, the County must authorize the Sheriff to realize and spend the $300,000 in direct grant funding from the City. Additionally, the County must accept the pass-through funding from LCS for appropriation in the Sheriff's FY 2024 budget and approve the Resolution and Budget Amendment (Attachment #1).

The CSMB will continue to seek additional grant funding to support ongoing operating needs and thereby offset the financial support provided by the stakeholder agencies. Should the CSMB seek FY 2025 County funds to support its operations, the funding request would be included as part of the Sheriff's FY 2025 budget for the Board's consideration.

Analysis:

As noted previously, the City has committed $300,000 and LCS has committed $70,000 to support the CSMB in FY 2024. As the fiscal agent, the County must accept and authorize these funds to be realized in the Sheriff's FY 2024 budget. In March 2024, to streamline accounting and year-end financial reporting, the Board's external auditors and the Leon County Finance Division implemented new processes for acceptance of the Sheriff's Office grants and other appropriations. For grants where the County is acting as a pass through (i.e. the grant is awarded to the County on behalf of the Sheriff), the grant funds will be realized into the County's budget through Board approval of a Resolution and Budget Amendment. All accounting related to these pass-through grants will be handled through the County's financial system, and funds will no longer be transferred to the Sheriff. Direct appropriations received by the County on behalf of the Sheriff that are not considered a grant for state or federal reporting purposes (such as the $70,000 appropriation from the LCSB), will continue to be realized by the County and transferred to the Sheriff through approval of a Resolution and Budget Amendment.

For grants or other appropriations that are awarded directly to the Sheriff's Office (such as the $300,000 grant from the City), the Sheriff will request an agenda item seeking authorization from the Board to realize and spend the funds through a Sheriff's Office Budget Amendment. As fiscal agent, the County must give the Sheriff budget authority for the expenditure of these funds. However, all accounting related to the funds will be handled through the Sheriff's financial system and will not require any amendments to the County budget.

Leon County School Board Funding

For FY 2024, LCS agreed to maintain its funding commitment for the CSMB in the amount $70,000. On October 24, 2023, the Leon County School Board approved a collaborative partnership between LCS and the CSMB in the amount of $70,000 to serve at-risk students between the ages of 12-24 (Attachment #3). Students participating in the program will receive prevention and intervention programming, based on their individualized needs to address criminogenic behaviors. LCS will assist with program coordination and identifying students who would be eligible for and benefit from the CSMB services.

City of Tallahassee Funding

In March 2024, LCSO and the City executed a FY 2024 funding agreement in the amount of $300,000 for the CSMB (Attachment #4). Subsequently, LCSO submitted a Budget Amendment to the County requesting authorization to realize the funds into their FY 2024 budget (Attachment #5). As reflected in the agreement, $115,000 of these grant funds were awarded to support the CSMB's personnel expenses in FY 2024. The remaining $185,000 in grant funds were awarded to support a new Boys Post-Suspension Support Program to provide a supervised, safe place for youth in Leon County during periods of out-of-school suspension. LCSO will collaborate on this

project with Florida A&M University's Center for Ethnic Psychological Research and Application (FAMU) and LCS. Currently, students with out-of-school suspension must stay at home, often with no supervision or structure. FAMU will operate a program that will provide a safe space during school hours while providing tutoring services and life skills based on a formal assessment.

As fiscal agent, the County must authorize the Sheriff to realize and spend the $300,000 in direct grant funding from the City of Tallahassee. Additionally, the County must accept the pass-through funding from the Leon County School Board for appropriation in the Sheriff's FY 2024 budget and approve the Resolution and Budget Amendment (Attachment #1).

As previously mentioned, ongoing personnel and operating expenses will be considered through each stakeholder agency's annual budget process. The County is currently coordinating with the Sheriff in the development of the FY 2025 budget and any additional funding requests for the CSMB will be presented to the Board during the June Budget Workshop. Additionally, the Sheriff will continue to seek future funding from other sources such as colleges and universities, state agencies, federal and state grants, and private funding sources to support ongoing operating needs.

Options:

1. Authorize the Leon County Sheriff's Office to realize and spend $300,000 from the City of Tallahassee to support the Tallahassee-Leon County Council on the Status of Men and Boys.
2. Accept the $70,000 from the Leon County School Board and authorize the Leon County Sheriff's Office to realize and spend the funds to support the Tallahassee-Leon County Council on the Status of Men and Boys.
3. Approve the Resolution and Budget Amendment to realize the funds into the Sheriff's FY 2024 budget (Attachment #1).
4. Do not authorize the Leon County Sheriff's Office to realize and spend $300,000 from the City of Tallahassee.
5. Do not accept the $70,000 from the Leon County School Board.
6. Do not approve the Resolution and Budget Amendment.
7. Board direction.

Recommendation:

Options #1, #2 and #3

Attachments:

1. Resolution and Budget Amendment
2. Tallahassee–Leon County Council on the Status of Men and Boys Annual Report
3. Memorandum of Understanding between School Board of Leon County and Tallahassee–Leon County Council on the Status of Men & Boys for Prevention and Intervention Services
4. Agreement between Leon County Sheriff's Office and City of Tallahassee for the Tallahassee–Leon County Council on the Status of Men & Boys and Boys Post-Suspension Support Program
5. Leon County Sheriff Budget Amendment

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 9th day of April, 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: BAB24024
Date: 02/28/24

Agenda Item No:
Agenda Item Date: 04/09/24

County Administrator
Vincent S. Long

Assistant County Administrator
Ken Morris

Request Detail

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
110	000	369900	000	Other Miscellaneous Revenue	-	70,000	70,000
					Subtotal:	70,000	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
110	510	59304	586	Sheriff - Law Enforcement	61,136,282	70,000	61,206,282
					Subtotal:	70,000	

Purpose of Request

This budget amendment realizes $70,000 on behalf of the Leon County Sheriff's Office from The School Board of Leon County to support the Council on the Status of Men and Boys for fiscal year 2023-2024.

Division/Department
0603/99

Roshaunda Bradley, Budget Director

Approved By: **Resolution** [X] **Motion** ☐ **Administrator** ☐

Council on the Status of Men and Boys

2022-2023 ANNUAL REPORT

Posted April 1, 2024.

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Letter From The Sheriff

Dear Citizens of Tallahassee-Leon County,

When I proposed that we develop the Council on the Status of Men and Boys (CSMB), I knew it would take an investment of time. To lead and develop a comprehensive community effort to reduce homicides and non-fatal gun violence among males in the Tallahassee-Leon County area is an important and challenging task. Since the Council was launched in August 2022, I am pleased with how far it's come in such a short amount of time and encouraged by the steps we've taken toward impending strategies to decrease gun violence.

The Leon County Sheriff's Office is committed to excellence and will continue to exemplify this as we develop and implement our county wide plan to reduce gun violence in our community. This CSMB year one annual report looks at our progress and what's been done over this first year, as well as where we are going.

This year one report of CSMB activity provides a perspective on the scope of gun violence in Leon County. It also provides data on our and our partners' efforts to assess and address the problem, and the need for collective community action to build and maintain the support services necessary to transform lives for the better.

We are committed to meeting the needs of all citizens in our community by reducing crime and enhancing the overall quality of life in Leon County. At the heart of this important work are the dedicated members of this agency. I am continually grateful for their service and unwavering dedication to the citizens of Leon County.

Through our "ALL in LEON" initiative, we will continue unifying people, agencies, and organizations in a partnership to reduce crime in Leon County.

This collaboration empowers all stakeholders to contribute to the achievement of our common goals. Together, we are stronger.

Please join me in recognizing the initial work of CSMB as we continue another "YEAR of SERVICE."

ALLin!

Sincerely,

Walt McNeil

Message from the Executive Director of The Tallahassee-Leon County Council on the Status of Men and Boys

On behalf of The Tallahassee-Leon County Council on the Status of Men and Boys (CSMB), I am honored to share the results from our inaugural year, which is presented here in our 2022-23 annual report.

Looking back to August 1, 2022, when I embarked on the journey of identifying evidence-based strategies to reduce gun violence in our community, I'm encouraged by our efforts and the progress made to date. While working with some of our community's most vulnerable citizens, I'm encouraged by our efforts and progress made to date. For the first time in our county's history, we have a council in place to merge community, law enforcement and government to actively develop a plan to reduce gun violence in our community.

The investments made into this Council are making an impact and the results of the beginning stages of this work are outlined in this report. We, the Council, are taking the next steps to further unify these efforts under a comprehensive and focused plan.

The Council on the Status of Men and Boys is expected to provide a roadmap to reduce homicides and non-fatal shootings in Leon County by bringing all stakeholders and resources to the table to implement a unified operational strategy for prevention, intervention, and enforcement. We, the Council, are grateful to all our partners and the community who have helped us make strides toward this effort.

Sincerely,

Royle King

Meet the Governing Body

We are pleased to share what we've accomplished during the period between August 1, 2022, and August 31, 2023. Tallahassee-Leon Council on the Status of Men and Boys considers this work as paramount for our community. We look forward to introducing the team who has made this work possible and successes we've earned throughout these 12 months.

- **Jamie Van Pelt, Chair**
- **Dr. Sabrita D. Thurman-Newby, PhD, Vice Chair**
- **Trinity Joy Whitley, Secretary**
- **Dr. Marlon Williams-Clark, PhD**
- **Shamar Lee Banks**
- **Albert Batts, Jr.**
- **Eric Clark**
- **LaDarius Gammage**
- **Khary Ajene Henry**
- **Dorothy Inman-Johnson**
- **Dr. Latara Lampkin, PhD**
- **Marcus M. Lampkin**
- **Yolanda F. Pourciau**
- **Dr. Donald Elisha Sheppard, PhD**
- **Dr. Gwendolyn James Singleton, PhD**
- **Sandra M. Horne**
- **Elijah J. Hooks**
- **Richard D. Davison**

The Governing Body focuses on developing policy and providing direction to meet the council's mission and purpose. The Governing Body is comprised of between 13-21 individuals to include the following:

- **One educator (non-elected)**
- **Two current or former Executive Directors of boys mentoring/ serving organizations.**
- **Two faith-based leaders**
- **Two social workers of boys mentoring/serving organizations.**
- **Two youth leaders (at-risk or truant youth ages 12-24)**
- **Two community members with lived experience with the criminal justice system**
- **Up to five additional at large members**

Pilot Services Program

The prevention and intervention pilot services program for male students attending Second Chance and Success Academy at the Ghazvini Learning Center within the Leon County Schools has played a pivotal role in our success.

Utilizing data identified in the Anatomy of a Homicide project specific to expulsions and suspensions, the prevention and intervention pilot services program for male students attending Second Chance and Success Academy at the Ghazvini Learning Center was initiated through the collaboration of the Council on the Status of Men and Boys and the Ghazvini Learning Center. The Ghazvini Learning Center, which houses Second Chance and the Success Academy, was an ideal pilot school because it works with many of the students' disciplinary actions which put them at high risk for being involved in or the victim of a homicide, according to research from the Leon County Sheriff's Office's The Anatomy of a Homicide Report

CSMB life coaches were active in the Ghazvini Learning Center (GLC) providing services from March 2, 2023, through May 18, 2023. The GLC, which houses Second Chance and the Success Academy, was an ideal school because enrolled students have been expelled from their home schools. CSMB built a group of GLC student participants, growing from 20 active students in the first group meeting on March 23, 2023, to 33 at the last group meeting on May 18, 2023. Once students were paired with the appropriate life coach, life coaches performed an initial assessment to determine the student's individual needs and improvement areas. CSMB also conducted three group lunch sessions and individual visits with the life coaches. CSMB life coaches made 165 contacts (which includes students one on one, parents and school staff) from March through May 2023. There were three students that no longer participated (one due to being sent to a Juvenile Justice residential program and two that graudated with their high school diploma. Although this is a small sample size, it was crucial in building trusted relationships. Additionally, months of preparation preceded the team's readiness for deployment in March. Our Life Coaches continued making visits to GLC and home visits to students not enrolled in summer school over the summer.

The GLC administration team deemed CSMB's time at GLC a success. Eighty-two percent of participants earned credits toward graduation, and 34 percent increased their GPA during the program.

In the 2023-2024 school year, CSMB will return to GLC and expand to provide services at Rickards, Godby, and Leon High Schools while accepting referrals from all LCS High Schools.

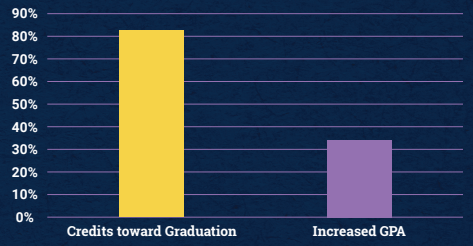
Ghazvini Program Summary Snapshot

Number of students enrolled	33
Number of Students finished	30
Students' Academic Progress	See chart below
Student Graduates	2
One-on-One contact hours with students by Life Coaches	404 hours
Total Team Hours	**420 hours**

Student Group	Percent of Total
Credits toward Graduation	82%
Increased GPA	34%

The percentage shown here reflects the 33 students.

Students Involved with CSMB at GLC



What Are Community Violence Intervention and Prevention Initiatives?

Community violence intervention (CVI) is an approach that uses evidence-informed strategies to reduce violence through tailored community-centered initiatives. These multidisciplinary strategies engage individuals and groups to prevent and disrupt cycles of violence and retaliation and establish relationships between individuals and community assets to deliver services that save lives, address trauma, provide opportunity, and improve the physical, social, and economic conditions that drive violence.

Step 1: Engage Community Members and Conduct a Community Violence Assessment

1.1. Get community input.

1.2. Collect and analyze data.

Step 2: Form a Community Collaboration

2.1. Identify partners to form a collaboration for CVI.

2.2. Bring partners together and build trust.

2.3. Strengthen the collaboration.

Step 3: Implement CVI

3.1. Select the CVI strategies.

The Council on the Status of Men and Boys (CSMB), in partnership with the Leon County Sheriff's Office (LCSO), has brought together a multidisciplinary team to help us develop a comprehensive community-wide violence reduction strategic plan for Leon County.

- The strategic plan will serve as a guide to reduce homicides and non-fatal shootings in Tallahassee and Leon County with community-informed recommendations for implementing a unified operational approach for violence prevention and intervention.
- We view gun violence as a public health issue and an essential part of developing a successful plan includes research and community involvement and.
- Our team of local, state, and national experts, who are helping us create the community-wide violence reduction strategic plan, includes:
  - National Institute for Criminal Justice Reform, a national organization that uses research and advocacy to help combat gun violence.
  - Researchers from Florida State University's College of Criminology and Criminal Justice, whose faculty was recently ranked No. 1 in the nation for research productivity and scholarly influence; and.
  - Tallahassee-based Salter Mitchell PR, which has decades of experience leading community and stakeholder engagement initiatives like ours and.
- Dialogue with our community members is crucial to our success and your input is essential. We will make sure you continue to be informed and updated on the status of this initiative and gain your help as we work on this community-wide violence reduction strategy for our communities.

Meet the CVIPI Planning Team

Planning Team Mission Statement

Our mission is to effectively disrupt gun violence in Tallahassee and Leon County, with a focus on collaborative efforts involving community stakeholders, evidence-based prevention measures, and active community engagement. We will promote comprehensive wraparound support for impacted community members, incorporate public safety initiatives, and advocate for mutual communal values supporting safety for all individuals, with the aim of inspiring hope and helping them realize their full potential.

- Benny Bolden
- Dr. DeOnte Brown
- Lanekia Bennett
- Cindy Bigbie
- Norman Billups
- Dr. Tom Blomberg
- Sara Bourdeau
- Rachel Bowns
- Jack Campbell
- George Creamer
- Dr. Kim Davidson
- Darian Davis
- KaRonte Donaldson
- Talethia Edwards
- Harold W Edwards II
- Rudy Ferguson
- Tonja Fitzgerald
- Regina Flowers
- Dr. Emma Fridel
- Dr. Michelle Gayle
- Greg Gibson
- Dr. Argatha Gilmore
- LaShawn Gordon
- Cecka Rose Green
- Keiland Henderson
- Maurice Holmes
- Dot Inman-Johnson
- Dr. Kellery Kilgore
- Royle King II
- Brandi Knight
- Marcus Lampkin
- Shington Lamy
- Alexandra Lawrence
- Tia Legree
- Whitfield Leland
- Crisna Logan
- Judy Mandrell
- Trevariana Mason
- Shade McMillan
- A.J Mealor
- Wiley Meggs
- Anita Morrell
- Terrell Nelson
- Kaylee Noorman
- Nancy O'Farrell
- Kelly O'Rourke
- Kelly Otte
- Heidi Otway
- Isabel Tayag Parker
- Jamie Van Pelt
- Dr. George Pesta
- Andrea Pittell
- James Pittman
- Yolanda Pourciau
- Stephen Sardelis
- Lexie Savedge
- Kyya Smith
- Akhenaten Thomas
- Dr. Kimball Thomas
- Lauren Toner
- Eric Trombley
- Erin Tupper
- Gwynn Virostek
- Robyn Wainner
- Ta-Tanisha Wallace
- Terrence Watts
- Johnitta Wells
- Marcus West
- Victor Williams
- Jessica Yeary

How We Got Here

The inspiration for this work came from the 'Anatomy of a Homicide Report' compiled by the Leon County Sheriff's Office. Based on an exploratory review of homicides in that report that occurred in Leon County from 2015 to 2020, it was determined that both homicide victims and offenders were overwhelmingly young Black males. Eighty-six percent of victims and 81 percent of known offenders were male. The 15-24 age group was the highest for both victims and offenders, followed by 25-34. Seventy-five percent of victims and 81 percent of known offenders were Black. These findings were not unique when compared to other published homicide data.

Unlike other leading causes of death, such as cancer or heart disease, gun violence disproportionately impacts children and young adults. Firearms were the leading cause of death in 2019 for American children and teens ages 1-19 and young adults ages 20-24.

Firearms are the leading cause of death among Black men, through age 39. With homicide being a leading cause of death for individuals of a specific sex, age range, and race, this problem is more than an enforcement issue alone. This presents a community health crisis stemming from drivers such as educational deficits, early exposure to the criminal justice system, lack of a stable family/home environment, mental and behavioral health, substance abuse, poverty, etc.

When treated as a public health problem, using a scientific epidemiological approach, homicides can be prevented. It will take an ALLin community working together with focus, fairness, and a balanced approach of prevention, intervention, enforcement, and ongoing assessment.

According to the Centers for Disease Control and Prevention, National Center for Injury Prevention and Control, Division of Violence Prevention, the public health approach is a four-step process that is rooted in the scientific method and draws on a multi-disciplinary science base.

The first step is to define and monitor the problem by understanding the 'who,' 'what,' 'when,' 'where,' and 'how' associated with it. The second step is to identify risk and protective factors by determining what factors protect people or put them at risk for experiencing or perpetrating violence. Third, strategies should be developed, implemented, and tested using an evidence-based approach, according to the Anatomy of the Homicide Reports.

Findings from research literature and available data should be used to develop prevention and intervention strategies. Once implemented, these strategies should be evaluated to determine their effectiveness. The fourth and final step is to assure widespread adoption of the strategies. Strategies that are shown to be effective should be implemented more broadly and continually assessed.

Long-term sustainable strategies and investments are needed to address the underlying socio-economic issues linked to violence. Although it is tempting to set overarching goals such as reducing violent crime in general, goals should be targeted, achievable, and measurable. Focusing on smaller areas (specific people, specific places, and specific behaviors) is most effective. Actions that are most likely to make the greatest immediate impact on homicides and non-fatal shootings in Leon County must be taken now, while we work together as a community to address the larger systemic causes of crime and violence.

Because the need was dire, on August 1, 2022, Royle King was hired as the inaugural Executive Director to lead this important effort under a newly-formed organization, the Tallahassee-Leon County Council on the Status of Men and Boys.

Mission

The mission of the Tallahassee-Leon County Council on the Status of Men and Boys is to unify existing agencies, organizations, and individuals to coordinate resources, funding, and services under a multi-disciplinary plan for reducing homicides and non-fatal shootings in Leon County and establish specific goals and objectives to address the disparities and challenges men and boys experience in violence, criminal justice, education, employment, and health.

Vision

Preserving life by preventing homicides and non-fatal shootings in Leon County, providing support and services to the men and boys who are most at risk and addressing the underlying causes of violence and improving the overall quality of life for residents of Tallahassee-Leon County.

Timeline

November 2021

The Leon County Sheriff's Office made the following recommendations in the 'Anatomy of a Homicide Report':

- Fully define and understand the problem by improving data collection and analysis and conducting additional research;
- Develop a plan to address the problem;
- Identify and engage key stakeholders;
- Designate a working group or committee to lead the effort;
- Develop specific goals and strategies with timelines for their achievement;
- Identify costs to support the needs;
- Implement evidence-based strategies and closely monitor results.

December 2021 – April 2022

- Leon County Sheriff Walt McNeil presents findings from the Anatomy of a Homicide Report and recommends that Leon County Government, City of Tallahassee and Leon County Schools help stand up the Council On The Status Of Men and Boys.
- To Follow came a Financial Investment

Entity	Proposed Contribution
Leon County Sheriff's Office - Law Enforcement Trust Fund	$70,000
Leon County Board of County Commissioners	$70,000
City of Tallahassee Commission	$140,000
Leon County School Board	$70,000
Proposed Initial Startup Cost:	**$350,000**

April 2022 – July 2022

- The search continues to hire an Executive Director to lead the efforts of the Council.

August 2022

- Royle King is hired as the inaugural Executive Director and onboarded.
- The Community Based Navigator, Crisna Logan, is hired and onboarded.

September 2022

- Council on the Status of Men and Boys receives a $1,495,663 grant from the United States Department of Justice (part of a $100 million, nationwide Community Violence Intervention and Prevention Initiative) seeks to prevent and reduce violent crime in communities by supporting comprehensive, evidence-based violence intervention and prevention programs.

October 2022

- Key stakeholder identification and engagement is ongoing.
- Florida State University, College of Criminology and Criminal Justice announced as the Research Partner to inform and evaluate community - violence intervention planning and implementation. (Florida State University was selected in January 2022 but announced when grant was awarded)

Timeline

November 2022

- Recruitment for Governing Body members begins.
- Recruitment for School Based Navigator and Life Coaches Begin.
- Key stakeholder identification and engagement is ongoing.

December 2022

- Memorandum of Understanding with Leon County Schools to start the prevention and intervention pilot services program for male students who are attending Second Chance and Success Academy at the Ghazivni Learning Center.
- Recruitment for Governing Body members continues.
- Recruitment for School Based Navigator and Life Coaches continues.
- Key stakeholder identification and engagement is ongoing.

January 2023

- Key stakeholder identification and engagement is ongoing.
- Initial Governing Body members selected.
- School Based Navigator and Life Coaches hired.

February 2023

- Attended the annual Community Based Violence Intervention and Prevention Initiative Grantee Conference.
- Key stakeholder identification and engagement is ongoing.
- School Based Navigator and Life Coaches hired onboarded.
- CVIPI Planning Team Members Letters of support and commitment received.

March 2023

- Hosted the Service Collaboration Meeting (CVI) 100 community partners attended.
- Provided an update to the City of Tallahassee Commission.
- Key stakeholder identification and engagement is ongoing.
- Navigators identified 50 male students at Ghazvini Learning Center.
- Provided an update to Leon County School Board.
- The National Institute for Criminal Justice Reform selected as Strategic Planning Partner.
- CSMB website is launched.

April 2023

- Participated in the Law Enforcement and Community Engagement Symposium.
- CVIPI Planning Team Kickoff Meeting (in person) 38 community partners attended.

May 2023

- CSMB 1,000 Men Community Meeting 100 community members attended.
- Attended the New Law Enforcement-Community Engagement National Training Conference.
- First Governing Body meeting held.
- Gun Violence Survey released led by SalterMitchell (partner).
- CSMB Team attended 24th Annual United Partners for Human Services Conference.
- CSMB Navigators complete Nonviolent Communication Training Course.

June 2023

- Governing Body Officers elected.
- Gun Violence Survey completed led by SalterMitchell (partner).

July 2023

- Relocated offices.
- Participated in FAMU and FSU Freedom Schools National Day of Social Action.

January 2023 - December 2023

- Facilitate activities to develop a Violence Reduction Strategic Plan.

Future

January 2024 - September 2025

Implement CVI Intervention and Prevention Strategies as outlined in the Violence Reduction Strategic Plan.

March 2025 - June 2025

Apply for CVIPI sustainment funding for enhancement/expansion and capacity building.

Meet the Team

Together, this team functions as a Navigation System, which provides **holistic assessment, navigation, case management and life coaching** services to at-risk individuals. Navigators coordinate and facilitate intake, assessment, prioritization, and case management.

CSMB Operational Staffing Model

The Executive Director focuses on the day-to-day operations and management of staff to drive the work of CSMB. The Executive Director serves as a liaison for program services both internally and externally, and coordinates with existing service providers to align given goals, mission, and purpose of CSMB.

Community-Based and School-Based Navigators serve as liaison between CSMB and Human Service Organization, (DJJ, DCF, College Outreach Programs, and Big Bend Mental Health Coalition) and LCS Offices of Truancy, Title I, Charter Schools, Homeless and Disability Services to ensure coordination and collaboration, while reducing duplication.

The Navigators successfully conducted a service provider capacity assessment to assess assets and gaps in service delivery. In addition, the navigators will be responsible for coordinating violence interrupters.

Life-Coach Navigators coordinate and facilitate services for at-risk men and boys through assessment, evaluation, planning, and implementation. They will establish trusting relationships with their clients and spend significant time helping them mitigate their risk factors and connecting them to services, supports, and opportunities.

Meet the Team

Royle King II is the inaugural Executive Director of The Tallahassee-Leon County Council On The Status Of Men And Boys. Growing up in one of the most violent and high crime areas of Dallas, Texas he spent his teen years in two mentoring programs that would change his life and later change the lives of young men around the world. The Omega Sparks, a mentoring auxiliary of the local Omega Psi Phi Fraternity Inc., and the Dallas/Fort Worth Association of Black Journalists journalism boot camp. The boot camp introduced him to his mentor Cheryl Smith a Florida A&M University alumni who inspired King to attend FAMU. These programs had a profound impact on his life and inspired a desire to want to become a mentor and yield back some of what was poured into him. These programs laid the foundation for success and desire to help others. Arriving in Tallahassee to earn his bachelor's degree from Florida A&M University in Broadcast Journalism King vowed that he would give back to his community and young men.

In 2008 while still an undergraduate at FAMU the Omega Lamplighters, Inc. mentoring program was piloted. In 2011 after graduating from college he took on full-time leadership of the program and revamped the services to reflect the peresent day model. Since 2008 the program has grown to over 150 male youth in the Big Bend area with chapters all over the United States and Naples, Italy serving male youth fourth – twelfth grade. Over his time as a mentor and director he has directly impacted the lives of over 2,000 youth. The program focusses on providing at-promise youth with the skills necessary to be successful and access to the resources to help them do so. His over 15 years of experience in this work has allowed him to become a credible source in program development and how to reach our communities most vulnerable populations to gun violence and crime.

King decided to settle in Tallahassee after creating the program even through its expansion, he believes he was called to this city, during these times for this purpose. This experience and success made King the ideal choice to lead CSMB in its efforts to reduce gun violence in Leon County and unify our community's service provider agencies.

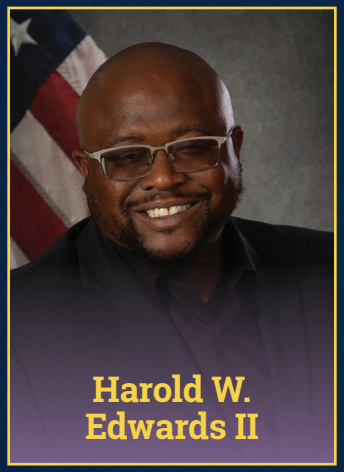
Meet the Team

Crisna Logan currently serves as a Community Based Navigator for the Council on the Status of Men and Boys (CSMB) and holds nearly a decade of experience of working in the criminal justice system. Logan previously served as the Inmate Programs Director at the Leon County Sheriff's Office, where she spearheaded the opening of the highly successful Re-entry, Innovative Services and Empowerment (RISE) Center. Under her leadership, Logan supervised staff and operations, in addition to implementing several evidence-based, educational, rehabilitative, trauma-informed, and re-entry programs. The experience she gained in her previous role working with incarcerated individuals as well as those post incarceration, has equipped her with the knowledge and skills to interact with community partners and youth to provide resources, in hopes of reducing criminality in our communities.

As a Community Based Navigator, she is tasked with collaborating and networking with community organizations and groups to unify existing efforts to provide services to individuals at risk of being a victim or perpetrator of violence. Additionally, she is the liaison between the CSMB and other organizations and providers to ensure coordination and collaboration, while reducing duplication.

Mrs. Logan has a Bachelor of Science degree in Criminology and Psychology from Florida State University and a Master's in Business Administration with a concentration in leadership management. Her education has given her a solid and extensive background on the issues of criminology and corrections.

Meet the Team



Harold W. Edwards II

Harold is the School-Based Navigator for the Council of the Status of Men and Boys. Harold brings a wealth of knowledge from over 17 years in the education field to this endeavor. This experience is specifically in the Title I realm, where he was voted the 2022-2023 Rickards High School teacher of the year. In his 17 years of experience, Harold was a teacher and provided disciplinary services at school. Harold also served as the assistant athletic director, overseeing the discipline and academic records for the entire school. He has experience in two states in these 17 years of service. Which also includes several alternative schools and even a juvenile detention center.

Harold has been mentoring young men for over twenty years, focusing on underserved youths. He served in organizations like the Black Male College Explorers, where he mentored and guided young men from across the country at FAMU every summer in a six-week program. Harold also works with organizations such as 100 Black Men, conducting mentoring services inside the community. As a pastor and community leader on the city's south side, he works with the youth both in school and outside of school and has a litany of contacts in the education and community realm.

Harold has a teaching certification in Biology, Middle Integrated curriculum, and PreK- 3rd grade. Harold is also certified in educational leadership. He received his Bachelor of Arts from Florida Agricultural and Mechanical University in Religion and Philosophy, a Master's of Arts and a Master's of Divinity from Liberty University. Harold is completing his Doctorate in Ed leadership from St. Thomas University. This education and experience give Harold the wisdom and knowledge to serve as a liaison between the CSMB and the school system and establish restorative justice programs for youth.

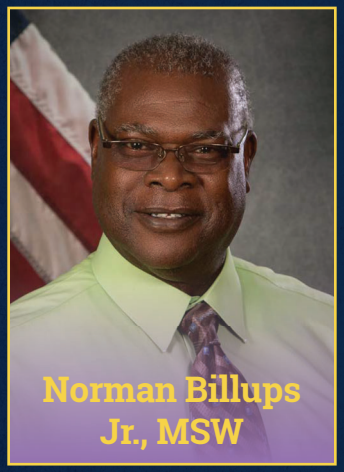
Meet the Team

KaRonte Donaldson

KaRonte Donaldson is a native of Tallahassee, Florida, where he graduated from Lincoln High School. Highly motivated and goal oriented, KaRonte completed his Master's degree in Sports Management from Florida A&M University. Prior to that, he was a student athlete earning a Bachelor of Business Administration Management degree with honors from Fort Valley State University.

His passion for helping under privileged youth led him to pursue an opportunity to work in the community, and his academic qualifications have provided him with a strong foundation to excel in this field. Being a resident of Tallahassee, KaRonte understands the importance of engaging in activities that enhance our community to make it better. He considers it an honor to be a Life Coach Navigator for the Tallahassee-Leon Council on the Status of Men and Boys. As a Life Coach Navigator, he mentors at-risk youth, guides them to make positive life choices, strives to build resilience and self-esteem, and teaches effective conflict resolution and communication skills. These skills not only improve their personal relationships but also contribute to a safer community by reducing the likelihood of gun-related incidents or incarceration.

Meet the Team



Norman Billups Jr. is a native of Virginia Beach, VA. He received his Bachelor of Arts Degree in 1981 from Virginia Wesleyan University. He obtained many awards, most importantly the Athlete of the Year in the Tidewater / Hampton Roads Area in 1981 and being inducted into the Virginia Wesleyan University Basketball Hall of Fame in 2019. He eventually earned his Master of Social Work in 2002 from Florida A&M University.

He began his career working with juveniles and the at-risk community while working at the New York City Corrections Department in 1984. He then returned to his hometown of Virginia Beach, VA. in 1990, and began working with youth at Norfolk Juvenile Detention Centers in Norfolk VA., The Tidewater Juvenile Detention Center in Chesapeake, VA. and the Pines Juvenile Sexual Treatment Centers in Portsmouth, VA.

He moved to Tallahassee, Florida in 1994 and worked as a Juvenile Probation Officer with the State of Florida. In 1996 he was hired at the Tallahassee Police Department as a Case Manager working with Serious Habitual Juvenile Offenders and At-Risk Juvenile in the Juvenile Services Unit. While at the Tallahassee Police Department he was certified in Crisis Intervention (CIT) and took FBI Gang certification. He also preformed duties as a Victim Advocate. He retired from the police department after 26 years in 2023. He then was hired as a Life Coach with the Council on the Status of Men and Boys.

During Norman's decades of working with youth and families he has assisted many, emphasizing critical thinking skills, conflict resolution, emotional awareness, and support by empowering them with skills they could utilize to make better decisions and promote safer communities.

Posted April 1, 2024.

Year One Accomplishments

Community Partners

- CSMB has engaged over **160 agencies/organizations** and **80-90 agencies** have agreed to collaborate with the council as of August 15, 2023.
- **38 community partners** attended the CVIPI Planning Team Kick off meeting on April 28, 2023.
- **85 community members** attended the 1000 Men meeting on May 16, 2023.

We are pleased to share that 105 children received Christmas gifts at the LCSO Christmas Giveaway on December 20, 2022.

To support the families of those incarcerated at the Leon County Detention Facility, CSMB partnered with members of the LCSO Ministerial Alliance to provide meals, clothing, rent/utility assistance, etc. during the holiday season.

We applaud our community partners who help us make a difference:

- **Life Changers: Church of God in Christ**
- **Truth Gathers Dream Center**
- **Faith Presbyterian Church**
- **Fellowship of Christian Athletes**

Adopt a Family Program

- Families on list: **38**
- Adopted by churches: **18**
- Declined Services: **7**

Visibility in the Community

We attended, presented, participated in, or led over 100 community events centered around gun violence, unifying our community, or sharing the story of what the Council has been doing.

Intern Support

Over the past year, CSMB has been fortunate to partner with FAMU's internship program. The interns were beneficial when reaching out to community partners, service agencies, and groups to build our capacity assessment spreadsheet. The interns also helped arrange community events and lesson planning for the GLC students.

- **Taniya Jurnieak**
- **Isaiah Killings**
- **Patrick Bonner**

Working with the Moore Agency

As an independent and globally ranked marketing and communications agency, Moore connects with audiences to make an impact. To help create the permanent CSMB footprint, to find our authentic voice and to create a powerful brand, we partnered with The Moore Agency to include best practices and build a powerful brand with visuals that help to best tell our story.

Making a Difference with Families

Meet JW's Dad

1. What changes have you noticed in your child at home since they have been working with the CSMB? *"He has been able to communicate better with me and his mom and has been more compliant with his mom."*
2. What changes have you noticed in your child at school since they have been working with the CSMB? *"Made more effort and had a better attitude towards school and has completed more work."*
3. How have your child's academic performance changed since they have been working with the CSMB? *"Grades have improved from D's and F's to A's and B's."*

Meet JW

1. How would you describe your experience with the CSMB? *"It is good it was inspiring to make better decisions in life and helped me."*
2. How would you say the CSMB experience helped you improve as a student both inside and outside of school. *"Inspiring me to make good decisions, be a leader and a better man."*
3. Would you recommend CSMB to your friends why or why not? *"Yeah, because it will inspire and equip them the way it inspires and equipped me to look to at life different."*

Reflections From Ghazvini Learning Center Staff

On June 7, 2023, the CSMB met with the Administration Team of Ghazvini Learning Center which included Principal Amy Alvis, Assistant Principal Johnson, The Behavioral Specialist Mr. Wesley, and the newly appointed Program Director Mr. Chambers. The admin team at GLC provided the following feedback:

"The CSMB's consistent presence at their school from the time they distributed permission papers on March 2, 2023, until May 18, 2023, was the most noteworthy compliment. Whether it was through the monthly group sessions or individual sessions with the Life Coaches. During the few weeks they participated in the program, they observed an improvement in the behavior, rapport, and work engagement of the students."

Among the suggestions made by the administration team, the GLC team inquired if there were employment programs or partnerships with businesses that offer employment or work experience to qualified students. Our response to this query was our partnership with CareerSource, Capital Region and the City of Tallahassee's Tempo program, as well as how we could align students who continue programs with job placement to provide them with an alternative to the activities that got them in trouble.

When students left the GLC program and returned to conventional public schools in Leon County, a second question arose. How long did we continue to partner with them? The GLC team is aware that upon the child's initial return to public Leon County schools, he or she might require additional assistance to remain on the right path. Our response was that we had a standard plan to partner with a student for at least nine months, during which time the student would be paired with community partners who could provide the services necessary for the student's success.

The GLC Admin team deemed our time at the Ghazvini learning center a success overall, and they look forward to working with us in Fall of 2023.

A Look Ahead

There are several initiatives we have begun planning for that will help us succeed into the next year. From a collaboration between Leon County Schools and FAMU to partnering with the Leon Regional Juvenile Detention Center, these are efforts we've identified that will further assist our youth.

FAMU Post Suspension Program

FAMU Post Suspension Program

Issue

Leon County Schools (LCS) issued approximately 2,400 suspensions to public school elementary through high school students during the fall of the 2022-23 school year. During these periods of suspension from attendance at the LCS public schools, these students are generally left on their own during normal school hours while they are not at school with little or no supervision or structure. These unstructured, unsupervised periods represent a time during which the suspended student might be tempted to engage in further socially unacceptable behavior and even criminal behavior. This represents a preventable missed opportunity for the public education system to provide structure and support to those students most at risk of escalating misbehavior that could have long-term consequences on their future eligibility to attend public schools and take their place as productive members of the greater community post-graduation.

Solution

Florida Agricultural & Mechanical University (FAMU) Strategic Priorities pertaining to Academic Excellence call for the university to position FAMU to emerge as a world-class leader in healthcare education and research. They also work to address disparities, emergent needs, and advance holistic well-being and amplify discovery and innovation to solve complex real-world problems. LCSO seeks to partner with FAMU, LCS, and the Council to:

- Develop a post-suspension/expulsion support program for affected LCS public school students that would provide these students with a designated location to attend a structured program during the period of suspension/expulsion.
- Provide screenings (social, academic, psychological, neuropsychological/executive functioning evaluation).
- Use Life Empowerment Curriculum, including individualized self-care plan and life plan that is aligned with the eight dimensions of wellness.
- Provide Social Emotional Learning (SEL) to include trauma-informed SEL, culturally adapted SEL and mental health and behavioral health literacy.

To help people better recognize and achieve wellness – including in the workplace – the Substance Abuse and Mental Health Services Administration (SAMHSA) created the Eight Dimensions of Wellness:

- **Emotional:** Coping effectively with life and creating satisfying relationships.
- **Environmental:** Good health by occupying pleasant, stimulating environments that support well-being.
- **Financial:** Satisfaction with current and future financial situations
- **Intellectual:** Recognizing creative abilities and finding ways to expand knowledge and skills.

Posted April 1, 2024.

- **Occupational:** Personal satisfaction and enrichment from one's work.
- **Physical:** Recognizing the need for physical activity, healthy foods, and sleep.
- **Social:** Developing a sense of connection, belonging, and a well-developed support system.
- **Spiritual:** Expanding a sense of purpose and meaning in life.

CSMB informs and involves Council Life Coach Navigators and School Based Navigator(s) about at-risk students as well as students already (or about to be) impacted by imposition of suspension/expulsion:

- Facilitate management of a "Continuum of Care" from intervention through school re-entry by Council Life Coach Navigators; and
- Establish a space in which participant students feel welcomed, included, valued, supported, and safe.

The program should be designed to accommodate placement of affected LCS students in the FAMU Student Post-Suspension/Expulsion Support Program immediately upon imposition of suspension/expulsion. It is anticipated that supervised hours would parallel regular LCS public school hours to which the affected students are accustomed, typically occurring between the hours of 7:00 a.m. and 3:30 p.m. Monday through Friday during the school year.

Potential exists for this initiative to be developed into an interactive, college credit course in which FAMU students from social work, sociology, education, and other identified disciplines might engage the affected LCS students to simultaneously accomplish mentoring and practical skill applications.

Referrals

A new partnership with the Leon Regional Juvenile Detention Center is currently in the works which will allow CSMB to bring programming inside the facility and to be able to equip juveniles housed there with some of the skills necessary for them to be successful when they return home.

CITY OF TALLAHASSEE

LEON
FLORIDA'S CAPITAL COUNTY

LEON COUNTY SCHOOLS

This project was supported by Grant No. 15PBJA-22-GG-04708-CVIP awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Agenda Item Details

Meeting	Oct 24, 2023 - Business Meeting
Category	12. Items of Consent - General: Contracts/Cooperative Agreements
Subject	12.03 Memorandum of Understanding between the School Board of Leon County, Florida and the Tallahassee – Leon County Council on the Status of Men and Boys for Prevention and Intervention Services.
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	70,000.00
Budgeted	Yes
Budget Source	ESSIR III Funds

STAFF MEMBER REPORTING THIS ITEM/PHONE: Dr. Michelle Gayle/487-7177 and Tonja Fitzgerald / 850-487-7809

ACTION REQUESTED: The Superintendent recommends that the Board approve the 2023 - 2024 Memorandum of Understanding between the School Board of Leon County, Florida and the Tallahassee – Leon County Council on the Status of Men and Boys for Prevention and Intervention Services.

ITEM SUMMARY: The Council on the Status of Men and Boys is a product of the Anatomy of a Homicide which found most Leon County homicides over the last five years were committed by young Black males. Sherriff Walt McNeil and staff have completed several comprehensive School Board presentations and meetings regarding this critical matter. The Superintendent is recommending that Leon County School Board, Florida join Leon County Government, the City of Tallahassee, the Leon County Sherriff's Office, and the City of Tallahassee Police Department in this community effort. On April 26, 2022 the LCSD contributed $70,000 of ESSER III funds to the Council on the Status of Men and Boys for the 2022 – 2023 school year. This is a final continuation of the contribution of funds for the 2023 – 2024 school year. LCS Finance Department has determined that these funds can be utilized or this purpose.

The purpose of this MOU is to establish a collaborative partnership between the Board and the Community Partner to serve at-risk students between the ages of 12-24, meeting the risk factors identified by the Community Partner. Students participating in the program will receive prevention and intervention programming, based on their individualized needs to address criminogenic behaviors. The Board will assist with program coordination and identifying students that would be eligible for and benefit from the Community Partner's services. The Board is committed to the vision and goals of the Community Partner and will work collaboratively to identify further ways to expand the services offered in this expanded effort to include all Leon County high schools.

WILL THE SUBMITTER BE DELIVERING SIGNATURE DOCUMENTS TO THE BOARD SECRETARY? Yes

LCS MOU CSMB-2023-24.pdf (188 KB)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

LEON COUNTY SCHOOLS

Memorandum of Understanding

Between

The School Board of Leon County, Florida

And

Tallahassee-Leon County Council on the Status of Men and Boys

For

Prevention and Intervention Services

Agreement #A1005-23

This Agreement is between the School Board of Leon County, Florida ("Board") and the Council on the Status of Men and Boys ("Community Partner"). The Board and the Community Partner may be referred to jointly as the "Parties."

Recitals

1. Whereas the Leon County Sheriff's Office directed a review of data related to the increasing number of homicides between 2015 and 2020, summarized in a report, "Anatomy of a Homicide"; and

2. Whereas the "Anatomy of a Homicide Report" detailed that some of the most at-risk individuals included students that have been expelled or were at risk of being expelled from school; and

3. Whereas the Tallahassee-Leon County Council on the Status of Men and Boys was established to begin implementing recommendations from the "Anatomy of a Homicide" report; and

4. Whereas to be successful, the Community Partner must engage the community at large, and work in tandem to address the issues associated with violence via the approved strategic plan; and

5. Whereas the Board is committed to providing an engaging, safe, and respectful learning environment for its students and their families; and

6. Whereas this MOU will create a formal, structured, and sustainable partnership that will allow the parties to assist in preventing at-risk students ages 12 to 24 currently in secondary-level public schools in Leon County from being perpetrators or victims of violent crime; and

7. Whereas, this partnership will provide a continuum of coordinated supports, services, and opportunities for at-risk students using evidenced-based prevention and intervention strategies, via culturally appropriate authority figures.

Therefore, the Parties agree as follows:

Section 1: Key Information

1.1. Agreement Term

The MOU will be effective beginning upon the execution of this MOU and will end on July 30, 2024.

1.2. Authorized Contacts

The designated contacts for the Board and the Community Partner listed below may be changed with written notification to the other Party and do not require a formal written amendment.

Board Agreement Manager

Michelle Gayle, Ph.D.
Assistant Superintendent
Professional and Community Services
2757 West Pensacola Street
Tallahassee, FL 32304
Phone: (850) 487-7177
gaylem@leonschools.net

Board On-Site Contact

Amy Alvis
Principal
Phone: (850) 488-2087
alvisa@leonschools.net

Second Chance
860 Blountstown Street
Tallahassee, Florida 32304

Success Academy at Ghazvini
854 Blountstown Street
Tallahassee, Florida 32304

Board On-Site Contacts

Douglas Cook
Principal
Phone: (850) 414-5500
cookd3@leonschools.net

Rickards High School
3013 Jim Lee Road
Tallahassee, FL 32304

Board On-Site Contacts

Desmond Cole
Principal
Phone: (850) 488-1325
coled@leonschools.net

Amos P. Godby High School
1717 West Tharpe Street
Tallahassee, FL 32303

Board On-Site Contacts

Michal Bryan
Principal
Phone: (850) 617-5700
bryanm@leonschools.net

Leon High School
550 East Tennessee Street
Tallahassee, FL 32308

Community Partner Representatives

Royle King
Executive Director
Council on the Status of Men and Boys
Phone: (850) 443-8185
kingro@leoncountyfl.gov

Harold W. Edwards II
School Based Navigator
Council on the Status of Men and Boys
Phone: (850) 938-8501
edwardsh@leoncountyfl.gov

1.3. General Service Description/Purpose

The purpose of this MOU is to establish a collaborative partnership between the Board and the Community Partner to serve at-risk students between the ages of 12-24, meeting the risk factors identified by the Community Partner. Students participating in the program will receive prevention and intervention programming, based on their individualized needs to address criminogenic behaviors. The Board will identify students that would be eligible for and benefit from the Community Partner's services. The Board is committed to the vision and goals of the Community Partner and will work collaboratively to identify further ways to expand the services offered in this initial pilot group.

1.4. Service Location(s)

1.4.1. Second Chance
860 Blountstown Street

Tallahassee, Florida 32304

1.4.2. Success Academy at Ghazvini
854 Blountstown Street
Tallahassee, Florida 32304

1.4.3 Rickards High School
3013 Jim Lee Road
Tallahassee, FL 32304

1.4.4 Amos P. Godby High School
1717 West Tharpe Street
Tallahassee, FL 32303

1.4.5 Leon High School
550 East Tennessee Street
Tallahassee, FL 32308

Section 2: Requirements and Responsibilities

2.1. Community Partner Responsibilities

1. Provide the Board with the eligibility criteria necessary to refer LCS students to the Community Partner's program.
2. Obtain an LSC release of information, signed by the student's parent (if under 18) or the student (if over 18), allowing for the release of information from LCS, including mental health treatment information.
3. Provide evidenced-based prevention and intervention services to students enrolled at Second Chance/Success Academy at Ghazvini, Rickards High School, Amos P. Godby High School, or Leon High School, and selected to participate in the program.
4. Ensure that on-site services are scheduled with the school site at least two (2) business days in advance.
5. Check-in with the front office when arriving on-site at a school, unless previously scheduled with the principal.
6. Only communicate with students who are enrolled in the program.
7. Work in coordination with school administration, community liaisons, social workers, and other Board employees or service providers to schedule services and understand the totality of the student's situation and needs.
8. Schedule and facilitate a bi-weekly (every other week) meeting with District Leadership to discuss the progress and any recommendations for the program.
9. Provide a quarterly report summarizing the programming and services provided for each LCS student participant.
10. All Community Partner staff that provide any on-site services or interact directly with students shall undergo the Board's Mentor training prior to providing services.
11. The Community Partner will provide Navigator training to all Board community liaisons and social workers who work with students in the selected service locations.
12. The Community Partner will participate and present at Board meetings, when requested, regarding the progress and efficacy of the program.
13. The Community Partner will also refer at risk-students to the FAMU Post Suspension Program until capacity is met. Program details and services are outlined in a separate Memorandum of Understanding.

14. Per Section 1011.62(13), F.S., if the Community Partner provides any mental health screenings or assessments, individual counseling, family counseling, group counseling, psychiatric or psychological services, trauma-informed care, mobile crisis services, or behavior modification services, on or off-campus, an assessment must be completed with 15 days of referral, with services being initiated within 30 days of referral.
15. Per Section 1006.07(7), F.S., if an immediate mental health or substance abuse crisis is suspected, the Community Partner's personnel shall follow Board policies to engage the appropriate behavioral health crisis resources. On-site personnel shall report all such situations and actions taken to the Board's Agreement Manager as soon as practical.

2.2. Board Responsibilities

1. The Board will use the eligibility/referral criteria provided by the Community Partner to refer students to the program.
2. Facilitate regular communication and coordination between the service locations, potential future service locations, Board, and Community Partner.
3. The Board will upon receiving a signed release of information, share the requested student information with the Community Partner within two weeks of receiving the referral. This form should include contact information for the students parent or guardian.
4. The Board will support and assist the Community Partner with monitoring the Program's performance and compliance standards, including sharing data on participant outcomes.
5. The Board will provide space for the Community Partner to provide services on-site, if available, and with at least two (2) business days' notice. Additionally, parents of students receiving these services shall be provided information regarding behavioral health services offered through the Community Partner and other local community providers.

2.3. Joint Responsibilities

1. Participate in monthly and/or quarterly coordination meetings with both parties.
2. Meet within the first 15 days after execution of this Agreement to establish an annual work plan that clearly defines specific goals and metrics for the Program. The Program's impact and success will be evaluated at these meetings.
3. Meet as needed to evaluate current services, discuss new ideas, and make necessary programmatic changes.
4. Document best practices and lessons learned.
5. Maintain transparency with programmatic delivery, requirements, and expectations.
6. Develop co-branded outreach materials and collaborate on all publicity, media, and advertising regarding the Program.

2.4. Compensation

The Board has authorized a one-time financial commitment of $70,000 to assist the Community Partner in establishing themselves and begin providing services. The Community Partner will present an invoice within 15 days of contract execution. The Board will issue payment to the Leon County Board of County Commissioners within 30 days of receipt of a proper invoice.

Section 3: Terms and Conditions

3.1. Agreement Modification

Unless otherwise stated herein, modifications to this Agreement's provisions shall be valid only through the execution of a formal Agreement amendment.

3.2. Termination

3.2.1. Termination at Will

Either Party may terminate this Agreement upon no less than 30 calendar days' notice, without cause, unless both parties mutually agree upon a lesser time. Notice shall be delivered by certified mail (return receipt requested), by other delivery methods whereby an original signature is obtained, or in-person with proof of delivery.

3.2.2. Termination for Cause

If a breach of this Agreement occurs, the Board may terminate this Agreement upon 24 hours' written notice. Notice shall be delivered by certified mail (return receipt requested), by other delivery methods whereby an original signature is obtained, or in-person with proof of delivery.

3.2.3. Termination for Unauthorized Employment

Violation of Section 274A of the Immigration and Nationality Act shall be grounds for unilateral cancellation of this Agreement.

3.3. Staff Background and Criminal Record Checks

This Agreement is subject to the provisions of Board Policy 8475, which incorporate the requirements of Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467, and 1012.468, F.S., incorporated by reference. If this Agreement results in the deployment of personnel to Board school sites, whether they are a direct employee of the Community Partner or a subcontractor, it is the responsibility of the Community Partner to follow the requirements of the referenced laws and policies.

3.4. Utilization of E-Verify

Per Executive Order 11-116, "The Provider agrees to utilize the U.S. Board of Homeland Security's E-Verify system, https://e-verify.gov/employers, to verify the employment eligibility of all new employees hired during the contract term by the Provider. The Provider shall also include a requirement in subcontractors that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term." Community Partners meeting the terms and conditions of the E-Verify System are deemed compliant with this provision.

Beginning January 1, 2021, every public employer, Community Partner, and subcontractor shall register with and use the E-Verify system to verify all newly hired employees' work authorization status. A public employer, Community Partner, or subcontractor shall not enter into an Agreement unless each Party to the Agreement registers with and uses the E-Verify system under Section 448.095, F.S.

3.5. Public Records

The Community Partner agrees to (a) keep and maintain public records required by the Board to perform the service; (b) upon request from the Board's custodian of public records, provide the Board 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 Florida Statute; (c) ensure

that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Community Partner does not transfer the records to the Board; and (d) upon completion of the Agreement, transfer, at no cost to the Board all public records in possession of the Community Partner, or keep and maintain public records required by the Board to perform contractual obligations. If the Community Partner transfers all public records to the Board upon completion of the Agreement, the Community Partner shall destroy any duplicate public records that are exempt or confidential and exempt from public record disclosure requirements. If the Community Partner keeps and maintains public records upon completion of the Agreement, the Community Partner shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request, in a format that is compatible with its information technology systems. The Board may unilaterally cancel the Agreement for refusal by any Community Partner to allow public access to all documents, papers, letters, or other material made, or received by, the Community Partner in conjunction with the Agreement unless the records are exempt from Section 24(a) of Art. I of the State Constitution and either Section 119.07(1), F.S. or Section 119.071, F.S.

If the Community Partner has questions regarding the application Chapter 119, Florida Statutes, in relation to the Community Partner's duty to provide public records relating to this Agreement, the Community Partner should contact the Board's custodian of public records at:

Leon County School Board
ATTN: Public Records Custodian
520 South Appleyard Drive
Tallahassee, FL 32304
Telephone: (850) 487-7177
Email: jerniganj@leonschools.net

3.6. Independent Contractor Status

The Community Partner shall be considered an independent contractor in its duties and responsibilities under this Agreement. The Board shall not exercise any control or direction over how the Community Partner performs its work and functions other than provided herein. Nothing in this Agreement is intended to constitute a partnership or a joint venture between the Parties.

3.7. Non-Discrimination

No person, on the grounds of race, creed, color, national origin, age, gender, marital status, or disability, shall be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to, discrimination in the performance of this Agreement.

3.8. American with Disabilities Act

The Community Partner shall comply with the Americans with Disabilities Act. In the event of the Community Partner's noncompliance with the non-discrimination clauses, the Americans with

Disabilities Act, or with any other such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended, in whole or in part.

3.9. Indemnification

The Community Partner shall be liable and agrees to be liable for, and shall indemnify, defend, and hold the Board, its employees, agents, officers, heirs, and assignees harmless from any claims, suits, judgments, or damages, including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by the Community Partner, or its employees or agents, in the course of the operations of this Agreement, including, but not limited to, any claims or actions brought under Title 42 USC §1983, the Civil Rights Act.

3.10. Student Data Confidentiality

3.10.1. Health Insurance Portability Accountability Act (HIPAA)

Where applicable, the parties agree that they will comply with the Health Insurance Portability Accountability Act, as well as all regulations promulgated thereunder (45 CFR Parts 160, 162, and 164).

3.10.2. Mental Health Information

Notwithstanding any other provision of law, per Section 1006.07(7), F.S., all state and local agencies and programs that provide services to students experiencing or at risk of an emotional disturbance or a mental illness, including school districts, school personnel, state and local law enforcement agencies, the Department of Juvenile Justice, the Department of Children and Families, the Department of Health, the Agency for Health Care Administration, the Agency for Persons with Disabilities, the Department of Education, the Statewide Guardian Ad Litem Office, and any service or support provider contracting with such agencies, may share with each other records or information that are confidential or exempt from disclosure under Chapter 119, F.S., if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others. All such state and local agencies and programs shall communicate, collaborate, and coordinate efforts to serve such students.

3.10.3. Family Educational Rights and Privacy Act (FERPA)

If the Community Partner has access to students' educational records, the Contractor shall limit its employees' access to the records to those persons for whom access is essential to the performance of the Services. The Community Partner shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974 (FERPA) under 34 CFR Part 99, as amended.

3.11. Liability

The parties agree to accept and to be responsible for their own acts or omissions as well as those of their employees, and nothing in this Agreement should be interpreted or construed to place any such responsibility onto the other parties.

3.12. Insurance.

Below are the minimum insurance requirements the Community Partner must maintain:

3.13.1. General Liability: Limits not less than $1,000,000 per occurrence for Bodily Injury/ Property Damage; $1,000,000 General Aggregate. Limits not less than $1,000,000 for Products/Completed Operations Aggregate.

3.13.2. Auto Liability: Owned, Non-Owned, and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than $1,000,000 Combined Single Limit. If the Community Partner does not own any vehicles, hired and non-owned automobile liability coverage in the amount of $1,000,000 shall be accepted. In addition, an affidavit signed by the Community Partner must be furnished to the Board indicating the following: "[Community Partner] does not own any vehicles. In the event the insured acquires any vehicles throughout the term of this Agreement, the insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition."

3.13.3. Acceptability of Insurance Carriers: The insurance policies shall be issued by companies qualified to do business in the State of Florida.

3.13.4. Verification of Coverage: Proof of insurance must be furnished within fifteen (15) days of execution of this Agreement.

3.13.5. Required Conditions: Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:

3.13.5.1. The School Board of Leon County, Florida, its members, officers, employees and agents are added as additional insured.

3.13.5.2. All liability policies are primary of all other valid and collectible coverage maintained by the School Board of Leon County, Florida.

3.13.5.3. Certificate Holder: The School Board of Leon County, Florida, 2757 W. Pensacola St. Tallahassee, FL 32303

3.13.5.4. The School Board of Leon County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

3.13.6. Cancellation of Insurance: The Community Partner is prohibited from providing services under this Agreement with the Board without the minimum required insurance coverage and must notify the Board within two (2) business days if required insurance is cancelled.

3.13. Disputes

Any dispute concerning the performance of this Agreement shall be resolved informally by the Board's Agreement Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the Board's Divisional Director of Business Services. The Board's Divisional Director of Business Services shall decide the dispute, reduce the decision to writing, and deliver a copy to the Community Partner, the Board's Agreement Manager, and the Board's Agreement Administrator.

3.14. Governing Law and Venue

This Agreement is executed and entered into in the State of Florida and shall be construed, performed, and enforced in all respects under the State of Florida's laws, rules, and regulations. Any action hereon or in connection herewith shall be brought in Leon County, Florida.

3.15. Assignments

Neither Party shall assign its responsibilities or interests under this Agreement to another party without the other Party's prior written approval.

3.16. Force Majeure

Neither Party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Agreement or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, pandemics, strikes, or labor disputes.

3.17. Reservation of Rights

The Board reserves the exclusive right to make specific determinations regarding the service requirements outlined in this Agreement. The absence of the Board setting forth an explicit reservation of rights does not mean that any provision regarding the services to be performed under this Agreement are subject to mutual Agreement. The Board reserves the right to make any determinations exclusively which it deems are necessary to protect the best interests of the School Board and the health, safety, and welfare of the Board's students, staff, and of the general public serviced by the Board, either directly or indirectly, through these services.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

This Agreement contains all the terms and conditions agreed upon by the Parties concerning this subject matter and supersedes all prior written or oral agreements or understandings existing between the parties concerning this subject matter.

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

COMMUNITY PARTNER:
COUNCIL ON THE STATUS OF MEN AND BOYS

SIGNED BY: _____

NAME: Royle King

TITLE: Executive Director

DATE: 11/1/23

FEIN: _____

THE SCHOOL BOARD OF LEON COUNTY, FL

SIGNED BY:	SIGNED BY:	SIGNED BY:
NAME: Alva Swafford Smith	NAME: Rocky Hanna	NAME:
TITLE: Board Chair	TITLE: Superintendent	TITLE:
DATE: 10/24/2023	DATE: 10/24/23	DATE:

FY2023/2024 General Revenue Agreement

Contract Number: 993456

THIS AGREEMENT is entered into on 03/11/2024, by and between **Leon County Sheriff's Office,** (hereinafter referred to as the Agency) and the City of Tallahassee, a Florida municipal corporation (hereinafter referred to as the City).

WHEREAS, the City allocated funding from its General Revenue Fund for the provision of human services to residents of the City; and

WHEREAS, in 2022, the Leon County Sheriff's Office, in collaboration with Leon County Government, the City of Tallahassee, and Leon County Schools, created the Tallahassee-Leon County Council on the Status of Men & Boys to prevent homicides and non-fatal shootings in Leon County by providing support and services to the men and boys who are most at risk and by addressing the underlying causes of violence; and

WHEREAS, recognizing the serious need to address gun violence in the community, the City Commission on the **26th** day of **April 2023**, during a City Commission workshop, authorized and approved funding in the amount of **three hundred thousand and 00/100 dollars ($300,000.00)** to the Agency; and

WHEREAS, the City desires to engage the Agency to render, and the Agency desires to render, certain human services to such residents as more specifically described in Attachment A hereto;

NOW, THEREFORE, in consideration of the following mutual covenants and other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

A. GENERAL CONDITIONS

1. **Scope of Services:** The Agency shall do, perform, and carry out, in a satisfactory and proper manner, as determined by the City, the work and services ("Scope of Services") to be undertaken as set forth in **Attachment A: Statement of Work,** which is attached hereto and incorporated by reference.

2. **Collaboration:** During the Term of this Agreement, the Agency shall carry out the goals, objectives, and tasks as outlined in **Attachment B: Collaboration Plan**, which is attached hereto and incorporated by reference. The specific types of collaborative approaches and entities that the Agency will use to enhance its effectiveness in delivering quality services are set forth in such Attachment and shall include, but shall not be limited to, the following:
   a. Enhanced coordination and communication among organizations to enhance the delivery of services to residents;
   b. Development of interagency referral and tracking systems;
   c. Facilitate increased community awareness of available human services and resources by utilizing marketing and community-based outreach strategies;
   d. Opportunity to impact community-wide social indicators; and
   e. Reduction of duplication of efforts/services.

3. **Program Evaluation:** The Agency's program evaluation requirements under this Agreement are specified in the Program Implementation Timeline in **Attachment A: Statement of Work**, which is attached hereto and by reference made a part hereof. The Agency shall participate in training opportunities to enhance its ability to report program outcome measures.

4. **Time of Performance:** The Agency shall not commence performance of the Scope of Services, nor incur any costs or obligations associated with those services, until the Agency has received a written notice to proceed from the City. All work and services required by this Agreement shall be performed between **October 1, 2023, and September 30, 2024,** unless otherwise mutually agreed to in writing by the City and the Agency.

5. **Personnel and Subcontracting:**
   a. The Agency represents that it has, or will secure at its own expense, all personnel required in performing the Scope of Services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.
   b. All work and services required hereunder will be performed by the Agency, or under its supervision, and all personnel engaged in the performance of work or services shall be fully qualified and properly authorized or licensed under applicable federal, state, and local laws, statutes, and ordinances to perform such work or services.
   c. None of the work or services to be performed under this Agreement shall be subcontracted without prior written approval of the City.

6. **Compensation:** The Agency shall be compensated on a reimbursement basis for approved program related expenditures upon the submission of proper documentation of the expense and its payments. The method and amount of compensation to the Agency for the performance of the Scope of Services under this Agreement is specified in **Attachment C: Method and Amount of Compensation**, which is attached hereto and incorporated by reference. Requests by the Agency for changes in budget line items must be submitted to the City in writing and will be approved or denied by the City in writing within fifteen (15) working days from receipt of the request. Funds paid to the Agency pursuant to this Agreement shall be referred to herein as "Grant Funds" and shall be disbursed by the City to the Agency by **December 31, 2024**.

7. **Reports:**
   a. The **Agency Report of Advances and Expenditures** (form to be prescribed and supplied by the City) shall be completed and submitted on a monthly or quarterly basis and shall be due no later than the twenty-fifth day of the month following the reporting period. Documentation of all expenditures shall be required upon submission of the report. Expenditures are subject to review by City staff. Reimbursements are not guaranteed. Payments will not be processed until all quarterly and year-end reporting requirements have been met.

   b. Using a form prescribed and supplied by the City, the Agency shall submit to the City at least annually an inventory of all nonexpendable personal property purchased by the Agency using Grant Funds.

   c. The Agency shall submit a **Year-End Close-Out Report**, reflecting all program activity for the fiscal year, to the City by **October 31, 2024**. All reports will be submitted to HumanServices@talgov.com

   d. Upon execution of this Agreement, the Agency will designate in writing to the City, a member of the Agency staff who will be responsible for submission of all Agency reports

to the City, and for administration of this Agreement on behalf of the Agency. All contact with the Agency regarding such reporting and administration will be directed to the attention of that designated individual and, as appropriate, the executive director.

e. The Contract Attachments to this General Revenue Agreement and the fiscal reimbursement requests shall be submitted electronically to HumanServices@talgov.com.

f. The Agency will ensure that the program is listed and updated within 2-1-1 Big Bend's database of community resources by the due date of the first quarter Quarterly Narrative Report.

8. **Amendments:** The parties may, from time to time, amend this Agreement upon mutual consent in writing, executed by the duly authorized representatives of the parties. Such amendments shall not invalidate this Agreement, nor relieve or release the City or Agency from its other obligations under this Agreement. In the event it becomes necessary for the Agency to revise the budget amounts for any items, while still maintaining the overall budget, the Agency may request such revision in writing and the City will provide its approval or denial in writing to the Agency. Such a change will not require a formal amendment to this Agreement.

9. **Termination for Cause:** If the Agency fails to fulfill, in a timely and proper manner, any of its obligations under this Agreement, or if the Agency violates any of the covenants, provisions, or stipulations of this Agreement, the City shall have the right to terminate this Agreement by giving written notice of such termination to the Agency, specifying the reasons for the termination and the effective date thereof, at least five (5) days prior to the effective date of such termination. The Agency shall be entitled to receive pro rata compensation for any work or services satisfactorily completed prior to the effective date of termination, subject to the provisions set forth below. Notwithstanding such termination, the Agency shall be and remain liable to the City for all damages sustained by, and costs or expenses incurred by, the City by virtue of any breach of the Agreement by the Agency. To the extent allowed by Florida law, the City shall have a right to set off against any compensation otherwise due the Agency the amount of any damage sustained by the City by virtue of the Agency's breach of this Agreement and any other amounts owed to the City by the Agency.

10. **Termination for Convenience of City:** In so far as allowed by Florida law, the City may terminate this Agreement in whole or in part at any time by giving written notice to the Agency of such termination, specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. If this Agreement is terminated by the City as provided herein, the Agency will be paid an amount which bears the same ratio to the total compensation as the work and services actually performed bear to the total work and services of the Agency covered by the Agreement, less payments of compensation previously made.

11. **Reversion of Assets:** Upon expiration or other termination of this Agreement, the Agency shall transfer to the City any remaining Grant Funds not properly expended or obligated at the time of expiration or termination and any accounts receivable attributable to the use of Grant Funds.

12. **Assignment and Binding Effect:** The Agency shall not assign, transfer, or otherwise convey any interest in this Agreement without the prior written consent of the City.

13. **Audit:** The Agency shall comply with all applicable audit and administrative requirements specified in Section 215.97, Florida Statutes, and related rules, and Title 2, U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit

Requirements for Federal Awards. This shall include the provision of a copy of all required reporting packages to the awarding City departments and to the City's Office of the Inspector General within 30 days of the receipt of the issued audit reports.

14. **Performance Monitoring:** The City will monitor the performance of the Agency with respect to completion of the activities identified in Attachment A: Statement of Work. Failure to accomplish these activities will constitute noncompliance with this Agreement. If action to correct noncompliance is not taken by the Agency within a reasonable time period after being notified by the City, contract suspension or termination procedures will be initiated. The City reserves the right to suspend this Agreement for the Agency's failure to comply with any terms, stipulations, rules, or regulations referred to herein. Any suspension of this Agreement determined by the City will be subject to the notice requirements, entitlements, and obligations contained in Section 9 of this Agreement. The Agency's obligation to the City shall not end until all closeout requirements are completed.

The City reserves the right to conduct financial and program monitoring of all awards to the Agency and to perform an audit of all records. An audit by the City may encompass an examination of all financial transactions, all accounts and reports, as well as an evaluation of compliance with the terms and conditions of this Agreement.

15. **Indemnification:** The Agency shall indemnify, save and hold the City, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the Agency, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this Agreement. Should the City, as a result of the performance or lack thereof by or on behalf of the Agency, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this project, or expend City funds to complete or correct such performance, the Agency, upon demand by the City, shall refund and reimburse the City for all sums so reimbursed or expended by the City.

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

B. ASSURANCES

1. **Equal Employment Opportunity:** The Agency shall not discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, sex, age, disability, sexual orientation, gender, gender identity, pregnancy, national origin, marital status, familial status, or any other basis prohibited by applicable law. Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer; recruitment, advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency shall post in conspicuous places, available to employees and applicants for employment, notices as provided by the City setting forth the provisions of this nondiscrimination clause. The Agency shall incorporate this provision in all subcontracts for services provided under this Agreement.

2. **Nondiscrimination Under Title VI of Civil Rights Act of 1964:** The Agency covenants and promises that it will fully comply with Title VI of the Civil Rights Acts of 1964 as amended, Title

VIII of the Civil Rights act of 1968 as amended, Section 104 and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, and with all requirements imposed by or pursuant to that Act. The Agency agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607. In accordance with this, no person in the United States shall, on the basis of race, color, disability, age, religion, national origin, or sex, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity for which the recipient received financial assistance from the City. This may include referral to translation services for those with Limited English Proficiency.

3. **Americans with Disabilities Act:** The Agency covenants and promises that it will, to the greatest extent feasible, comply with the Americans with Disabilities Act, as amended, which focuses on the areas of employment, public accommodations, state and local government services, and telecommunications.

4. **Local, State, Federal laws and Ordinances**: The Agency covenants and promises that it will fully comply with all applicable local, state, and federal laws and ordinances.

5. **Interest of the City and Others:** No officer or employee of the City and no members of its governing body, and no other public official of the governing body of the locality in which the project is situated and being carried out who exercise any functions or responsibility in the review and approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

6. **Interest of the Agency:** The Agency on behalf of itself and its officers and officials, covenants that none of them presently have any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of work and services required to be performed under this Agreement. The Agency, on behalf of itself and its officers and officials, further covenants that in the performance of this Agreement, no person having such interest shall be employed.

7. **Financial Management:** The Agency agrees to comply with the generally accepted accounting principles. The Agency agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred. Internal controls are systems of policies and procedures designed to promote and protect sound financial management practices, including the development and implementation of a check signing policy that requires two signatures on checks for purchases over a specified amount in accordance with the policies and procedures adopted by the Agency's Board of Directors. Furthermore, the policy must specify that no agency staff, including the executive director, can sign a check written to themselves or written for cash. The policy also includes specifications and internal safeguards (direct board oversight) regarding making withdrawals from the agency's accounts.

8. **Records:** The Agency shall maintain books, records, documents, and accounting procedures and practices sufficient to reflect properly the amount received and disposition by the Agency of all compensation received for its work and services. The Agency's records shall be subject at all reasonable times to inspection, copy and audit by the City or its authorized representatives. The Agency shall preserve and make its records available to the City and its authorized representatives until the expiration of three (3) years from the date of final settlement, and for such longer period, if any, as is required by applicable law, statute, ordinance, rule, or regulation.

The Agency shall maintain client data documenting client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, description of services provided, and participant outcomes, including data utilized to determine participant outcomes. Such information shall be made available to the City monitors or their designees for review upon request.

The Agency recognizes that client information collected under this Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the Agency's responsibilities with respect to services provided under this Agreement, is prohibited unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

9. **Public Records** - The Agency shall:

a. Acknowledge that the City is a governmental entity subject to the Florida Public Records Law, as governed by Chapter 119, Florida Statutes. In accordance with Section 119.0701, Florida Statutes, the following provisions are included in this contract: if the agency has questions regarding the application of Chapter 119, Florida Statutes, to the agent's duty to provide public records relating to this contract, contact the custodian of public records at City of Tallahassee, Office of Treasurer-Clerk, Records Division, City Hall, Box A-31, 300 South Adams Street, Tallahassee, Florida 32301, (850) 891-8130, records@talgov.com

b. Keep and maintain those records that ordinarily and necessarily would be required by the City to perform the Services under this Agreement, hereinafter "Public Records."

c. Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost to the public as set forth in Chapter 119, Florida Statues, or as otherwise provided by law.

d. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

e. Meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the Grantee upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

10. **Constitutional Prohibition:** The Agency shall not use Grant Funds for the acquisition, construction, reconstruction, rehabilitation, or operation of structures used for religious purposes.

CONTRACT ATTACHMENTS

ATTACHMENT A: STATEMENT OF WORK
ATTACHMENT B: COLLABORATION PLAN
ATTACHMENT C: METHOD AND AMOUNT OF COMPENSATION
CONTACT INFORMATION FOR THE AGENCY'S AUTHORIZED SIGNATORY

IN WITNESS THEREOF, the City and the Agency have executed this Agreement as of the date first above written.

AGENCY: Leon County Sheriff's Office

By: Elise M. Gann
Elise M. Gann (Feb 8, 2024 11:08 EST)

Signature of Authorized Party

Elise M. Gann

Chief Financial Officer

Print Name & Title of Signatory

ATTEST:

James O. Cooke, IV
City Treasurer-Clerk

CITY OF TALLHASSEE:

BY: Christian Doolin (Mar 8, 2024 19:46 EST)

Reese Goad, City Manager

AO

APPROVED AS TO FORM:

Breanna Green (Mar 11, 2024 17:17 EDT)

Breanna Green, Assistant City Attorney

REVIEWED AND APPROVED BY:

Kimball Thomas

Dr. Kimball Thomas, Director
Department of Housing and Community Resilience

AFM

FY 23/24 GENERAL REVENUE / SPECIAL INITIATIVES / COMMUNITY-WIDE COORDINATION CONTRACT ATTACHMENTS

CITY OF TALLAHASSEE

- ✓ **ATTACHMENT A: STATEMENT OF WORK**
- ✓ **ATTACHMENT B: COLLABORATION PLAN**
- ✓ **ATTACHMENT C: METHOD AND AMOUNT OF COMPENSATION**
- ✓ **CONTACT INFORMATION FOR THE AGENCY'S AUTHORIZED SIGNATORY**

ATTACHMENT A: STATEMENT OF WORK

A. **List the Legal Name of the Agency exactly as listed with the Florida Department of State, Division of Corporations,** which is the same name used on the first page of this Agreement.

Leon County Sheriff's Office

B. List the **Project Title**: Council on the Status of Men and Boys Post-Suspension Support Program

C. Provide a **Project Narrative**. In the narrative, provide responses to the following inquiries:

1. **Define the specific target population,** including the geographic area targeted such as specific neighborhoods, census tracts, citywide, countywide, etc., that your project plans to serve during FY 22/23.

The Leon County Sheriff's Office reviewed data related to 141 homicides recorded in Leon County from 2015-2020 to gain a better understanding of the commonalities between the people, conditions and circumstances contributing to the incidents. Based on the resulting research, the report was published by the Sheriff's Office and identified areas of greatest need with regards to homicide rate, gun violence, and youth violence. The primary population to be served are those who reside, frequent, or socialize in high crime areas of Leon County, mainly those in zip codes 32301, 32304, and 32310 with a focus on high-risk youth (adolescents and young adults between the ages of 10 and 24). This includes families affected by violence and incarceration. Zip code area 32304 is considered a promise zone area containing more households below the poverty level (52%) than anywhere else in Florida.

Based on this research, the target population for the Post-Suspension Support Program is high-school-aged male students, generally within 13 and 19 years of age (inclusive of the age range identified in the Study) who come from high crime areas, such as the aforementioned zip codes, and who have been referred to alternative schools housed at Ghazvini Learning Center, such as Second Chance and Success Academy. Students at Second Chance represent those who have been either suspended or expelled from their home school located in the targeted zip codes while those at Success Academy need additional remedial academic assistance such as over age 5th and 8th grade students working to move on to the next grade level. To serve these students, the Post-Suspension Support Program will be administered at the Ghazvini Learning Center.

2. If applicable, state the number of **unduplicated persons** (persons served only once within this fiscal year) that the project plans to serve during FY 23/24.

With the funding by the City of Tallahassee, up to **360** unduplicated persons will be served during FY 23/24.

3. Define the **issue(s), need(s), or social problem(s)** that the project is proposing to address.

Over a seven-year period, Tallahassee/Leon County has seen an alarming increase in the number of homicides, aggravated batteries, and assaults involving the use of firearms, including a 38.1% increase in homicide over the prior year. Of the 10 residential zip codes in Leon County 3 residential zip codes (32301, 32304 and 32310) represented 57% of the population and 91% of homicides. Zip code area 32304 had the highest homicide frequency, the lowest median incomes, lowest owner-occupied housing rates, highest percentage of unemployment, highest percent of individuals living

below the poverty level. (Statistics based on 2015-2020 when the project was started.) For our community, the age range of victims of gun violence, and those who perpetrate such crimes, are primarily male and between the ages of 10 and 24.

4. Clearly state the **overall purpose, goal(s), and objectives** of the project.

   - The Post-Suspension Support Program will provide a supervised, safe place for youth during their out-of-school suspension.
   - The post-suspension program curriculum will focus on 1) self-management, 2) motivation, 3) awareness, 4) resilience, and 5) teamwork. These skills are crucial for youth as they play a significant role in both academic success and social development.
   - The post-suspension program will provide life skills (e.g., self-management, conflict resolution, mental health literacy) and educational support (e.g., homework help and goal setting) services for Leon County students during the school year.

   The Council on the Status of Men and Boys (CSMB) has been created and made up of Leon County community members. There are culturally appropriate members, at-risk youth, and individuals with lived experience in the criminal justice system as part of the CSMB Advisory Council and Subcommittees that serve as the multidisciplinary CVI Planning Team. The CSMB will be working in conjunction with Florida State University's (FSU) College of Criminology and Criminal Justice who will provide research, analytics, and program evaluation to the CSMB and the CVI project.

   To support the Post-Suspension Support Program, the CSMB will provide one School-Based Navigator, two Life Coach navigators, and a Community-Based Navigator position to provide limited supervision of students participating in the program, which includes classroom support, coaching, and case management. The Community-Based Navigator will be tasked with connecting participants to identified need based services once they return to their school. The Life Coach navigators will provide follow up to those students with a specific score following the evaluations for more intense case management and monitoring and the remainder will be referred to community-based programs for support services. They will provide classroom support, coaching and follow up once they return. The limited supervision is somewhere between 10 - 20 hours a week. The Community-Based Navigator will also provide administrative support for the program (50% of the Community-Based Navigator's salary is included in this request). In addition, the Leon County Sheriff's Office will provide administrative support by managing the grants that fund the CSMB and the Post-Suspension Support Program. This includes, but is not limited to, grant management, the timely processing of invoices, such as reimbursement requests to the City of Tallahassee, and invoices from the FAMU Center for Ethnic Psychological Research & Application (CEPRA).

   Post Suspension Support Program Goals:

   1. Reduce occurrence of school suspension
   2. Reduce likelihood of expulsion.
   3. Reduce likelihood of incarceration.
   4. Increase likelihood of graduating high school.
   5. Increase likelihood of pursuing advanced education or vocational training.
   6. Increase likelihood of obtaining and maintaining gainful employment.
   7. Increase access to direct services (mental health, substance abuse, family support, etc.) through CSMB Navigation System.

5. Provide a **project summary** that includes the types of services provided, how frequently services are provided, who will provide the services, how individuals can access and enroll in program

services, location of program intake and services (including relevant website and phone numbers), and any fees or eligibility requirements for clients, etc.

Florida A&M University (FAMU), Leon County School Board (LCSB), the Tallahassee-Leon County Council on the Status of Men and Boys (CSMB), and the Leon County Sheriff's Office (LCSO) will collaborate to develop a Post-Suspension Support program for affected LCSB students that will provide these students with a designated location to attend a structured program during the period of suspension. The Program will be conducted on-site at Ghazvini Learning Center and operate from 8:00 a.m. until 1:20 p.m. with staffed hours of 7:30 a.m. to 2:30 p.m., Monday through Friday.

LCSB will inform and involve the CSMB School Navigator about at-risk students as well as students already or about to be impacted by imposition of suspension/expulsion. The CSMB School Navigator will then manage a "Continuum of Care" (COC) from intervention to school re-entry. The COC is the framework which connects the target population with the service providers identified to best meet the student's/ families' needs. The school will communicate with our school-based navigator about these students and will work with the community-based navigator to determine the appropriate community referral or school-based program to connect these students to. The COC model is the continued follow up and connection to the next tier of support needed.

Once referred to and received into the program, the target population will receive the following services from the FAMU School of Psychology:

- Screening (social, academic, psychological, neuropsychological/executive functioning evaluation).
- Life Empowerment Curriculum instruction, including individualized support.
- Social-Emotional Learning (SEL) & Behavioral Literacy services that are trauma-informed, culturally adapted, and tailored to individual student needs.
- Self-care & life planning aligned with the Substance Abuse and Mental Health Services Administration (SAMHSA) Eight Dimensions of Wellness, as follows:
    1. Emotional - Coping effectively with life and creating satisfying relationships.
    2. Environmental - Good health by occupying pleasant, stimulating environments that support well-being.
    3. Financial - Satisfaction with current and future financial situations.
    4. Intellectual - Recognizing creative abilities and finding ways to expand knowledge and skills.
    5. Occupational - Personal satisfaction and enrichment from one's work.
    6. Physical - Recognizing the need for physical activity, healthy foods, and sleep.
    7. Social - Developing a sense of connection, belonging, and a well-developed support system.
    8. Spiritual - Expanding a sense of purpose and meaning in life.

D. In the **Project Implementation Timeline,** list of the major tasks, activities or products that you plan to accomplish and the anticipated completion dates. This schedule will be used as a contract monitoring tool.

Project Implementation Timeline	
Tasks, Activities and Products **Provide specific information such as the number of clients the program proposes to serve and a description of the program activities, including the frequency of activities, etc.**	**Date of Anticipated Completion**
Agreement signed with LCS and FAMU CEPRA to administer the Post-Suspension Support Program.	12/23
Begin providing post suspension program services at Ghazvini Learning Center	2/24
Anticipate serving up to 360 unduplicated youth with the provision of life coaching and screening for social, academic, psychological, neuropsychological/executive functioning evaluation. Weekly contact with Life Coach navigators, monthly group sessions led by field experts and individuals with lived experience.	2/24-6/24
CSMB navigators begin working with students in target schools as they return to normal school environment.	2/24
50% of students enrolled will not be expelled from their home schools.	9/30/24
60% of students enrolled will progress or be promoted to the next grade level.	9/30/24
75% of students responded favorably when surveyed about the curriculum and felt that they achieved good outcomes in the program.	9/30/24
75% of parents responded favorably when surveyed about their student's progress and felt that the program made a meaningful impact to reduce the chance of school transfer or expulsion.	9/30/24
80% of students successfully complete the diagnostics and are referred to direct providers for appropriate services.	9/30/24

ATTACHMENT B: COLLABORATION PLAN

A. Describe the specific types of collaborative approaches that your agency will use to increase its effectiveness in providing quality services and meeting stated program goals and objectives.

Leon County Sheriff's Office Council on the Status of Men and Boys (CSMB) will collaborate for this project which Florida A&M University's Center for Ethnic Psychological Research and Application (CEPRA) and the Leon County School Board (LCSB). The LCSB will refer students to the Post-Suspension/Expulsion Support Services Program to receive services through a Memorandum of Understanding (MOU) between LCSO and FAMU CEPRA. CSMB will work with both the LCSB and FAMU to coordinate all services and ensure service provision.

B. In the chart below, identify the program's collaborative partners, including community-based resources, and **explain how you will work together to implement the project and effectively address the needs of the target population.**

Collaborative Partners/Resources	**Description of Collaborative Partnerships**
Leon County Schools (LCSB)	LCSB will inform and involve CSMB School Navigators about at-risk students as well as students already or about to be impacted by imposition of out-of-school suspension or expulsion. CSMB School Navigators will then manage a "Continuum of Care" from intervention to school re-entry.
Florida A&M University (FAMU)	LCSO will contract with FAMU CEPRA to provide services for students that are working with CSBM School and Life Navigators. FAMU CEPRA will recruit, hire, train, employ, provide, and manage student interns; coaches; and faculty content experts sufficient for full staffing and operation of all Program activities. Services will include: • individual mental health and academic screenings for each program participant, as appropriate; • educational and personal developmental supports, guidance, and instruction based on the identified needs of students participating in the Program; and • include LCSB, Sheriff, and the Council on Status of Men and Boys the information shared in parental briefings in the initiation and conclusion of each student's participation in the Program.
Pivotal Point	After-school • Elementary school students- Gun Safety education -Astoria Park, Springwood and Pineview • Middle and high school students- Gun safety education, goal setting, life skills, guest speakers • Griffin and Nims Middle Schools and Godby and Rickards High Schools.
Scientiae	Services: Mentoring, counseling, violence prevention workshops, tutoring, technology training, art and music programming. Locations: Rickards HS, Fairview Middle, FAMU DRS, LCSO Community Centers, Libraries
Tallahassee Urban League	Services: • Youth gang resistance education program at schools

	• Social Responsibilities program (conflict resolution, peer pressure, decision making, anger and aggression management, crime prevention, drug abuse prevention decorum and refusal skills training)
Capital City Youth Services	Services: • Street outreach • Case management • Emergency shelter • Counseling

ATTACHMENT C: METHOD AND AMOUNT OF COMPENSATON

Instructions: Provide a detailed breakdown of the staff positions and specific costs associated with each position included in the personnel cost category. In the professional fees cost category, provide an itemized listing of all charges included in this category, including independent contractors or contractual services such as bookkeeping. Also, each cost category must be specified - "other" is not allowed as a cost category.

A. Total amount of General Revenue Grant Funds awarded: **$300,000.00**

B. Budget for General Revenue Grant Funds

PROGRAM BUDGET COST CATEGORIES	BUDGET AMOUNT	PROVIDE A DETAILED BUDGET NARRATIVE EXPLANATION OF EACH COST CATEGORY
Personnel	115,011.58	Positions budgeted: 50% of salary and benefits for Council on the Status of Men and Boys Executive Director who has worked with community partners to develop and coordinate the project, and who will oversee the provision of services. 50% of salary for Community-Based Navigator who work with community partners and community members to provide support and coordination for enrollment of students in the program.
Professional Fees	157,715.69	An agreement has been executed by and between LCSO, the Florida A&M University Board of Trustees for its Center for Ethnic Psychological Research & Application (CEPRA), and Leon County Schools (LCS). CEPRA will operate the LCS Post-Suspension/Expulsion Support Services Program and provide individual mental health and academic screening services. Further, CEPRA will provide all facilities, utilities, and campus services necessary to establish and maintain the program. FAMU CEPRA will submit detailed invoices to LCSO within 30 business days of the services having been provided
Occupancy/Utilities/Phones/Networks		
Materials/Supplies/Postage		
Equipment Rental, Maintenance, Purchase		
Travel/Workshops/Training		
Business Incorporation Services		
Direct Client Assistance		
Insurance (e.g., Bonding, Liability)		
Collaborative Partnership Activities		
Capacity Building (e.g., UPHS, INIE)		
Copying/Printing		

Other/Specify:	27,272.73	10% de minimis indirect cost to administer the grant, using the Modified Total Direct Cost basis.
TOTAL BUDGET	**$300,000.00**	

C. Please describe the anticipated schedule for reimbursement based on Agency needs and conditions approved by the City and the Agency: The Agency is requesting **quarterly** reimbursements upon submission of appropriate fiscal and programmatic documentation.

Contact Information for the Agency's Authorized Signatory

All City contracts will be routed electronically, via Adobe Sign, requesting both an electronic signature and the party's printed name. Therefore, the agency must provide the contact information below for the party authorized to sign the contract.

Print Name: Elise Gann

Title: Chief Financial Officer

Email Address: GannE@leoncountyfl.gov

LEON COUNTY SHERIFF'S OFFICE
FISCAL YEAR 2023/2024
BUDGET AMENDMENT REQUEST

TO: LEON COUNTY BOARD OF COUNTY COMMISSIONERS

3/28/2024
DATE

FROM:

Chief Financial Officer
Elise Gann

Director of Finance & Accounting
Scott Otte

Request Detail

Revenues

Account Information							
Fund	*Org*	*Acct*	*Prog*	*Title*	Current Budget	Change	Adjusted Budget
190	905500	337295	521	COT Grant Revenue	-	300,000	300,000
					Subtotal:	300,000	

Expenditures

Account Information							
Fund	*Org*	*Acct*	*Prog*	*Title*	Current Budget	Change	Adjusted Budget
190	905500	51200	521	Regular Salary	-	76,335	76,335
190	905500	52100	521	FICA	-	5,839	5,839
190	905500	52200	521	Retirement	-	10,359	10,359
190	905500	52300	521	Life & Health Insurance	-	22,363	22,363
190	905500	52400	521	Workers' Compensation	-	115	115
190	905500	53400	521	Contractual Services	-	157,716	157,716
190	905500	54990	521	Indirect Costs	-	27,273	27,273
					Subtotal:	300,000	

Purpose of Request

This is to request the budgetary authority to spend and receive reimbursement for FY2023/2024 City of Tallahassee General Revenue Agreement #993456, awarded to the Leon County Sheriff's Office, for the Council on Status of Men and Boys project titled "Council on the Status of Men and Boys Post-Suspension Support Program." LCSO will expend allowable costs as per the approved grant budget and receive reimbursement from the City of Tallahassee directly.

For OMB Use:

Leon County Sheriff
Division/Department

Agenda Item No:
Agenda Item Date:

Approved By: Motion ☐

Leon County
Board of County Commissioners

Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of the Florida Department of Law Enforcement Justice Assistance Grant for the Leon County Sheriff's Office

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Roshaunda Bradley, Budget Director
Lead Staff/ Project Team:	Eryn Calabro, Principal Budget and Grants Coordinator

Statement of Issue:

This item seeks Board acceptance of the State of Florida, Florida Department of Law Enforcement Pass-through Edward Byrne Memorial Justice Assistance Grant in the amount of $30,556 on behalf of the Leon County Sheriff's Office for law enforcement technology.

Fiscal Impact:

This item has a fiscal impact. The State of Florida, Florida Department of Law Enforcement has awarded $30,556 in pass-through grant funds to the Leon County Sheriff's Office. A Resolution and Budget Amendment is provided to realize these funds into the FY 2024 budget.

Staff Recommendation:

Option #1: Accept the State of Florida, Florida Department of Law Enforcement Pass-through Justice Assistance Grant in the amount of $30,556, and authorize the County Administrator to execute the Grant Agreement (Attachment #1), including any future modifications, subject to legal review by the County Attorney.

Option #2: Approve the Resolution and Budget Amendment to realize the grant funds into the FY 2024 budget (Attachment #2).

Report and Discussion

Background:

This item seeks Board acceptance of the State of Florida, Florida Department of Law Enforcement (FDLE) Pass-through Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of $30,556 on behalf of the Leon County Sheriff's Office (LCSO) for law enforcement technology (Attachment #1).

In March 2024, to streamline accounting and year-end financial reporting, the Board's external auditors and the Leon County Finance Division implemented new processes for acceptance of the Sheriff's Office grants. For grants where the County is acting as a pass-through (i.e. the grant is awarded to the County on behalf of the Sheriff), the grant funds will be realized into the County's budget through Board approval of a Resolution and Budget Amendment. All accounting related to these pass-through grants will be handled through the County's financial system, and funds will no longer be transferred to the Sheriff.

For grants or other appropriations that are awarded directly to the Sheriff's Office, the Sheriff will request an agenda item seeking authorization from the Board to realize and spend the grant funds through a Sheriff's Office Budget Amendment. All accounting related to these grant funds will be handled through the Sheriff's financial system and will not require any amendments to the County budget.

For more than 15 years, the U.S. Department of Justice (DOJ) has awarded JAG funding to Leon County to support a range of criminal justice program areas including law enforcement, crime prevention, and education and mental health programs. Generally, these funds are awarded through two categories:

- The JAG-Countywide program (JAGC), which is administered by the Florida Department of Law Enforcement (FDLE) and provides an allocation directly to each Florida county; and
- The JAG-Direct program (JAGD), which is administered by DOJ and awards funds directly to states, territories, and eligible units of local government.

In July 2023, the County applied on behalf of the Sheriff for FDLE's JAGD Program since eligible applicants were limited to units of local government, such as cities and counties. The grant funds would be used to purchase GeoShield computer software and a message board. The computer software would allow LCSO to deploy resources in a more effective manner as well as assist investigators in quickly identifying suspects, and the message board would be used for speed detection and public alerts.

On March 7, 2024, the County was notified that FDLE had approved the JAG grant application in the amount of $30,556 on behalf of the Sheriff.

Analysis:

The JAG funds will be used to purchase the GeoShield software which will allow LCSO to proactively detect crimes in progress and crimes that have just occurred. This solution connects and aggregates data in real-time from disparate sources such as agency data, live video feeds, and social media. It also equips officers and crime analysts with actionable intelligence. The software will also enhance the LCSO's ability to interact with the Real Time Crime Center and other agencies such as the Tallahassee Police Department, Florida State University Police Department, and the Tallahassee Community College Police Department. The message board would be used for speed detection and deployed to alert citizens of hazards, events, and crime trends occurring in the nearby area.

This item seeks Board acceptance of the JAG grant and approval of a Resolution and Budget Amendment appropriating $30,556 into the FY 2024 budget (Attachment #2).

Options:

1. Accept the State of Florida, Florida Department of Law Enforcement Pass-through Justice Assistance Grant in the amount of $30,556, and authorize the County Administrator to execute the Grant Agreement (Attachment #1), including any future modifications, subject to legal review by the County Attorney.
2. Approve the Resolution and Budget Amendment to realize the grant funds into the FY 2024 budget (Attachment #2).
3. Do not accept the Florida Department of Law Enforcement Pass-through Justice Assistance Grant in the amount of $30,556.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. FDLE JAG Award Agreement
2. Resolution and Budget Amendment

State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, FL 32308

AWARD AGREEMENT

Recipient: Leon County

Recipient SAM UEI: MMVSQVGLSK98

Award Number: R7207

Award Period: 10/01/2023 – 09/30/2024

Award Title: C-R7207: Technology Improvement in Law Enforcement

Federal Funds: $30,556.00

Matching Funds: $0.00

Total Funds: $30,556.00

CFDA: 16.738

Federal Award Number: 15PBJA-22-GG-00656-MUMU

Federal Program: Edward Byrne Memorial Justice Assistance Grant (JAG)

Federal Awarding Agency: U.S. Department of Justice (USDOJ)

Pass-through Entity: Florida Department of Law Enforcement (FDLE)

Research & Development: No

Indirect Cost: No

An award agreement is entered into by and between the Florida Department of Law Enforcement (herein referred to as "FDLE" or "Department") and the Leon County (herein referred to as "Recipient");

WHEREAS, the Department has the authority pursuant to Florida law and does hereby agree to provide federal financial assistance to the Recipient in accordance with the terms and conditions set forth in the award agreement, and

WHEREAS, the Department has available funds resulting from the federal award listed above, and

WHEREAS, the Recipient and the Department have each affirmed they have read and understood the agreement in its entirety and the Recipient has provided an executed agreement to the Department.

SCHEDULE OF APPENDICES

Appendix A – Scope of Work
Appendix B – Deliverables
Appendix C – Approved Budget
Appendix D – Award Contacts
Appendix E – Special Conditions
Appendix F – Standard Conditions

PERFORMANCE REPORTING

The Recipient shall provide **Quarterly Performance Reports** to the Department attesting to the progress towards deliverables. Performance Reports are due no later than 15 days after the end of each reporting period.

For example: If the monthly reporting period is July 1-31, the Performance Report is due August 15th; if the quarterly reporting period is January 1 – March 31, the Performance Report is due by April 15th.

The Recipient shall respond to the metrics in the electronic grant management system. Information provided by the Recipient will be used by the Department to compile reports on project progress and metrics to the U.S. Department of Justice.

Supporting documentation for performance must be maintained by Recipient and made available upon request for monitoring purposes. Examples of supporting documentation include but are not limited to timesheets, activity reports, meeting notices, delivery documents, public announcements, rosters, presentations, database statistics, etc.

Failure to submit performance reports by the deadline will result in a withholding of funds until performance reports are received.

FINANCIAL REPORTING

The State of Florida's performance and obligation to pay under this agreement is contingent upon an appropriation by the Legislature. The Department will administer and disburse funds under this agreement in accordance with ss. 215.97, 215.971, 215.981 and 215.985, F.S.

This is a cost reimbursement agreement. The Department will reimburse the Recipient for allowable expenditures included in the approved budget **(Appendix B)** incurred during each reporting period. The Recipient shall provide **Quarterly Payment Requests** to the Department attesting to expenditures made during the reporting period. These reports are due no later than 30 days after the end of each reporting period. For example: If the monthly reporting period is July 1-31, the Payment Request is due August 30th; if the quarterly reporting period is January 1 – March 31, the Payment Request is due by April 30th.

Using the electronic grant management system to record expenses, Payment Requests must clearly identify the dates of services, a description of the specific contract deliverables provided during the reporting period, the quantity provided, and the payment amount. All Payment Requests are reviewed and may be audited to the satisfaction of the Department. The Department's determination of acceptable expenditures shall be conclusive.

The final Payment Request shall be submitted to the Department no more than 60 days after the end date of the award. Any payment due under the terms of this agreement may be withheld until performance of services, all reports due are received, and necessary adjustments have been approved by the Department.

The Recipient must maintain original supporting documentation for all funds expended and received under this agreement in sufficient detail for proper pre- and post-audit and to verify work performed was in accordance with the deliverable(s). Payment shall be contingent upon the Department’s grant manager receiving and accepting the invoice and the associated supporting documentation. Supporting documentation includes, but is not limited to: quotes, procurement documents, purchase orders, original receipts, invoices, canceled checks or EFT records, bank statements, etc. The state’s Chief Financial Officer (CFO) reserves the right to require further documentation on an as needed basis.

Failure to comply with these provisions shall result in forfeiture of reimbursement.

Award Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in **Appendix C and Appendix D** of this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

Award ID: R7207
Award Title: C-R7207: Technology Improvement in Law Enforcement
Award Period: 10/01/2023 – 09/30/2024

Florida Department of Law Enforcement
Office of Criminal Justice Grants

Signature: _____

Typed Name and Title: Cody Menacof, Bureau Chief

Date: _____

Recipient
Leon County

Signature: _____

Typed Name and Title: Carolyn D. Cummings, Chairman, Leon County Board of County Commissioners

Date: _____

***** If using a designee, sign in the "Chief Official Designee" section below. *****

Chief Official Designee (optional)
Leon County

Signature: _____

Typed Name and Title: _____

Date: _____

THIS AWARD IS NOT VALID UNTIL SIGNED AND DATED BY ALL REQUIRED PARTIES

Appendix A - Scope of Work

Award Number:	R7207
Recipient:	Leon County
Award Title:	C-R7207: Technology Improvement in Law Enforcement
Award Period:	10/01/2023 - 09/30/2024

Problem Identification

The Leon County Sheriff's Office (LCSO) is committed to excellence in law enforcement and dedicated to the people, traditions, and diversity of our community. The LCSO seeks to enhance its service to the public by increasing our ability to leverage current technology by the use of computer software to pro-actively detect crimes in progress and
crimes that have just occurred. Based on our agency's current staffing and emphasis to create and implement pro-active crime detection, specific technology enhancements such as computer software have been identified to assist LCSO. The GeoShield computer software consolidates disparate data sources with location mapping and advanced spatial analytics to identify and analyze patterns and trends in crime incidents. This solution connects and aggregates data in real-time from disparate sources such as agency data, live video feeds, and social media. It also equips officers and crime analysts with actionable intelligence. The computer software would enhance the LCSO's ability to interact with the Real Time Crime Center and other agencies such as the Tallahassee Police Department, Florida State University Police Department, Florida Police Department, and Tallahassee Community College Police Department. A message board with radar for speed detection is needed as well. This message board would be deployed to alert citizens of hazards, events, and crime trends occurring in the nearby area. LCSO is currently working with the Real Time Crime Center for crime trends and patterns. Our main goal is to improve the agency's response time and ensure proper resources are available as well as use of real time information for more effective action. Currently, message boards are deployed around the county for traffic control and to notify the public of hazards and events; however, a need for more boards has been identified.

Scope of Work

Leon County Sherriff's Office (LCSO) will use JAG funds to purchase the GeoShield computer software and a message board. The computer software is essential to our agency because it will allow us to deploy resources in a more effective manner as well as assist investigators in quickly identifying suspects. Also, the message board will be used for speed detection, which is a major safety goal. All software subscriptions, extended warranties, service plans, etc. will be prorated from the date of purchase to the end of the award period.

Appendix B - Deliverables

Award Number:	R7207
Recipient:	Leon County
Award Title:	C-R7207: Technology Improvement in Law Enforcement
Award Period:	10/01/2023 - 09/30/2024

Total payments for all deliverables will not exceed the maximum grant award amount.

Deliverable 1	Recipient will use federal grant funds to procure message boards.
Minimum Performance Criteria:	Performance will be the procurement and receipt of goods/services purchased.
Financial Consequences:	This is a cost reimbursement deliverable. Only those items purchased and received will be eligible for payment.
Deliverable Price:	Total payments for this deliverable will be approximately $16,297.00

Deliverable 2	Recipient will use federal grant funds to pay for computer software.
Minimum Performance Criteria:	Performance will be the procurement and receipt of goods/services purchased.
Financial Consequences:	This is a cost reimbursement deliverable. Only those items purchased and received will be eligible for payment.
Deliverable Price:	Total payments for this deliverable will be approximately $14,259.00

Appendix C - Approved Budget

Award Number:	R7207		
Recipient:	Leon County		
Award Title:	C-R7207: Technology Improvement in Law Enforcement		
Award Period:	10/01/2023-09/30/2024		
Award Amount:	$30,556.00	$0.00	$30,556.00
	Grant Funded	Match	Total

Standard Budget Terms

All items, quantities, and/or prices below are estimates based on the information available at the time of application.

The item(s) listed below may include additional individually priced, operationally necessary accessories, components, and/or peripherals and may be categorized as a "kit", "bundle", "system" etc.

Award funds may be used to pay for any applicable shipping, freight, and/or installation costs.

Award funds will NOT be used to pay for extended warranties, service agreements, contracts, etc., covering any periods that extend beyond the award end date. Funds may be prorated for services within the award period.

Any costs that exceed the award allocation will be the responsibility of the Recipient.

D. Equipment

Item Name	Description	Grant Funded	Match	Total
Message Boards	1 x Message Board that includes batteries, solar, Wi-Fi access, charger, and solar charger controller @ $15,394.00 = $15,394.00. 1 x remote programming and GPS @ $966.00 = $966.00. All funds over the allocated amount will be paid by Leon County Sherriff's Office	$16,297.00	$0.00	$16,297.00
			D. Equipment Subtotal:	**$16,297.00**

H. Other Costs

Item Name	Description	Grant Funded	Match	Total
Computer Software	1 x Crime Management and Crime Analysis Computer Software @ $24,700.00 = $24,700.00. Software licensing and subscriptions (if applicable) will be pro-rated from the date of purchase through the end date of this award. All funds over the allocated amount will be paid by Leon County Sheriff's Office.	$14,259.00	$0.00	$14,259.00
			H. Other Costs Subtotal:	**$14,259.00**

Appendix D: Award Contacts

Award Number:	R7207
Recipient:	Leon County
Award Title:	C-R7207: Technology Improvement in Law Enforcement
Award Period:	10/01/2023 - 09/30/2024

Recipient Grant Manager (GM)

Name: Laura Rumph
Title: Grants Coordinator
Address: 2825 Municipal Way
Tallahassee, FL 32304-3807
Phone: 18506063300
Email: rumphl@leoncountyfl.gov

Recipient Chief Official (CO)

Name: Nick Maddox
Title: Chairman, Leon County Board of County Commissioners
Address: 301 S. Monroe Street, 5th Floor
Tallahassee, FL 32301-1861
Phone: 850-606-5300
Email: Maddoxn@leoncountyfl.gov

Recipient Chief Financial Officer (CFO)

Name: Vincent Long
Title: County Administrator
Address: 301 S/ Monroe St.
Tallahassee, FL
Phone: 8506065300
Email: longv@leoncountyfl.gov

Appendix E: Special Conditions

Award Number:	R7207
Recipient:	Leon County
Award Title:	C-R7207: Technology Improvement in Law Enforcement
Award Period:	10/01/2023 - 09/30/2024

In addition to the attached standard conditions, the above-referenced grant project is subject to the special conditions set forth below.

S0001	The Recipient's procurement policy does not appear to comply with all federal procurement requirements outlined in the Office of Management and Budget (OMB) Uniform Requirements, 2 CFR 200.318-320. Please see Subaward Management Questionnaire (SMQ) section VIII. All award procurements must comply with the standards identified in OMB's Uniform Requirements and documentation must be maintained and provided to the Office of Criminal Justice Grants at monitoring.
W0002	WITHHOLDING OF FUNDS: This project requests funding for telecommunications and/or video surveillance equipment. Prior to the drawdown of funds for such equipment, the Recipient must provide documentation that the manufacturer and vendor are not on the Excluded Parties List in SAM.gov to the Office of Criminal Justice Grants.
S0003	This project requests federal grant funding for a law enforcement or criminal justice technology related project and may be subject to review and approval by the State Information Technology (IT) Point-of-Contact. By utilizing funds for this project, the Recipient agrees to conform to all state and national standards for technology and information sharing systems that connect to, and/or interface with state and national system, and/or reside on the state Criminal Justice Network (CJNet). These standards include, but are not limited to, the FBI CJIS security policy and any rules, regulations or guidance enacted by the Criminal and Juvenile Justice Information System (CJJIS) Council under 943.06, F.S.
S0004	A risk assessment completed at the time of application review determined this project is low-risk As a result, backup documentation related to expenditures must be maintained and made available upon request. Documentation may include, but is not limited to: procurement records (including quotes, competitive solicitations/bids, etc.), purchase orders, packing slips, delivery/receivable documents, invoices, proof of payment, timesheets, paystubs, activity logs, client activity logs, participant sign in sheets, billing documentation, travel vouchers etc.
W0005	WITHHOLDING OF FUNDS: The project period for this award starts 10/01/2023. Prior to the drawdown of funds, the Recipient must submit all required quarterly performance reports due since the start date of the award period.

Appendix F – FY2023 Award Standard Conditions

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) serves as the State Administering Agency (SAA) for various federal award programs awarded through the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP). FDLE has been assigned as the certified Fiscal Agent for the Project Safe Neighborhoods awards by the U.S. Attorney. OCJG awards funds to eligible applicants, and requires compliance with the agreement and Standard Conditions upon signed acceptance of the award.

The Department will only reimburse recipients for authorized activities specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform award activities as specified, will result in required corrective action including but not limited to financial consequences, project costs being disallowed, withholding of federal funds and/or termination of the project.

GENERAL REQUIREMENTS

All recipients must comply with the financial and administrative requirements set forth in the following:

Current edition of the U.S. Department of Justice (DOJ) Grants Financial Guide
https://www.ojp.gov/doj-financial-guide-2022

Office of Management and Budget (OMB) Uniform Grant Guidance (2 C.F.R. Part 200)
Subpart A, Definitions
Subparts B-D, Administrative Requirements
Subpart E, Cost Principles
Subpart F, Audit Requirements and all applicable Appendices

Code of Federal Regulations: https://www.ecfr.gov/
2 C.F.R. § 175.15(b), Award Term for Trafficking in Persons
28 C.F.R. § 38, Equal Treatment for Faith-Based Organizations
28 C.F.R. § 66, U.S. Department of Justice Common Rule for State and Local Governments
28 C.F.R. § 83, Government-Wide Requirements for Drug-Free Workplace
28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

U.S. Code:
Title 34, U.S. Code, Crime Control and Law Enforcement
Title 41, U.S. Code § 4712, Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information
Title 34, U.S. Code, § 10101 et seq., “Omnibus Crime Control and Safe Streets Act of 1968”

State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:
https://files.floridados.gov/media/706717/gs1-sl-june-2023.pdf and https://files.floridados.gov/media/706718/gs2-june-2023.pdf

State of Florida Statutes:
Section 112.061, Fla. Stat., Per diem/travel expenses of public officers, employees, authorized persons
Chapter 119, Fla. Stat., Public Records
Section 215.34(2), Fla. Stat., State funds; non-collectible items; procedure
Section 215.97, Fla. Stat. Florida Single Audit Act
Section 215.971, Fla. Stat., Agreements funded with federal or state assistance
Section 215.985, Fla. Stat., Transparency in government spending
Section 216.181(6), Fla. Stat., Approved budgets for operations and fixed capital outlay

DEFINITIONS

Award agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use; and is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Disallowed costs means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also the definitions of *capital assets, computing devices, general purpose equipment, information technology systems, special purpose equipment,* and *supplies* in 2 C.F.R. § 200.1.

Fiscal Agent refers to the agency responsible for the administration of the Project Safe Neighborhoods (PSN) award programs. FDLE has been assigned as the certified Fiscal Agent for PSN awards.

Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements. Improper payment also includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient documentation prevents a reviewer from discerning whether a payment was proper.

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation in 48 CFR Subpart 2.1 (Definitions). It is $10,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each award (regardless of the period of performance of the awards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each award in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Non-Federal entity is a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Non-federal pass-through entity is a non-Federal entity that provides an award to a recipient to carry out part of a Federal program; the Florida Department of Law Enforcement (FDLE) is the non-federal pass-through entity for this agreement, also referred to as the State Administering Agency (SAA).

Performance goal means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

Period of performance means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§ 200.211 Information contained in a Federal award paragraph (b)(5) and 200.332 Requirements for pass-through entities, paragraph (a)(1)(iv)).

Protected Personally Identifiable Information (PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to social security numbers; passport numbers; credit card numbers; clearances; bank numbers; biometrics; date and place of birth; mother's maiden name; criminal, medical, and financial records; and educational transcripts. This does not include PII that is required by law to be disclosed. (See also § 200.79 Personally Identifiable Information (PII)).

Questioned cost means a cost that is questioned by the auditor because of an audit finding 1) that resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; 2) where the costs, at the time of the audit, are not supported by adequate documentation; or 3) where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. As of the publication of this part, the simplified acquisition threshold is $250,000, but this threshold is periodically adjusted for inflation. (Also see definition of Micro-purchase, 2 C.F.R. § 200.67).

Subaward is an award provided by a pass-through entity to a recipient for the recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual who is a

beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Recipient means a non-Federal entity that receives an award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program.

Supplies means all tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. See also §§ 200.20 Computing devices and 200.33 Equipment.

For PSN: Task Forces are established by each USAO to collaborate with a PSN team of federal, state, local, and tribal (where applicable) law enforcement and other community members to implement a strategic plan for investigating, prosecuting, and preventing violent crime.

SECTION I: TERMS AND CONDITIONS

1.0 **Payment Contingent on Appropriation and Available Funds** - The State of Florida's obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse recipients for incurred costs is subject to available federal funds.

2.0 **Commencement of Project** - If a project is not operational within 60 days of the original start date of the award period or the date of award activation (whichever is later), the recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.

If a project is not operational within 90 days of the original start date of the award period or the date of award activation (whichever is later), the recipient must submit a second statement to the Department explaining the implementation delay.

Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate award funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

3.0 **Supplanting** - The recipient agrees that funds received under this award will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for award activities.

4.0 **Non-Procurement, Debarment and Suspension** - The recipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 C.F.R. § 180, "OMB Guidelines To Agencies On Governmentwide Debarment And Suspension (Non-procurement)". These procedures require the recipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the award is $100,000 or more, the sub recipient and implementing agency certify that they and their principals:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment 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 statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of the "Lobbying, Debarment and Drug Free Workplace" certification; and

4) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

5.0 **Federal Restrictions on Lobbying** - In general, as a matter of federal law, federal funds may not be used by any recipient or subrecipient at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. § 1913.

Another federal law generally prohibits federal funds from being used by any recipient or subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal award or cooperative agreement, subaward, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352.

7.0 **State Restrictions on Lobbying** - In addition to the provisions contained above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this agreement.

8.0 **Additional Restrictions on Lobbying** - The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

9.0 **"Pay–to–Stay"** - Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail", as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

10.0 **The Coastal Barrier Resources Act** - The recipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. No. 97-348) dated October 18, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.

11.0 **Background Check** - Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of Section 435, Florida Statutes shall apply. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies. Such background investigations shall be conducted at the expense of the employing agency or employee.

12.0 **Confidentiality of Data** - The recipient (or subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. § 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate in accordance with the requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23. Privacy Certification forms must be signed by the recipient chief official or an individual with formal, written signature authority for the chief official.

13.0 **Conferences and Inspection of Work** - Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.

14.0 **Insurance for Real Property and Equipment** - The recipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity.

15.0 **Flood Disaster Protection Act** - The subrecipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.

16.0 **General Appropriations Restrictions** - The recipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes as set forth in the Consolidated Appropriations Act, 2018.

17.0 **Immigration and Nationality Act** - No public funds will intentionally be awarded 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), Section 274(A) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274(A) of the INA. Such violation by the recipient of the employment provisions contained in Section 274(A) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

18.0 **For NCHIP & NARIP: Enhancement of Security** - If funds are used for enhancing security, the recipient must:

1) Have an adequate process to assess the impact of any enhancement of a school security measure that is undertaken on the incidence of crime in the geographic area where the enhancement is undertaken.

2) Conduct such an assessment with respect to each such enhancement; and submit to the Department the aforementioned assessment in its Final Program Report.

19.0 **Personally Identifiable Information Breaches** - The recipient (or subrecipient at any tier) must have written procedures in place to respond in the event of actual or imminent "breach" (OMB M-17-12) if it: 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" within the scope of an OJP award-funded program or activity, or 2) uses or operates a "federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to FDLE's Office of Criminal Justice Grants for subsequent reporting to the OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

20.0 **Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards** - Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the

requirement are posted on the OJP web site at https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment, and are incorporated by reference here.

21.0 **Exceptions regarding Prohibited and Controlled Equipment under OJP awards** - Notwithstanding any provision to the contrary in the other terms and conditions of this award, including in the condition regarding "Compliance with restrictions on the use of federal funds-- prohibited and controlled equipment under OJP awards," the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to Other LEAs" and the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to NON-LEAs" do not apply to this award.

SECTION II: CIVIL RIGHTS REQUIREMENTS

1.0 **Participant Notification of Non-discrimination** - FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the delivery of services, benefits or in employment.

2.0 **Title VI of the Civil Rights Act of 1964** - The recipient or subrecipient at any tier, must comply with all applicable requirements of 28 CFR § 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program.

Equal Employment Opportunity Certification (EEOC) - The recipient must submit an EEO Certification annually within 120 days of award.

Equal Employment Opportunity Program (EEOP) - The recipient and/or implementing agency must comply with all applicable requirements in 28 C.F.R. § 42, Subpart E.

Recipients are advised to use the Office for Civil Rights EEO Reporting Tool to satisfy this condition (https://ojp.gov/about/ocr/eeop.htm).

3.0 **Title IX of the Education Amendments of 1972** - If the recipient operates an education program or activity, the recipient must comply with all applicable requirements of 28 C.F.R. § 54, "Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance."

4.0 **Partnerships with Faith-Based and other Neighborhood Organizations** - The recipient or subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. § 38, "Partnerships with Faith-Based and other Neighborhood Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.

5.0 **Americans with Disabilities Act** - Recipients must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability including provision to provide reasonable accommodations.

6.0 **Section 504 of the Rehabilitation Act of 1973 (28 C.F.R. § 42, Subpart G)** - Recipients must comply with all provisions prohibiting discrimination on the basis of disability in both employment and the delivery of services**.**

7.0 **Age Discrimination Act of 1975** - Recipients must comply with all requirements in Subpart I of 28 C.F.R. § 42 which prohibits discrimination based on age in federally assisted programs.

8.0 **Limited English Proficiency (LEP)** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises recipients to have a written LEP Language Access Plan. For more information visit www.lep.gov.

9.0 **Finding of Discrimination** - In the event a federal or state court or federal or state administrative agency makes, after a due process hearing, a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs.

10.0 **Filing a Complaint** - If the recipient or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the recipient, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE

will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.

For additional information on procedures for filing discrimination complaints, please visit https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Contact-Us.

11.0 **Retaliation** - In accordance with federal civil rights laws, the recipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

12.0 **Non-discrimination Contract Requirements** - Recipients must include comprehensive Civil Rights nondiscrimination provisions in all contracts funded by the recipient.

13.0 **Pass-through Requirements** - Recipients are responsible for the compliance of contractors and other entities to whom they pass-through funds including compliance with all Civil Rights requirements. These additional tier subrecipients must be made aware that they may file a discrimination complaint with the recipient, with FDLE, or with the USDOJ Office for Civil Rights and provided the contact information.

14.0 **Civil Rights Training Requirements** - In accordance with Office of Justice Programs (OJP) requirements, the grant manager of the recipient entity responsible for managing awards from FDLE Office of Criminal Justice Grants, will be required to complete a two part Civil Rights Training and maintain copies of the training certificates within their award files to be provided upon request at monitoring.

SECTION III: FINANCIAL REQUIREMENTS AND RESPONSIBILTY

1.0 **Fiscal Control and Fund Accounting Procedures** - All expenditures and cost accounting of funds shall conform to the DOJ Grants Financial Guide, the 28 C.F.R. § 66, and 2 C.F.R. § 200 as applicable, in their entirety.

Recipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. Financial management systems must be able to record and report on the receipt, obligation, and expenditure of award funds. Systems must also be able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and additional tiered subrecipients. The awarded funds may or may not be an interest-bearing account, but any earned interest must be accounted for as program income and used for program purposes before the federal award period end date. Any unexpended interest remaining at the end of the federal award period must be refunded to the Office of Criminal Justice Grants for transmittal to DOJ.

2.0 **Match** - The value or amount of any "non-federal share," "match," or cost-sharing contribution incorporated into the approved budget is part of the "project cost" for purposes of the 2 C.F.R. § 200 Uniform Requirements, and is subject to audit. In general, the rules and restrictions that apply to award funds from federal sources also apply to funds in the approved budget that are provided as "match" or through "cost sharing."

SECTION IV: AWARD MANAGEMENT AND REPORTING REQUIREMENTS

1.0 **Obligation of Funds** - Award funds shall not be obligated prior to the start date, or subsequent to the end date, of the award. Only project costs incurred on or after the effective date, and on or prior to the termination date of the recipient's project are eligible for reimbursement.

2.0 **Use of Funds** - Federal funds may only be used for the purposes in the recipient's approved award agreement.

3.0 **Advance Funding** - Advance funding may be provided to a recipient upon a written request to the Department.

4.0 **Performance Reporting** - The recipient shall submit Monthly or Quarterly Project performance achievements and performance questionnaires to the Department, within fifteen (15) days after the end of the reporting period. Performance reporting must clearly articulate the activities that occurred within the reporting period, including descriptions of major accomplishments, milestones achieved, and/or barriers or delays encountered. Additional information may be required if necessary to comply with federal reporting requirements. Performance achievements and performance questionnaires that are not complete, accurate, and timely may result in sanctions, as specified in Section IV, Award Management and Reporting Requirements.

5.0 **Financial Consequences for Failure to Perform** - In accordance with Section 215.971, Florida Statutes, payments for state and federal financial assistance must be directly related to the scope of work and meet the minimum level of performance for successful completion. If the recipient fails to meet the minimum level of service or performance identified in this agreement, the Department will apply financial consequences commensurate with the deficiency. Financial consequences may include but are not limited to withholding payments or reimbursement until the deficiency is resolved, tendering only partial payment/reimbursement, imposition of other financial consequences according to the Standard Conditions as applicable, and/or termination of contract and requisition of goods or services from an alternate source. Any payment made in reliance on recipient's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to the Department as a refund.

6.0 **Award Amendments** - Recipients must submit an award amendment through the electronic grant management system for major substantive changes such as changes in project activities or scope of the project, target populations, service providers, implementation schedules, and designs or research plans set forth in the approved agreement and for any budget changes that affect a cost category that was not included in the original budget. Amendments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.

Recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

Under no circumstances can transfers of funds increase the total budgeted award.

Retroactive (after-the-fact) approval of project adjustments or items not currently in the approved award will only be considered under extenuating circumstances. Recipients who incur costs prior to approval of requested adjustments do so at the risk of the items being ineligible for reimbursement under the award.

All requests for changes, including requests for project period extensions, must be submitted in the electronic grant management system no later than thirty (30) days prior to award expiration date.

7.0 Financial Expenditures and Reporting - The recipient shall close the expense reporting period either on a Monthly or Quarterly basis. For any reporting period the recipient is seeking reimbursement, a payment request must also be submitted in the grant management system. Closing of the reporting period and Payment Requests are due thirty (30) days after the end of the reporting period with the exception of the final reporting period.

All project expenditures for reimbursement of recipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the electronic grant management system.

All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

All reports must relate financial data to performance accomplishments.

An expenditure report is not required when no reimbursement is being requested; however, recipients should close the associated reporting period in the electronic grant management system.

Before the "final" Payment Request will be processed, the recipient must submit to the Department all outstanding Performance Achievements and must have satisfied all withholding, special, and monitoring conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

8.0 Project Income (PGI) - All income generated as a direct result of a project shall be deemed program income. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity).

The recipient shall submit a PGI Earnings and Expenditures form in the electronic grant management system as soon as PGI is earned or expended. Prior to expending funds, the recipient shall submit a PGI Spending Request form for OCJG approval. All PGI expenditures must directly relate to the project being funded and must be allowable under the federal award.

Additionally, any unexpended PGI remaining at the end of the federal award period must be submitted to OCJG for transmittal to the Bureau of Justice Assistance.

9.0 Recipient Integrity and Performance Matters - Requirement to report information on certain civil, criminal, and administrative proceedings to OCJG, SAM and FAPIIS.

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management ("SAM"), to the designated federal integrity and performance system ("FAPIIS").

10.0 Verification and updating of Recipient Grant Manager contact information - The recipient must verify its Recipient Grant Manager (GM) contact information in AmpliFund, including telephone number and e-mail address, is current and correct. If any information is incorrect or has changed, an authorized user of the recipient must make changes to the GM information in AmpliFund and provide the GM’s contact information to the OCJG grant manager within thirty days of the change.

SECTION V: MONITORING AND AUDITS

1.0 **Access to Records** - The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the recipient and contractors for the purpose of audit and examination according to the Financial Guide and the 28 C.F.R. § 66. At any time, a representative of the Department, the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right to visit the project site to monitor, inspect and assess work performed under this agreement.

The Department reserves the right to unilaterally terminate this agreement if the recipient or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of Chapter 119, Florida Statutes, unless specifically exempted and/or made confidential by operation of Chapter 119, Florida Statutes, and made or received by the recipient or its contractor in conjunction with this agreement.

The recipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

2.0 **Assessments and Evaluations** - The recipient agrees to participate in a data collection process measuring program outputs and outcomes as outlined by the Office of Justice Programs. The recipient agrees to cooperate with any assessments, national evaluation efforts, and/or information or data collection requests related to activities under this award.

3.0 **Monitoring** - The recipient agrees to comply with FDLE's award monitoring guidelines, protocols, and procedures; and to cooperate with FDLE on all award monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with award monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds, referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of award(s).

4.0 **Property Management** - The recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the DOJ Grants Financial Guide, 28 C.F.R. § 66, 2 C.F.R. § 200.313. This obligation continues as long as the recipient retains the property, notwithstanding expiration of this agreement.

5.0 **Award Closeout** - Award Closeout will be initiated by the Department after the final payment request has been processed. The final payment request must be submitted within sixty (60) days of the end date of the award. All performance achievements and performance questionnaires must be completed before the award can be closed.

6.0 **High Risk Recipients** - If a recipient is designated "high risk" by a federal award-making agency, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to FDLE's OCJG. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

7.0 **Imposition of Additional Requirements** - The recipient agrees to comply with any additional requirements that may be imposed by OCJG during the period of performance for this award if the recipient is designated as "high-risk" for purposes of the DOJ high-risk list.

8.0 **Retention of Records** - The recipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The recipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: https://files.floridados.gov/media/706717/gs1-sl-june-2023.pdf.

9.0 **Disputes and Appeals** - The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The recipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-

one (21) calendar days to the Department's clerk (agency clerk). The recipient's right to appeal the Department's decision is contained in Chapter 120, Florida Statutes, and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, Florida Statutes.

10.0 Failure to Address Audit Issues - The recipient understands and agrees that FDLE's OCJG may withhold award funds, or may impose award conditions or other related requirements, if (as determined by OCJG) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the 2 C.F.R. § 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews.

11.0 Single Annual Audit - Recipients that expend $750,000 or more in a year in total federal award funding shall have a single audit or program-specific audit conducted for that year. The audit shall be performed in accordance with the OMB 2 C.F.R. § 200 Subpart F – Audit Requirements and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the recipient shall submit an annual financial audit that meets the requirements of 2 C.F.R. § 200 Subpart F, "Audit Requirements" Section 215.97, Florida Statutes, "Florida Single Audit Act" and Rules of the Auditor General, Chapter 10.550, and Chapter 10.650, "Local Governmental Entity Audits" and "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

A complete audit report that covers any portion of the effective dates of this agreement must be performed and submitted to the Federal Audit Clearinghouse within the earlier of thirty (30) calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Submissions must include required elements described in Appendix X to 2 C.F.R. § 200 on the specified Data Collection Form (Form SF-SAC).

Records shall be made available upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

Recipients that expend less than $750,000 in federal awards during a fiscal year are exempt from the Single Audit Act audit requirements for that fiscal year. In this case, written notification, in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

SECTION VI: AWARD PROCUREMENT AND COST PRINCIPLES

1.0 Procurement Procedures - Recipients must have written procedures for procurement transactions. Procedures must conform to applicable Federal law and the standards in 2 C.F.R. §§ 200.318-326.

This condition applies to agreements that OCJG considers to be a procurement "contract", and not a second-tier award.

The details of the advance approval requirement to use a noncompetitive approach in a procurement contract under this award are posed on the OJP website at https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm.

Additional information on Federal purchasing guidelines can be found in the Guide to Procurements Under DOJ Grants and Cooperative agreements at https://www.ojp.gov/doj-guide-to-procurement-procedures.

2.0 Cost Analysis - A cost analysis must be performed by the recipient if the cost or price is at or above the $35,000 acquisition threshold and the contract was awarded non-competitively in accordance with Section 216.3475, Florida Statutes. The recipient must maintain records to support the cost analysis, which includes a detailed budget, documented review of individual cost elements for allowability, reasonableness, and necessity. See also: Reference Guide for State Expenditures.

3.0 Allowable Costs - Allowance for costs incurred under the award shall be determined according to the general principles and standards for selected cost items set forth in the DOJ Grants Financial Guide, 28 C.F.R. § 66, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", and 2 C.F.R. Subpart E, "Cost Principles".

4.0 Unallowable Costs - Payments made for costs determined to be unallowable by either the Federal awarding agency, or the Department, either as direct or indirect costs, must be refunded (including interest) to FDLE and the Federal Government in accordance with instructions that determined the costs are unallowable unless state or Federal statute

or regulation directs otherwise. See also 2 C.F.R. §§ 200.300-309.

5.0 **Unmanned Aircraft Systems (UAS)** - The recipient agrees that no funds under this award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

6.0 **Facial Recognition Technology (FRT)** - In accepting this award, the recipient agrees that grant funds cannot be used for Facial Recognition Technology (FRT) unless the recipient has policies and procedures in place to ensure that the FRT will be utilized in an appropriate and responsible manner that promotes public safety, and protects privacy, civil rights, and civil liberties and complies with all applicable provisions of the U.S. Constitution, including the Fourth Amendment's protection against unreasonable searches and seizures and the First Amendment's freedom of association and speech, as well as other laws and regulations. Recipients utilizing funds for FRT must make such policies and procedures available to DOJ upon request.

7.0 **Body Armor** - Certification of body armor "mandatory wear" policies, and compliance with NIJ standards If recipient uses funds under this award to purchase body armor, the recipient must submit a signed certification that each law enforcement agency receiving body armor purchased with funds from this award has a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty. **For PSN,** if recipient uses funds under this award to purchase body armor, the recipient is strongly encouraged to have a "mandatory wear" policy in effect. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards, and is listed on the NIJ Compliant Body Armor Model List. In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information and the NIJ Compliant Body Armor List may be found by following the links located on the NIJ Body Armor page: https://nij.ojp.gov/topics/equipment-and-technology/body-armor.

8.0 **Indirect Cost Rate** - A recipient that is eligible to use the "de minimis" indirect cost rate described in 2 C.F.R. § 200.414(f), and elects to do so, must advise OCJG in writing of both its eligibility and its election, and must comply with all associated requirements in the 2 C.F.R. § 200 and Appendix VII.

9.0 **Sole Source** - If the project requires a non-competitive purchase from a sole source, the recipient must complete the Sole Source Justification for Services and Equipment Form and submit to OCJG upon application for pre-approval. If the recipient is a state agency and the cost meets or exceeds $250,000, the recipient must also receive approval from the Florida Department of Management Services (DMS) (See § 287.057(5), Fla. Stat.). Additional details on the sole source requirement can be found at 2 C.F.R. § 200 and the DOJ Grants Financial Guide.

10.0 **Personnel Services** - Recipients may use award funds for eligible personnel services including salaries, wages, and fringe benefits, including overtime in accordance with the DOJ Grants Financial Guide Section 3.9 - Compensation for Personal Services, consistent with the principles set out in 2 C.F.R. § 200, Subpart E and those permitted in the federal program's authorizing legislation. Recipient employees should be compensated with overtime payments for work performed in excess of the established work week and in accordance with the recipient's written compensation and pay plan.

Documentation - Charges for salaries, wages, and fringe benefits must be supported by a system of internal controls providing reasonable assurance that charges are accurate, allowable, and properly allocated. Documentation supporting charges must be incorporated into the official records of the organization.

Charges made to the Personnel Budget Category must reasonably reflect the total time and activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies. Where award recipients work on multiple award programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.

Federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. An award recipient may compensate an employee at a higher rate, provided the amount in excess of the compensation limitation is not paid with federal funds.

11.0 **Contractual Services** - The recipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as described in 2 C.F.R. § 200.318, General procurement.

Requirements for Contractors of Recipients - The recipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended 34 U.S.C. § 10101 et seq.; the provisions of the current edition of the DOJ Grants Financial Guide (https://www.ojp.gov/doj-financial-guide-2022); and all other applicable federal and state laws, orders, circulars, or regulations. The recipient must pass-through all requirements and conditions applicable to the federal award to any subcontract. The term "contractor" is used rather than the term "vendor" and means an entity that receives a contract as defined in 2 C.F.R. § 200.22, the nature of the contractual relationship determines the type of agreement.

Approval of Consultant Contracts - Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the marketplace. The Federal awarding agency and pass-through entity must review and approve in writing all consultant contracts prior to employment of a consultant when the individual compensation rate exceeds $650 (excluding travel and subsistence costs) per eight-hour day, or $81.25 per hour. A detailed justification must be submitted to and approved by FDLE, who will coordinate written approval of the Federal awarding agency, prior to recipient obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide Section 3.6 Consultant Rates, 28 C.F.R. § 66, and applicable state statutes. The Department's approval of the recipient agreement does not constitute approval of individual consultant contracts or rates. If consultants are hired through a competitive bidding process (not sole source), the $650 threshold does not apply.

12.0 **FFATA Reporting Requirements** - Recipients that enter into awards of $30,000 or more should review the Federal Funding Accountability and Transparency Act of 2006 (FFATA), website for additional reporting requirements at https://ojp.gov/funding/Explore/FFATA.htm.

13.0 **Travel and Training** - The cost of all travel shall be reimbursed according to the recipient's written travel policy. If the recipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines Section 112.061, Florida Statutes. Any foreign travel must obtain prior written approval from the Federal awarding agency and pass-through entity.

14.0 Expenses Related to Conferences, Meetings, Trainings, and Other Events - Award funds requested for meetings, retreats, seminars, symposia, events, and group training activities and related expenses must receive written pre-approval from the Federal awarding agency and pass-through entity and comply with all provisions in 2 C.F.R. § 200.432 and DOJ Grants Financial Guide Section 3.10; Conference Approval, Planning, and Reporting. Award applications requesting approval for meeting, training, conference, or other event costs must include a completed Conference & Events Submission Form for approval prior to obligating award funds for these purposes.

15.0 Training and Training Materials - Any training or training materials that has been developed or delivered with award funding under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at www.ojp.gov/funding/ojptrainingguidingprinciples.htm.

16.0 Publications, Media, Websites, and Patents Ownership of Data and Creative Material - Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the DOJ Grants Financial Guide, 28 C.F.R. §§ 66, and 2 C.F.R. 200.315.

Written, Visual, or Audio Publications - Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular direct cost objective, it should be allocated as indirect costs. Publication includes writing, editing, and preparing the illustrated material (including videos and electronic mediums).

Recipients must request pre-approval in writing for page charges for professional journal publications. All publication materials must comply with provisions in 2 C.F.R. § 200.461 and DOJ Grants Financial Guide, Section 3.9; Allowable Costs – Publication.

Recipients must submit for review and approval one (1) copy of any written materials to be published, including web-based materials and website content, to be paid under this award at least thirty (30) days prior to the targeted dissemination date.

Any written, visual, or audio publications funded in whole or in part under this award, with the exception of press releases, must contain the following statements identifying the federal award:

*"This project was supported by **[Federal Award Number]** awarded by the **[Bureau of Justice Assistance/Bureau of Justice Statistics]**. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."*

Websites - Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

Patents - Recipients are subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce (37 C.F.R. § 401 and 2 C.F.R. § 200.315(c)).

Recipients must promptly and fully report to FDLE and the Federal awarding agency if any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored under this award.

17.0 For NCHIP & NICS: Purchase of Automated Fingerprint Identification System (AFIS) - AFIS equipment purchased under this award must conform to the American National Standards Institute (ANSI) Standard, "Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information" (ANSI/NIST-ITL 1-2007 PART 1) and any other applicable standards set forth by the Federal Bureau of Investigation (FBI).

18.0 Information Technology Projects

Criminal Intelligence Systems - The recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. § 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. § 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. § 23.20(g). Should any violation of 28 C.F.R. § 23 occur, the recipient may be fined as per 34 U.S.C. § 10231. The recipient may not satisfy such a fine with federal funds.

The recipient understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the recipient agrees that these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

State IT Point of Contact - The recipient must ensure that the State IT Point of Contact receives written notification regarding any information technology project funded by this award during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, the recipient must maintain an administrative file documenting the meeting of this requirement. For a list of State IT Points of Contact, go to https://it.ojp.gov/technology-contacts.

The State IT Point of Contact will ensure the recipient's project follows a statewide comprehensive strategy for information sharing systems that improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole.

Interstate Connectivity - To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

19.0 Interoperable Communications Guidance - Recipients using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at https://www.cisa.gov/sites/default/files/2023-04/fy23_safecom_guidance.pdf.

Recipients interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Recipients must provide a listing of all communications equipment purchased with award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

20.0 Global Standards Package - In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the recipient to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular award. Recipient shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at https://it.ojp.gov/gsp. Recipient shall document planned approaches to information sharing and describe

compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

21.0 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment - In accordance with the requirements as set out in 2 C.F.R. *§* 200.216, recipients are prohibited from obligating or expending award funds to:

1) Procure or obtain;
2) Extend or renew a contract to procure or obtain;
3) Enter into a contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, produced by Huawei Technologies Company or ZTE Corporation (or a subsidiary or affiliate of such entities).

22.0 Unreasonable Restrictions on Competition - This condition applies with respect to any procurement of property or services funded (in whole or in part) by this award, by the recipient (or subrecipient at any tier), and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1) Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 and 200.319(a) – Recipient (or subrecipient at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.
2) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
3) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), award recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
4) Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

23.0 Non-Disclosure Agreements - No recipient or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

24.0 Confidential Funds and Confidential Funds Certificate - A signed certification that the Project Director or Implementing Agency Chief Official has read, understands, and agrees to abide by all conditions for confidential funds outlined in Section 3.12 of the DOJ Grants Financial Guide is required for all projects that involve confidential funds. The signed certification must be submitted at the time of award application. Confidential Funds certifications must be signed by the recipient Chief Official or an individual with formal, written signature authority for the Chief Official.

Prior to the reimbursement of expenditures for confidential funds, the recipient must compile and maintain a CI Funds Tracking Sheet to record all disbursements under the award. The completed form must be submitted with the payment request for OCJG review.

25.0 **For JAG: Task Force Training Requirement** - The recipient agrees that within 120 days of award, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training can be accessed https://www.centf.org/CTFLI/.

All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability.

When FDLE awards funds to support a task force, the recipient must compile and maintain a task force personnel roster along with course completion certificates.

26.0 **For NCHIP & NARIP: Protective Order Systems** - Any system developed with funds awarded under this cooperative agreement will be designed to permit interface with the National Protective Order file maintained by the FBI.

SECTION VII: ADDITIONAL REQUIREMENTS

1.0 **Environmental Protection Agency's (EPA) list of Violating Facilities** - The recipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

2.0 **National Environmental Policy Act (NEPA)** - The recipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of award funds by the recipient. This applies to the following new activities whether or not they are being specifically funded with these award funds. That is, it applies as long as the activity is being conducted by the recipient or any third party and the activity needs to be undertaken in order to use these award funds. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the award, prior to obligating funds for any of these purposes.

If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact FDLE OCJG.

1) New construction;
2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain; a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments; and
5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at https://www.bja.gov/Funding/nepa.html, for programs relating to methamphetamine laboratory operations.

3.0 **National Historic Preservation Act** - The recipient will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 300.101 et seq.), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. 312501-312508) and the National Environmental Policy Act of 1969 (43 C.F.R. 46).

4.0 **Human Research Subjects** - The recipient agrees to comply with the requirements of 28 C.F.R. § 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

5.0 **Disclosures**

Conflict of Interest - The recipient and implementing agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Recipients must disclose in writing any potential conflict of interest to FDLE (the non-federal pass-through entity).

Violations of Criminal Law - The recipient must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the award.

6.0 **Uniform Relocation Assistance and Real Property Acquisitions Act** - The recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.

7.0 **Limitations on Government Employees Financed by Federal Assistance** - The recipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7321-26, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

8.0 **Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable** - Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

9.0 **Text Messaging While Driving** - Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), and Section 316.305, Florida Statutes., the recipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10.0 **DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database** - If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. With the exception of Forensic Genetic Genealogy, no profiles generated with award funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

11.0 **Forensic Genealogy Testing** - Recipients utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching and must collect and report the metrics identified in Section IX of the document to the Bureau of Justice Assistance. For more information, visit https://www.justice.gov/olp/page/file/1204386/download.

12.0 **Environmental Requirements and Energy** - For awards in excess of $100,000, the recipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C § 85), section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 1 seq.). The recipient must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.

13.0 **Other Federal Funds** - The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the recipient will promptly notify, in writing the grant manager for this award, and, if so requested by OCJG seek a budget modification or change of project scope amendment to eliminate any inappropriate duplication of funding.

14.0 **Trafficking in Persons** - The recipient must comply with applicable requirements pertaining to prohibited conduct relating to the trafficking of persons, whether on the part of recipients, recipients or individuals defined as "employees" of the recipient. The details of the recipient and recipient obligations related to prohibited conduct related to trafficking in persons are incorporated by reference and posted at https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm.

15.0 **Requirement of the Award; Remedies for Non-Compliance or for Materially False Statements** - Any materially false, fictitious, or fraudulent statement to the Department related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001, 1621, and/or 34 U.S.C. § 10272), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this award.

16.0 **Employment Eligibility Verification for Hiring Under This Award** - The recipient must ensure that as part of the hiring process for any position that is or will be funded (in whole or in part) with award funds, the employment eligibility of the individual being hired is properly verified in accordance with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

1) All persons who are or will be involved in activities under this award must be made aware of the requirement for verification of employment eligibility, and associated provisions of 8 U.S.C. 1324a(a)(1) and (2) that make it unlawful in the United States to hire (or recruit for employment) certain aliens.
2) The recipient must provide training (to the extent necessary) to those persons required by this condition to be notified of the requirement for employment eligibility verification and the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
3) As part of the recordkeeping requirements of this award, the recipient must maintain records of all employment eligibility verifications pertinent to compliance with this condition and in accordance with I-9 record retention requirements, as well as pertinent records of notifications and trainings.
4) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
5) Persons who are or will be involved in activities under this award includes any and all recipient officials or other staff who are or will be involved in the hiring process with respect to an award funded position under this award.
6) For the purposes of satisfying this condition, the recipient may choose to participate in, and use E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient entity uses E-Verify to confirm employment eligibility for each position funded through this award.
7) Nothing in this condition shall be understood to authorize or require any recipient, or any person or other entity, to violate federal law, including any applicable civil rights or nondiscrimination law.
8) Nothing in this condition, including paragraph vi., shall be understood to relieve any recipient, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

17.0 **Determination of Suitability to Interact with Minors** - This condition applies if it is indicated in the application for award (at any tier) that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The recipient (or subrecipient at any tier), must make determinations of suitability before certain individuals may interact with participating minors. The requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at https://ojp.gov/funding/Explore/Interact-Minors.htm.

18.0 **Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters** - No recipient under this award, or entity that receives a procurement contract with funds under this award, may require an employee to sign an internal confidentiality agreement that prohibits the reporting of waste, fraud, or abuse to an investigative or law enforcement representative authorized to receive such information.

The foregoing is not intended, to contravene requirements applicable to classified information. In accepting this award, the recipient:

1) Has not required internal confidentiality agreements or statements from employees or contractors that currently prohibit reporting waste, fraud, or abuse;
2) Certifies that, if it learns that it is or has been requiring its employees or contractors to execute agreements that prohibit reporting of waste, fraud, or abuse, it will immediately stop any further obligations of award funds, will provide prompt written notification to OCJG, and will resume such obligations only if expressly authorized to do so by OCJG.
3) Will comply with requirements of 5 U.S.C. §§ 1501-08 and 7321-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

19.0 **Safe Policing and Law Enforcement** - Recipients that are state, local, college or university law enforcement agencies must be in compliance with the safe policing certification requirement outlined in Executive Order 13929. For detailed information on this certification requirement, see https://cops.usdoj.gov/SafePolicingEO.

20.0 **For JAG: Extreme Risk Protection Programs -** Recipients using funds for Extreme Risk Protection programs must include, at a minimum: pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses; the right to be represented by counsel at no expense to the government; pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation; and penalties for abuse of the program.

21.0 **For RSAT: State Alcohol and Drug Abuse Agency** - The recipient will coordinate the design and implementation of treatment programs with the State alcohol and drug abuse agency or any appropriate local alcohol and drug abuse agency, especially when there is an opportunity to coordinate with initiatives funded through the Justice Assistance Grant (JAG) program.

22.0 **For RSAT: Drug Testing** - The recipient will implement or continue to require urinalysis or other proven reliable forms of testing of individuals in correctional residential substance abuse treatment programs. Such testing shall include individuals released from residential substance abuse treatment programs who remain in the custody of the State.

23.0 **For RSAT: Opioid Abuse and Reduction** - The recipient understands and agrees that, to the extent that substance abuse treatment and related services are funded by this award, they will include needed treatment and services to address opioid abuse and reduction.

24.0 **For RSAT: Data Collection** - The recipient agrees that award funds may be used to pay for data collection, analysis, and report preparation only if that activity is associated with federal reporting requirements. Other data collection, analysis, and evaluation activities are not allowable uses of award funds.

25.0 **For RSAT:** Recipient understands and agrees that strategic planning activities funded by this award must include planning on how to address individuals with co-occurring mental health and opioid use disorders.

26.0 **For PSN: Coordination with U.S. Attorney and PSN Task Forces** - The recipient agrees to coordinate the project with the U.S. Attorney and Project Safe Neighborhoods Task Force(s) for the respective U.S. Attorney Districts

covered by the award. The recipient also is encouraged to coordinate with other community justice initiatives and other ongoing, local gun prosecution and law enforcement strategies.

27.0 **For PSN: Media-related Outreach** - The recipient agrees to submit to OCJG for review and approval by DOJ, any proposal or plan for PSN media-related outreach projects.

28.0 **For NCHIP & NARIP: Comprehensive Evaluation** - In order to ensure that the National Criminal History Improvement Program (NCHIP) and the NICS Act Record Improvement Program (NARIP) are realizing the objectives in the most productive manner, the recipient agrees to participate in a comprehensive evaluation effort. It is anticipated that the evaluation will take place during the course of the program and will likely involve each participating agency. It is expected that the evaluation will have a minimal impact on an agency's program personnel and resources.

29.0 **For NCHIP & NARIP: Coordination and Compatibility with Systems** - In accordance with federal award conditions, recipient agrees all activities supported under this award must:

1) Be coordinated with Federal, State, and local activities relating to homeland security and presale firearm checks.
2) Ensure criminal justice information systems designed, implemented, or upgraded with NCHIP or NARIP funds are compatible, where applicable, with the National Incident-Based Reporting System (NIBRS), the National Crime Information Center system (NCIC 2000), the National Criminal Instant Background Check System (NICS), the Integrated Automated Fingerprint Identification System (IAFIS), and applicable national, statewide or regional criminal justice information sharing standards and plans.
3) Intend to establish or continue a program that enters into the National Crime Information Center (NCIC) records of: (a) Protection orders for the protection of persons from stalking or domestic violence; (b) Warrants for the arrest of persons violating protection orders intended to protect victims from stalking or domestic violence; and (c) Arrests or convictions of persons violating protection orders intended to protect victims from stalking or domestic violence.

30.0 **For NCHIP & NARIP: Firearm and Background Checks** - Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. § 922 and 34 U.S.C. Ch. 409 -- in connection with any use, by the recipient (or any subrecipient at any tier), of this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

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 9th day of April, 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: BAB24025
Date: 03/08/24

Agenda Item No:
Agenda Item Date: 04/09/24

County Administrator
Vincent S. Long

Assistant County Administrator
Ken Morris

Request Detail

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
125	954005	331289	000	LCSO 24 JAG Grant 900354	-	30,556	30,556
				Subtotal:		30,556	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
125	954005	56400	521	Machinery & Equipment	-	30,556	30,556
				Subtotal:		30,556	

Purpose of Request

This budget amendment realizes $30,556 in grant funding from the Justice Assistance Grant (JAG) through the Florida Department of Law Enforcement (FDLE) on behalf of the Leon County Sheriff's Office (LCSO) for law enforcement technology.

Division/Department
2617/26

Roshaunda Bradley, Budget Director

Approved By: **Resolution** [X] **Motion** [ ] **Administrator** [ ]

Leon County
Board of County Commissioners

Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Report on General Fund Contingency Reserves Funding Requests

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Roshaunda Bradley, Budget Director

Statement of Issue:

As requested at the January 23, 2024 meeting, this item provides an analysis on the Board's use of General Fund Contingency Reserves to sponsor various community festivals, events, and initiatives outside of the normal budget development process and, given the County policies in place, this item does not recommend any revisions to Board policies or procedures.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept report on General Fund Contingency Reserves and take no further action.

Report and Discussion

Background:

As requested at the January 23, 2024 meeting, this item provides an analysis on the Board's use of General Fund Contingency Reserves to sponsor various community festivals, events, and initiatives outside of the normal budget development process. At that time, the Board discussed establishing a policy with a dollar threshold which would require an agenda item for the Board's consideration for such funding requests. Since the County has policies in place to evaluate and consider funding requests of any amount, this item does not recommend any revisions to Board policies or procedures.

The County has policies in place which provide a structure and process for the consideration, evaluation, and use of General Fund Contingency Reserves. County Policy No. 07-02, "Reserves," (Reserves) establishes a General Fund Contingency Reserve budget to address such situations as unanticipated cost increases to provide County services, offset revenue losses or address cost shifts from the State, and leverage grant opportunities for County projects and programs. In recent years, the Board has utilized General Fund Contingency Reserves (GFC) to sponsor various community festivals, events, and initiatives outside of the normal budget development process. While the Board has great latitude with its use of GFC, these reserve funds are not intended to support community festivals and events. The County provides many funding opportunities to support local events and organizations through its Tourism Event Grant Program, the Community Human Services Program, the Council on Culture & Arts Grant Program, and provides direct funding to organizations which directly align with County programs or services.

As part of the annual budget process, the Reserves Policy requires the Board to determine the amount to be appropriated for GFC (Attachment #1). The County budgets $200,000 annually in the GFC account for unanticipated expenses and leveraging opportunities. Funding requests for use of GFC, regardless of the amount, require an agenda item for Board consideration a regularly scheduled Board meeting pursuant to County Policy No. 01-05, "Rules of Procedure". Only the Board can approve the use of GFC.

When funding requests are brought forward during the Commissioner Discussion portion of the Board meeting, County Policy No. 01-05, "Rules of Procedure" (Rules of Procedure) prohibits the Board from taking policy action without an agenda item (Attachment #2). The Rules of Procedure Policy provides for the order of business for Board meetings including the portion of the meetings for "Discussion Items by Commissioners" (Section V(J)). In most circumstances, the Board will request by majority vote for an agenda item to be brought back with additional information to consider a funding request from the GFC account at the next meeting. However, a Commissioner can request the Board to immediately approve the funding request without bringing back the requisite agenda item and analysis. Unanimous approval is required to approve a funding request without an agenda item (a non-agendaed policy action) or the Board must waive its own policies.

On one recent occasion, the Board unanimously waived its Rules of Procedure Policy to consider a funding request. By waiving the Rules of Procedure, approval of the funding request no longer required a unanimous vote for a non-agendaed policy action. Thereafter, the Board voted 5-1 (one

Commissioner was out of the Commission Chambers) in support of the funding request. This item provides an analysis on the Board's use of GFC to sponsor various community festivals, events, and initiatives outside of the normal budget development process and does not recommend any revisions to Board policies or procedures. While the Board maintains the latitude to unanimously approve a funding request or waive its policies during a meeting, the existing County policies provide the necessary structure and process for the consideration, evaluation, and use of GFC in any amount. If the Board were to establish additional policy thresholds to restrict the use of GFC, the policy could still be waived by the Board.

Analysis:

Funding requests for use of GFC, regardless of the amount, require an agenda item for Board consideration at a regularly scheduled meeting under existing policy (Rules of Procedure). When a Commissioner seeks immediate approval for a GFC funding request, the Policy provides an exception for an agenda item to be prepared by requiring a unanimous vote of the Board to immediately approve the funding request. In addition to this exception provided for in the Policy, the Board also reserves the right to waive its own policies to take up matters as it sees fit during the course of a Board meeting.

In its request for this agenda item, the Board discussed adjusting its policies to require future funding requests greater than $2,500 to be accompanied by an agenda item. As previously noted, the Rules of Procedure Policy requires all funding requests to be brought back as an agenda item at a regularly scheduled meeting regardless of the amount. The establishment of a tiered system whereby only funding requests greater than $2,500 are required to come back with an agenda item may result in unintended consequences. A tiered policy and evaluation system could result in more frequent funding requests coming before the Board without an agenda item or analysis and create an expectation for the smaller funding requests to be immediately approved by the Board because they would no longer require an agenda item. In summary, it would have the opposite effect of the County's current policies which seeks to have all of the necessary analysis and information about the funding request provided to the Board in an agenda item.

Since County policies apply to all funding requests, regardless of the amount, this item does not recommend establishing a $2,500 threshold for an agenda item to be brought back to the Board for consideration. As explained in this item, revising the Policy to implement a tiered evaluation process may have unintended consequences and the current policies already provide the necessary structure and process for the consideration, evaluation, and use of GFC in any amount. The current policies also provide for an exception to immediately approve a funding request upon a unanimous vote of the Board and the Board can always waive its policies during a meeting to override any self-determined spending threshold. As will all policies, including in this case, the use of GFC as well as policies related to the Rules of Procedure, the Board must ultimately balance necessary restraint with issues the Board determines to be extraordinary. Consistent with current policies, all funding requests regardless of the amount will continue to be accompanied by an agenda item unless the GFC funding is approved by a unanimous vote of the Board or the Board waives its policies when providing direction to staff.

Options:

1. Accept report on General Fund Contingency Reserves and take no further action.
2. Do not accept the report on General Fund Contingency Reserves.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. County Policy No. 07-02, "Reserves"
2. Current Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners"

Board of County Commissioners
Leon County, Florida

Policy No. 07-2

Title:	Reserves
Date Adopted:	September 16, 2008
Effective Date:	September 16, 2008
Reference:	N/A
Policy Superseded:	Policy No. 94-11, "Contingency Reserves and Mid-Fiscal Year Funding Requests from Outside Agencies" adopted September 1994; Policy No. 99-3, "Use of Contingency Reserves" adopted November 23, 1999; Policy No. 07-2, "Reserves" adopted July 10, 2007

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 07-2, "Reserves", adopted by the Board of County Commissioners on July 10, 2007, is hereby superseded, and a revised policy is hereby adopted in its place, to wit:

1. Emergency Reserves

a. The general revenue emergency reserves will be maintained at an amount not to be less than 3% and to not exceed 8% of projected general fund and fine and forfeitures fund operating expenditures for the ensuing fiscal year.

b. A Catastrophe Reserve will be maintained at 2% of the general fund and fine and forfeiture fund operating expenditures for the ensuing fiscal year. The Catastrophe Reserve will provide immediate cash flow for staff overtime, equipment, contractual support and materials/supplies in the event of a natural disaster.

   In the event of a declared local state of emergency, the County Administrator is authorized to utilize the Catastrophe Reserve to pay Leon County solid waste and Leon County building/growth fees for eligible residents for the purpose of debris removal and home restoration/reconstruction. To be eligible, residents must demonstrate that all other means (including, but not limited to: FEMA Individual Assistance, property insurance) have been exhausted prior to seeking County assistance.

c. The reserve for contingency is separate from the reserve for cash balances.

d. Annually the Board will determine an appropriate amount of reserve for contingency to be appropriated as part of the annual budget. Any funds not included in the budget under this category will be included as part of the unreserved fund balance.

2. Reserve for Cash Balances

a. The County will maintain an annual unappropriated reserve for cash balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing.

b. The unappropriated fund balance shall be no less than 10% and no greater than 20% of projected general fund and fine and forfeiture fund operating expenditures.

c. The reserve for cash balance shall be separate from the emergency reserves.

d. All major funds will retain sufficient cash balances to eliminate the need for short-term borrowing.

3. Utilization of Fund Balance

a. As part of the annual budget process, a determination will be made of the minimum and maximum amounts of fund balance available based on the requirements set forth in Sections 1 and 2.

b. Funds in excess of the minimums established can be utilized to support one time capital project funding and /or other one-time expenditures to address unforeseen revenue shortfalls.

4. Budgeted Contingency Reserve

Budgeted Reserve for Contingency reserves, are established to provide the following:

a. Funding for authorized mid-year increases to adopted levels of service.

b. Funding for unexpected increases in the cost of providing existing levels of service.

c. Temporary and nonrecurring funding for unexpected projects.

d. Funding of a local match for public or private grants.

e. Funding to offset losses in revenue caused by actions of other governmental bodies.

f. Funding to accommodate unexpected program mandates from other governmental bodies.

5. Procedures

a. The County Administrator is authorized to develop forms and procedures to be used by outside agencies or individuals or County agencies in submitting their requests for use of contingency reserves.

b. County agencies, including County departments and Constitutional Officers, requesting additional funding from the Board shall first submit their requests in writing to the County Administrator for full review and evaluation.

c. After evaluation, all requests will be brought to the Board for consideration at a regularly scheduled meeting.

d. Requests for use of reserves for contingency may be approved only by the Board of County Commissioners.

e. The County's budget will be amended at such time the County Commission, by majority vote, authorizes reserves for contingency. All requests to the County Commission for the use of any reserves for contingency shall be accompanied by a "contingency statement" prepared by OMB showing the year-to-date activity on the reserves account as well as the current account balance and the net effect on the account of approving the use of reserves.

6. Evaluation Criteria

a. The Board will use the procedures and evaluation criteria set forth in this policy. The evaluation of funding requests shall include, but not be limited to the following:

- consistency with other Board policy;
- the urgency of the request;
- the scope of services to be provided;
- the short-term and long-term fiscal impact of the request;
- a review of alternative methods of funding or providing the services,
- a review for duplication of services with other agencies;
- a review of efforts to secure non-County funding;
- a discussion of why funding was not sought during the normal budget cycle; and
- a review of the impact of not funding or delaying funding to the next fiscal year.

7. Exceptions

a. This policy is not intended to limit regular mid-year salary adjustment transfers from the salary adjustment contingency account, which is reviewed separately by the Board of County Commissioners on an annual basis.

Revised 9/16/2008

Board of County Commissioners
Leon County, Florida

Policy No. 01-05

Title:	Rules of Procedure for Meetings of the Leon County Board of County Commissioners
Date Adopted:	June 13, 2023
Effective Date:	June 14, 2023
Reference:	*Robert's Rules of Order Revised*
Policy Superseded:	Policy No. 92-11, "Citizen Inquiry Processing" adopted September 8, 1992; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners" adopted May 29, 2001; revised September 17, 2002; January 13, 2004; December 14, 2004; March 28, 2006; January 9, 2007; December 8, 2009; March 13, 2012; June 16, 2020; May 11, 2021; March 8, 2022; January 24, 2023

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 01-05 "Rules of Procedure for Meetings of Leon County Board of County Commissioners" amended on January 24, 2023, is hereby further amended, and a revised policy is hereby adopted in its place, to wit:

It is the policy of the Leon County Board of County Commissioners that these Rules of Procedure shall govern all meetings of the Board of County Commissioners. The members of the Board, County Administrator, County Attorney, staff, and the public shall adhere to these rules.

I. Rules of Parliamentary Procedure.

The Leon County Board of County Commissioners, otherwise known as the Board, shall determine its own procedures, rules, and order of business, so long as they do not conflict with any provision of law that applies to the Board. In promulgating the procedures, rules, and order of business, the Board shall follow simplified parliamentary procedures and be guided by *Robert's Rules of Order Revised*. No action taken by the Board shall be deemed void or invalid because of a failure to adhere to *Robert's Rules of Order Revised*.

II. Open to the Public.

A. Meetings Open to Public. All meetings of the Board shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes (F.S.). Being open to the public may be accomplished through hybrid communications media technology ("CMT"). CMT, for purposes of this Policy, shall include, but is not limited to, electronic transmission of printed matter, audio, full-motion video, freeze-frame video, compressed video, and digital video which meets the intent of permitting attendance at public meetings.

B. Exempt Meetings. The exception to the opening meeting requirement shall be those meetings statutorily exempt, such as executive collective bargaining sessions, Section 447.605(1), F.S., meetings regarding risk management claims, Section 768.28(16)(c), F.S., and litigation meetings pursuant to Section 286.011(8), F.S. The Board shall comply with all statutory requirements for exempt meetings.

C. Seating Capacity. Due to the need to comply with seating capacity requirements of the Fire Code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited. When the seating capacity in Commission Chambers or other meeting room has been met, the County shall endeavor to accommodate overflow seating elsewhere in the meeting vicinity.

D. Accessibility. All Board meetings will be conducted in a publicly accessible building.

E. Signs, Placards, Banners. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures shall be allowed in Commission Chambers or other meeting rooms. Other signs, placards and banners shall not disrupt meetings or interfere with others' visual rights.

III. Quorum.

A. Quorum. A majority, meaning more than half, of the entire Board shall constitute a quorum.

B. Remaining in Chambers. During a Board meeting, Commissioners should remain in the Commission Chambers or other meeting room at all times unless an emergency or illness occurs. Commissioners present in the meeting should not absent themselves for a particular item.

C. Participation by Absent Commissioner. Upon the determination by a majority of the Commissioners present in the Commission Chambers or other meeting room and voting, that extraordinary circumstances exist to justify the absence of any Commissioner from said meeting, and assuming a quorum of the Board is otherwise present, the Board may allow the participation of the physically absent Commissioner. The decision of the Board shall take place prior to or at the beginning of the subject meeting and shall be based upon the facts and circumstances of each request. The physically absent Commissioner may not vote on any motion authorizing such participation. The physically absent Commissioner must take all steps necessary to provide an interactive communication between the meeting location and the location of the physically absent Commissioner, and at a minimum must provide interactive voice communication, but should also endeavor to provide interactive video communication whenever possible. In instances in which the physically absent Commissioner participates in the meeting, this Commissioner shall also be allowed to cast his/her vote, but only to the extent that the physically absent Commissioner's vote does not break a tie vote of those Commissioners present in Commissioner Chambers or other meeting room and voting.

D. Conflict of Interest. Any Commissioner who announces a conflict of interest on a particular matter pursuant to Section 112.3143 or Section 286.012, F.S., and refrains from voting or otherwise participating in the proceedings related to that matter, shall be deemed present for the purpose of constituting a quorum.

E. Loss of Quorum. In the event that quorum is lost after a meeting has commenced because a Commissioner leaves the Commission Chambers or other meeting room temporarily, or a Commissioner is required to depart a Board meeting prior to adjournment that causes a loss of quorum, no further official action may be taken until or unless a quorum is restored, other than adjournment.

F. No Quorum. If the Board is unable to constitute a quorum within 30 minutes after the hour appointed for the meeting, the Chair, the Vice Chair, or in their absence, another Commissioner, in order of seniority, shall adjourn the meeting. The Clerk shall record in the minutes the names of the members present and their action at such meeting.

IV. Presiding Officer.

A. Chair. The Presiding Officer is the Chair of the Board. The Chair presides at all meetings. The Chair's responsibilities shall include, but not be solely limited to:

1. Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.

2. Announce the business to come before the Board, in accordance with the prescribed order of business.

3. Recognize all Commissioners, the County Administrator, and the County Attorney, who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by him or her, and he or she declares all votes. The Chair shall repeat every motion and state every question coming before the Board and announce the decision of the Board on all matters coming before it.

4. Preserve decorum and order, and in case of disturbance or disorderly conduct in the Commission Chambers or other meeting room, may cause the same to be cleared or cause any disruptive individual to be removed.

5. Call to order any Commissioner who violates any of these rules and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.

6. Expedite business in every way compatible with the rights of the Commissioners.

7. The Presiding Officer is required to remain objective. For the Chair to make a motion, the gavel must be relinquished. The gavel shall be relinquished in the following order:

   (a) to the Vice Chair;
   (b) to other Commissioners based upon seniority.

   The Presiding Officer who relinquishes the chair should not return to it until the pending main question has been disposed of, since he or she has shown himself or herself to be partisan about the particular item. The Presiding Officer may otherwise second a motion and engage in debate and shall not be deprived of any of the rights and privileges of a Commissioner by reason of being the Presiding Officer.

8. Declare the Board meeting adjourned when all agenda items have been introduced and disposed of by the Board, or at any time in the event of an emergency affecting the safety of those present.

B. Vice Chair. In the absence of the Chair or in the event of the Chair's inability to serve by reason of illness or accident, the Vice Chair shall perform the duties and functions of the Chair until the Chair is available and able to resume the responsibilities of the Presiding Officer.

V. Order of Business.

A. Official Agenda. There shall be an official agenda for every Board meeting, which shall determine the order of business conducted at the meeting. All proceedings and the order of business at all meetings shall be conducted in accordance with the official agenda.

B. Agenda Form; Availability; Support Information. The agenda shall be prepared by the County Administrator in appropriate form approved by the Board. The County Administrator shall make available to the Commissioners a copy of the agenda before the meeting. All support information for agenda items shall be available no later than the morning of the business day before the meeting. If the support information is not available by the morning of the business day before the meeting, the agenda item shall be removed from the agenda and considered at a later meeting.

C. Agenda Format for Regular Meeting. The agenda format for a regular Commission meeting shall be in substantially the form as set forth below:

1. Call to Order, Invocation and Pledge of Allegiance
2. Awards and Presentations
3. Citizens to be Heard on Consent & Non-Agendaed Items (first)
4. Consent
   (a) Procurements
   (b) Status Reports
5. Consent Agenda Items Pulled for Discussion
6. General Business

7. Scheduled Public Hearings, 6:00 p.m.
8. Citizens to be Heard on Non-Agendaed Items (second)
9. County Attorney
10. County Administrator
11. Discussion Items by Commissioners
12. Adjourn

D. Invocation Procedures. The following procedures are not intended and shall not be implemented or construed in any way to affiliate the Board with, nor express the Board's preference for, any particular faith or religious denomination, and shall be utilized for the scheduling and offering of invocations at Board meetings.

1. The County Administrator, or designee, shall compile a list of religious congregations and assemblies in Leon County. The list shall be compiled from information reasonably available from a variety of sources, such as the Internet, and the local chamber of commerce. The list should be updated on an annual basis.

2. Each Commissioner, on a rotational basis, shall offer the invocation or extend an invitation to a leader of a religious congregation or assembly on the list or otherwise choose a person to offer the invocation, making every reasonable effort to ensure that individuals from a variety of faiths and beliefs are scheduled.

3. Should the individual scheduled to offer the invocation not be present at the meeting, the invocation may be offered pursuant to the Chair's invitation.

4. The invocation should be limited to not more than 3 minutes.

5. Invocations shall be nonsectarian and shall avoid advancing one faith or belief.

6. Participation in the invocation by persons in attendance at meetings is voluntary.

E. Citizens to be Heard on Consent & Non-Agendaed Items (first). On the portion of the agenda designated "Citizens to be Heard on Consent & Non-Agendaed Items" (3-minute limit; non-discussion by the Board), there shall be no debate and no action by the Board.

F. Consent Agenda. All items in the portion of the agenda designated as "Consent" may be voted on with one motion. Consent items are considered to be routine in nature, are typically non-controversial and do not deviate from past Board direction or policy. However, any Commissioner, the County Administrator, or the County Attorney may withdraw an item from the consent agenda, provided that such request is made in writing 24 hours (excluding holidays) before the subject meeting, and it shall then be voted on individually.

G. General Business. General business items are items of a general nature that require Board direction or pertain to Board policy.

H. Scheduled Public Hearings, 6:00 p.m. Prior to placing a matter on the agenda that requires a public hearing, the consent of the Board is required pursuant to Section V, Subsection L. (Placing Items on Agenda) of this policy. Public hearings shall be held as required to receive public comments on matters of special importance or as prescribed by law. For regular Board meetings, public hearings shall be heard at 6:00 p.m., or as soon thereafter as is possible. This time designation is intended to indicate that an item will not be addressed prior to the listed time. Individual speakers are encouraged to adhere to a three (3) minute time limit when speaking on issues scheduled for public hearing. The Chair has the discretion to either extend or reduce time limits, based on the number of speakers.

I. Citizens to be Heard on Non-Agendaed Items (second). On the portion of the agenda designated near the end of the meeting as the "Citizens to be Heard on Non-Agendaed Items" (3-minute limit), there may be debate by the Board, but the Board shall take no policy action except to agenda the topic for a later date or by a unanimous vote of the Commissioners present and eligible to vote.

J. Discussion Items by Commissioners. On the portion of the agenda designated as "Discussion Items by Commissioners," no assignments shall be given to the County Administrator or County Attorney except by the affirmative vote of a majority of the Commissioners present and eligible to vote. The Board shall take no policy action without an agenda item unless the policy action is taken by a unanimous vote of the Commissioners present and eligible to vote. The remarks of each Commissioner during his or her "discussions items" time shall be limited to no more than three (3) minutes unless the Chair extends the time.

K. Departure from Order of Business. Any departure from the order of business set forth in the official agenda shall be made only upon majority vote of the Commissioners present and eligible to vote.

L. Placing Items on Agenda. With the consent of the majority Commissioners present and eligible to vote, matters may be placed on the agenda by any Commissioner. When a Commissioner wishes to place a matter on the agenda, the Commissioner shall raise the matter at a regular Board meeting and seek the Board's consent for inclusion of the matter on the next available regular agenda. A Commissioner may not unilaterally add a matter to an agenda without the Board's prior approval.

The Administrator and County Attorney may place an item on the agenda at any time for Board consideration.

Prior to placing a matter on the agenda that requires a public hearing, the consent of the Board is required, except as provided below. A request to schedule the public hearing shall be placed on the Consent Agenda for consideration by the Board. Upon the Board's approval of the request to schedule a public hearing, the public hearing shall then be scheduled for inclusion on the next available regular agenda.

In addition, the Commission may direct the scheduling of a matter that requires a public hearing by a majority vote.

This rule of procedure does not apply to the following matters:

1. Zoning and site and development plan approvals, which are placed on the agenda by staff pursuant to County Code and general law;
2. Matters that are recurring and/or routine or that are determined by the County Administrator and County Attorney to be time-sensitive.

M. Additions, Deletions, or Corrections to Agenda. Deletions or corrections to the agenda may be considered by the Board and adopted by the passage of a single motion. Non-agendaed matters shall be confined to items that are informational only.

"Add On" agenda items (items that missed the deadline for agenda preparation for the meeting) should be considered by the Board only in exigent circumstances, for issues that are time critical or cost sensitive to the County. For such matters, the Chair, County Administrator and County Attorney will be consulted in advance of the meeting to approve the "Add On" agenda item. If the "Add On" agenda item is approved, the Agenda Coordinator will modify and reprint the agenda table of contents for redistribution to all persons who received the initial agendas. Furthermore, the County's web site will be updated to reflect the new agenda. For matters of extreme emergency, a special Board meeting may be called by the Chair upon adequate notice being provided under Section 286.011, F.S.

N. Announcing Agenda Items. The Chair shall announce each item on the agenda. The County Administrator or County Attorney shall then present the item to the Board.

VI. Parliamentarian.

The County Attorney shall act as parliamentarian and shall advise and assist the Chair in matters of parliamentary law. In the absence of a Rule of Procedure as provided for by these Rules, the parliamentarian shall refer to *Robert's Rules of Order Revised* for guidance on all rulings.

VII. Rules of Debate.

A. Decorum.

1. Every Commissioner desiring to speak will address the Chair, and once recognized by the Chair, confine discussion to the question under debate, avoiding all personalities and indecorous language.
2. Commissioners shall refrain from: attacking a Commissioner's motives; speaking adversely on a prior motion not pending; speaking while the Chair or other Commissioners are speaking; speaking against their own motions; and disturbing the Board.

3. A Commissioner once recognized cannot be interrupted when speaking unless the Commissioner is being called to order. The Commissioner is required to then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said Commissioner shall be at liberty to proceed.

4. A Commissioner will be deemed to have yielded the floor when he or she has finished speaking. A Commissioner may claim the floor only when recognized by the Chair.

B. Motions.

1. A motion and a second to the motion are to precede any action on an agenda item unless there are speakers to be heard on the agenda item.

2. All motions shall be made and seconded before debate.

3. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except: to adjourn, to lay on the table, to postpone, to substitute, or to amend until the question is decided. These motions shall have preference in the order in which they are listed.

4. Any Commissioner may move to close debate and call the question on the motion being considered which shall be nondebatable. A successful vote on the motion to close debate will end discussion of the item.

5. If the Chair wishes to put forth a motion, he or she shall relinquish the gavel to the Vice Chair until the main motion, on which he or she spoke, has been disposed. The Chair may second any main motion made by another Commissioner.

6. The following motions are not debatable: to adjourn; to lay on the table; to take from the table; to call the question.

C. Motions to Amend. An amendment to a motion must be germane, that is, the amendment must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A Commissioner may amend the main motion in either of the following two ways:

1. By Consent of the Commissioners. The Chair, or another Commissioner through the Chair, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion, the motion shall stand as amended.

2. Formal Amendment. An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If an amendment fails, the motion shall be the motion as it was before the amendment was presented.

VIII. Voting.

A. Voice Vote. Unless otherwise directed by the Chair, all votes shall be taken by voice.

B. Tabulating the Vote. The Chair shall tabulate the votes and announce the results. Upon any roll call, there shall be no discussion by any Commissioner prior to voting, and each Commissioner shall vote "yes" or "no."

C. Voting. Every Commissioner who is in the Commission Chambers or other meeting room when the question is put must give his or her vote, unless the Commissioner has publicly stated that he or she is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, F.S. If any Commissioner declines to vote "yes" or "no" by voice, his or her silence shall be counted as an "yes" vote.

D. Absent for Vote; Changing Vote. Any Commissioner momentarily absent for a vote on a particular item may record his or her vote, and any Commissioner may change his or her vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter, except with the consent of all the Commissioners who voted on the item.

E. Voting Conflict. No Commissioner shall vote on an item when the Commissioner has a voting conflict of interest as specified in Section 112.3143 or Section 286.011, F.S. A Commissioner abstaining from voting due to a conflict shall announce the conflict prior to discussion on the matter. Within fifteen (15) days following that Board meeting, the Commissioner shall file with the Clerk a Form 8B "Memorandum of Voting Conflict" which describes the nature of the interest in the item. Each Form 8B shall be received by the Clerk and incorporated into the meeting minutes as an exhibit.

F. Majority Vote; Extraordinary Vote; Tie Vote. The passage of any motion, policy, ordinance or resolution shall require the affirmative vote of a majority of the Commissioners present and eligible to vote unless an affirmative vote of more than a majority vote of the Commissioners present and eligible to vote is required by this policy or law. If a vote greater than a majority is required by the Florida Statutes or this policy, the parliamentarian will identify the basis for the voting requirement and the number of affirmative votes required. In the case of a tie in votes on any item, the item fails.

IX. Citizen Input: Addressing the Board of County Commissioners.

A. Citizen Input. The Board recognizes the importance of protecting the right of all citizens to express their opinions on the operation of County government and encourages citizen participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete County business in a timely manner. Opportunities for citizen input may be provided through CMT, if available. Comment offered by the public attending

through CMT will be given as much weight and consideration as comment offered by members of the public attending a meeting in person.

B. Non-Agendaed Inquiries. At regularly scheduled meetings, the Board provides two comment periods for citizens to speak on non-agendaed items. These public comment periods are denoted on the agenda as "Citizens to be Heard on Non-Agendaed Items." The remarks of each citizen at the initial comment period shall be limited to no more than three (3) minutes unless the Chair extends the time.

Any citizen who did not speak during the first citizen comment period shall have the opportunity to speak during the second comment period. The remarks of each citizen at the second comment period shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce time limits, based on the number of speakers.

C. Citizen Input on a Matter Pending Before the Board. Each citizen who addresses the Board on an agenda item pending before the Board shall either complete the designated form for providing comments using CMT or complete an input card and submit the card to the Chair to provide comments in person. The remarks of each citizen shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce the time limits, based on the number of speakers.

D. Citizen Input at Workshops. Citizen input at Board workshops is not permitted unless an individual is called upon by the Chair. In such case, each person who addresses the Board shall complete an input card and submit the card to the Chair. The remarks of each speaker shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce the time limits, based on the number of speakers. The Board itself may also vote to allow public input on an item during the Board workshop.

E. Addressing the Board.

1. When the citizen's name is called, the citizen shall give the following information in an audible tone of voice for the minutes:

   (a) name;

   (b) place of residence or business address;

   (c) if requested by the Chair, the citizen may be required to state whether the citizen speaks for a group or a third party, if the citizen represents an organization, whether the view expressed by the citizen represents an established policy or position approved by the organization, and whether the citizen is being compensated by the organization.

2. All remarks shall be addressed to the Board as a body and not to any Commissioner specifically.

3. No citizen, other than a Commissioner, and the citizen having the floor, may be permitted to enter into any discussion, either directly or through a Commissioner, without permission of the Chair. No question may be asked except through the Chair.

4. Speakers should make their comments concise and to the point and present any data or evidence they wish the Board to consider. No citizen may speak more than once on the same subject unless specifically granted permission by the Chair.

F. Decorum.

1. Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceedings or the peace of the Board, or disturb any person having the floor. No person shall refuse to obey the orders of the Chair or the Board. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the Board shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chair and given the opportunity to conclude remarks in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Chair, unless permission to continue or again address the Board is granted by a majority vote of the Commissioners present and eligible to vote.

2. If the Chair or the Board declares an individual out of order, he or she will be requested to relinquish the floor. If the person is attending the meeting in person and does not do so, he or she is subject to removal from the Commission Chambers or other meeting room and may be arrested by the Sheriff subject to Section 810.08(1), F.S. If the person is attending the meeting via CMT, the Chair may direct that the person be removed from the CMT meeting site.

3. Any person who becomes disruptive or interferes with the orderly business of the Board may be removed from the Commission Chambers or other meeting room, or the CMT meeting site if participating in the meeting using CMT, for the remainder of the meeting.

X. Adjournment.

No meeting should be permitted to continue beyond 11:00 p.m. without the approval of a majority of the Board. A new time limit must be established before taking a vote to extend the meeting. In the event that a meeting has not been closed or continued by a majority vote of the Board prior to 11:00 p.m., the items not acted on are to be continued to 9:00 a.m. on the following day, unless state law requires taking up the items at a different time, or the Board, by a majority vote of Commissioners present and eligible to vote, determines otherwise.

Revised 06/13/2023

Leon County
Board of County Commissioners

Notes for Agenda Item #8

Leon County Board of County Commissioners

Agenda Item #8

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Ratification of Citizen Review Teams for FY 2025 and FY 2026 Community Human Services Partnership Funding Cycle and Approval to Amend Agreement with FSU Askew School of Public Administration and Policy

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 Sanders, Health and Human Services Manager

Statement of Issue:

This item seeks Board ratification of the volunteers who will serve on the Community Human Services Partnership's Citizen Review Teams (CRT) for the FY 2025 and FY 2026 funding cycle. The item also seeks Board approval to amend the County Agreement with the FSU Askew School of Public Administration and Policy and the City of Tallahassee.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Ratify the volunteers who will serve on Citizen Review Teams for the FY 2025 and FY 2026 Community Human Services Partnership funding cycle (Attachment #1).

Option #2: Authorize the County Administrator to amend the current agreement with the City of Tallahassee and the FSU Askew School of Public Administration and Policy to include the evaluation of the uniform outcome measures system, and execute any future amendments, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board ratification of the volunteers who will serve on the Community Human Services Partnership's (CHSP) Citizen Review Teams (CRT) for the FY 2025 and FY 2026 funding cycle. The item also seeks Board approval to amend the scope of work of the County Agreement with the FSU Askew School of Public Administration and Policy (FSU Askew School) and City of Tallahassee (City) to include the evaluation of the uniform outcome measures system in preparation for the upcoming two-year funding cycle.

For more than 25 years, the County and City have partnered in the CHSP to provide a "one stop" process for human services grant funding to our community human service agencies. On December 12, 2017, the Board approved a CHSP Memorandum of Understanding (MOU) with the City to memorialize the mutual commitment to the CHSP. The MOU formally established a two-year application and funding process for CHSP, which commenced in 2019. It also memorialized the Citizen Review Team (CRT) process which reviews, evaluates, and makes funding recommendations for applicant agencies. The MOU affords the County and City the opportunity to adopt independent processes for ratifying the memberships of the CRTs. Therefore, at the beginning of the CHSP funding process, the Board is provided the names of the citizens that will serve on the CRTs for its ratification. A total of 82 volunteers registered to serve on a CRT (Attachment #1). All citizens that apply to serve will be assigned to a CRT team.

In order to ensure CHSP continues to address the human service needs in the community, the Board has made several additional enhancements to the process, including the establishment of uniform outcome measures to better evaluate the effectiveness of programs funded through CHSP. The uniform outcome measures created by the FSU Askew School were adopted by the Board on December 14, 2021 and utilized for the first time in the FY 2023 and FY 2024 funding cycle.

On April 12, 2022, the Board approved its continued partnership with FSU Askew School and the City to conduct a series of workshops and intensive student projects with CHSP agencies over the two-year funding cycle (FY 2023 & FY 2024) to build capacity and improve service delivery based on the performance measurements and to evaluate the performance of the uniform outcome measure system during the two-year funding cycle based on the data submitted by the CHSP agencies in order to recommend refinement and continued improvements for subsequent funding cycles. The Board also approved $61,900 for the continued partnership with the FSU Askew School. The City contributed an equivalent amount.

Subsequently, the County entered into an Agreement with the City and the FSU Askew School for FY 2023 to provide technical support for agencies through capacity building workshops and to conduct intensive student projects (Attachment #2). However, the scope of work in the Agreement did not include the evaluation of the performance measurement system as the first year of the uniform outcome measures submitted by the CHSP agencies were not available until the beginning of FY 2024. Therefore, as presented in the Analysis section, it is recommended that the Agreement

be amended with an updated scope of services that includes the evaluation of the uniform outcome measures (Attachment #3). This would allow the FSU Askew School to evaluate the results of the outcome measure data reported by the agencies during the current CHSP funding cycle (FY 2023 & FY 2024), analyze the effectiveness of CSHP programs to meet the needs of the community based on the performance metrics and provide recommendations for improvement to the overall outcome measure system. Any recommended changes to the uniform outcome measures would be brought back to the Board for its consideration.

Analysis:

Citizen Review Teams Membership

Since its inception, citizens have played a critical role in the CHSP process. Citizen volunteers serve on teams assigned to review agency applications, evaluate agency presentations, and make funding recommendations for both the County and City Commissions' consideration. CHSP funding is organized into human services categories that help address the needs of the community. One Citizen Review Team is assigned to each human service category for a total of 12 teams. The CHSP categories are:

1. Children's Services
2. Community Support
3. Persons with Disabilities
4. Basic Needs and Emergency Services
5. Family Support Services
6. Physical health Services
7. Senior Services
8. Youth Recreation, Character Building & Mentorship
9. Youth Education, Employment & Training
10. Promise Zone
11. Homeless Services
12. Gun Violence Intervention (City-funded Only)

The recruitment process began in late February with advertisements in the local newspaper, social media and the CHSP portal to inform Leon County residents of the opportunity to serve on a CRT. Additionally, emails were sent directly to citizens that have served on CRTs in previous years. In addition, CHSP staff reached out to neighborhood associations, local chambers of commerce, university professors, and other professional organizations, to recruit volunteers.

Citizens interested in serving as a CRT member completed an application through the CHSP portal that captured information on their place of residence, gender, race/ethnicity, age, employment, skills/expertise, and human service interest (e.g. children, homelessness, healthcare, etc.). At the end of March, four half-day mandatory workshops were held to provide training on the CHSP funding evaluation process. Citizens are required to attend at least one of the trainings based on

their experience with serving on a CRT. The training includes specific focus on navigating the technologies of the CHSP portal. Citizens are placed on a CRT based on the information provided in their application, attendance at one of the mandatory workshops, schedule availability, and previous service on the CRT. All citizens, veteran and new, are typically placed on one CRT team.

A total of 82 volunteers registered to serve on a CRT. Attachment #1 reflects the names of the citizens and the organizations that they represent. The size of the CRTs will vary with up to eight (8) members per team. Citizens that volunteer will be assigned by staff to one of the twelve (12) teams. All citizens that apply to serve will be assigned to a CRT team. Consideration is given to the volunteer's past and previous employment, professional and personal experience, interest, skill set, availability, and potential conflicts of interest. As part of the process, the staff will also make a concerted effort to ensure the teams represent a cross section of the community. The proposed list of each CRT membership will be shared with the volunteers and the agencies that applied for CHSP funding to report any potential conflicts. Any conflicts that are reported will be addressed prior to the review process.

The CHSP Application process is scheduled to launch the first week of April and agencies have until May 3, 2024 to apply for CHSP funding. Once applications are submitted, staff will create presentation schedules for the agencies and distribute those to the agencies and the CRTs. Agencies will conduct in-person presentations at a predetermined location, where CRTs will gain information about the agencies and their proposed programs and have an opportunity for questions and answers.

CRT member responsibilities include reviewing all application materials prior to the agency teleconference for the team assigned; participating in all assigned agency presentations and the deliberation sessions; and participating fully in the decision-making process to make recommendations in a fair, professional, and unbiased manner.

The CRTs evaluation process and recommendations are anticipated to be completed in late June. In July, agencies will be notified of recommended funding allocations to their respective programs, contingent upon approval of the Board and City Commission. In September, recommendations for CHSP funding will be provided for the Board's consideration.

Continued Partnership with the FSU Askew School on Evaluation of Uniform Outcome Measures

As mentioned earlier, the Board approved the uniform outcome measures developed by the FSU Askew School to be implemented for the CHSP two-year funding cycle with the purpose evaluating the effectiveness of funded programs. During the application process, agencies select the one or more Common Performance Metrics developed by the FSU Askew School to apply for CHSP funding. Once funded, CHSP agencies collect and report data quarterly utilizing on the Common Performance Metric. On April 12, 2022, the Board approved its continued partnership with FSU Askew School and the City to conduct a series of workshops and intensive student projects with CHSP agencies over the two-year funding cycle (FY 2023 & FY 2024) to build capacity and improve service delivery based on the performance measurements and to evaluate the performance of the uniform outcome measure system during the two-year funding cycle based on

the data submitted by the CHSP agencies. The Board approved $61,900 for the continued partnership with the FSU Askew School. The City approved an equivalent amount for the continued partnership.

Based on Board approval, the County entered into an Agreement with the City and the FSU Askew School for FY 2023 to provide technical support for agencies through capacity building workshops and to conduct intensive student projects (Attachment #3). However, the scope of work in the Agreement did not include the evaluation of the performance measurement system as the first year of the uniform outcome measures submitted by the CHSP agencies were not available until the beginning of FY 2024. Therefore, it is recommended that the Agreement be amended with an updated scope of work that includes the evaluation of the uniform outcome measures as previously approved by the Board. This would allow the FSU Askew School to evaluate the results of the outcome measure data reported by the agencies during the current CHSP funding cycle (FY 2023 & FY 2024), analyze the effectiveness of CSHP programs to meet the needs of the community based on the performance metrics and provide recommendations for improvement to the overall outcome measure system. Any recommended changes to the uniform outcome measures would be brought back to the Board for its consideration.

Options:

1. Ratify the volunteers who will serve on Citizen Review Teams for the FY 2025 and FY 2026 Community Human Services Partnership funding cycle (Attachment #1).
2. Authorize the County Administrator to amend the current agreement with the City of Tallahassee and the FSU Askew School of Public Administration and Policy to include the evaluation of the uniform outcome measures system, and execute any future amendments, subject to legal review by the County Attorney.
3. Do not ratify the volunteers who will serve on Citizen Review Teams for the FY 2025 and FY 2026 Community Human Services Partnership funding cycle (Attachment #1).
4. Do not authorize the County Administrator to amend the current agreement with the City of Tallahassee and the FSU Askew School of Public Administration and Policy to include the evaluation of the uniform outcome measures system.
5. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Citizen Review Team Volunteers
2. FY 2023 Agreement with FSU Askew School and the City of Tallahassee
3. Proposed Scope of Work by FSU Askew School

CHSP Citizen Review Team Volunteers - 24-26 Funding Cycle

Volunteer Name	Employer Name
Adams, Kyra	Maternal & Perinatal Services
Adams, Mallory	Leon County Government
Allen, Shontina	FBMC Benefits Management, Inc.
Ball Thomas, Dr. Patty	FAMU
Bartlett, Jennifer	Leon County Schools
Beihl, Brittany	Hancock Whitney Bank
Bertoch, Jay	City of Tallahassee
Bissonette, Naomi	City of Tallahassee
Branom, William	City of Tallahassee
Brantley, Ubie	City of Tallahassee
Brattain, Ann Marie	Retired
Braxton, Lloyd	Leon County Government
Bryant, Marie	Whole Child Leon
Burt, Michele	Favored Travel & Tours, LLC
Carter, Jennifer	City of Tallahassee
Clemons, Fran	Goodwill Big Bend
Copps, Jennifer Leigh	Retired
Davis, Shonda	Capital Medical Society We Care Network
DeMeo, Ralph	Guilday Law
DeNagy, Sarah	State University System of Florida Board of Governors
Dilbert, Louis	FAMU
Dorsey, Roshanda	Elder Care Services, Inc.
Doss, Coretta	Florida State University/Florida Center for Reading
Evans, Vivian	Retired
Ezzagaghi, Nawfal	Leon County Government
Farrell, Rosemary	Florida State University
Fields, Dr. Anika	FAMU Office of Counseling Services
Forsthoefel, Kevin	Ausley McMullen
Fritz, Emily	Retired
Gabrielli, Gabrielle	Gabrielle Consulting
Godwin, Kathy	Capital City Bank
Graham, Nikita	Computer Aid, Inc.
Grant, Jessica	City of Tallahassee
Hamby, Henni	City of Tallahassee
Harris, Natasha	City of Tallahassee
Holmes, David	FAMU Student
Howe, Melanie	Florida League of Cities
Hughes, Keith	Retired
James, Susan	The Mitchells Agency
Janecek, Andy	Leon County Property Appraiser's Office

Kirksey, Karen	City of Tallahassee
Leffler, Kelly	Tallahassee Memorial Hospital
Leland, Whitfield	Cracker Barrel
Little, Callie	Florida Center for Reading Research
Loeffelman, Elizabeth	Leon County Government
Logan, Crisna	Tallahassee/Leon County Council on the Status of Men and Boys
Marshall, Lenny	Big Bend Hospice
Maxey, Taylore	Sachs Media
McFadden, Shawn	Leon County EMS
McMillan, Bernice	Florida Department of Commerce
Meadows, Rian	K12 Inc.
Mulrooney, Laure	Safe Families for Children (Volunteer)
Munningham, Shontavia	City of Tallahassee
Nelson, Jenetta	Sickle Cell Foundation, Inc.
Novak, Carolyn	Leon County Government
O'Dell, Sarah	Florida Center for Reading Research at FSU
O'Farrell, Nancy	Retired
Palmer Smith, Kara	Early Learning Coalition
Parish, Kirsten	FL Department of Children & Families
Parker, Michael	Retired
Peacock, Gatlyn	Tallahassee Chamber of Commerce
Pelt-Walker, Kay	Leon County Government
Perez, Rene	City of Tallahassee
Podgorski, Colette	Florida State University Foundation
Pokela, Landon	City of Tallahassee
Roy, Ellen	Unemployed
Sapp, Meaghan	FSU NCRT-CE
Selvan, Abharana	Florida Department of Commerce
Simpson, Jamal	Tallahassee Fire Department
Smith, Jaidyn	Student (works part-time at FSU Strozier Library)
Smitherman, Jan	Retired
Srinivasan, Keith	City of Tallahassee
Steele, Jacquelyn	John B. Sanfilippo & Son, Inc.
Thorne, David	Self Employed
Urquiola, Elizabeth	Leon County Government
Valdes, Thalia	City of Tallahassee
Vandenberg, Brian	City of Tallahassee
Voorhees, Alison	Capital City Bank
Wells, Johnitta	Florida Housing Coalition
Wider, Russell A	City of Tallahassee
Wright, Kafele	Tallahassee Fire Department
Yetter, Michayla	Superior Fence & Rail
Total Volunteers	**82**

AGREEMENT BETWEEN CITY OF TALLAHASSEE, LEON COUNTY AND THE FLORIDA STATE UNIVERSITY ASKEW SCHOOL OF PUBLIC ADMINISTRATION AND POLICY FOR THE IMPLEMENTATION AND EVALUATION OF OUTCOME MEASURES FOR THE COMMUNITY HUMAN SERVICES PARTNERSHIP

No. 993806

THIS AGREEMENT BETWEEN CITY OF TALLAHASSEE, LEON COUNTY, AND THE FLORIDA STATE UNIVERSITY ASKEW SCHOOL OF PUBLIC ADMINISTRATION AND POLICY FOR THE IMPLEMENTATION AND EVALUATION OF OUTCOME MEASURES FOR THE COMMUNITY HUMAN SERVICES PARTNERSHIP (the "Agreement") is made and entered into as of the date upon which the last of the parties executes the Agreement (the "Effective Date"), by and between, the CITY OF TALLAHASSEE (the "City"), a Florida municipal corporation, LEON COUNTY, FLORIDA (the "County") a charter county and political subdivision of the State of Florida, and THE FLORIDA STATE UNIVERSITY (the "Contractor"), a public university existing under the laws of the State of Florida. The City, County and Contractor may also be hereinafter referred to individually as a "Party" and collectively as the "Parties."

WHEREAS, for more than twenty (20) years the City and County have worked collaboratively through the Community Human Services Partnership (CHSP) to provide a streamlined process for human services grant funding in Tallahassee-Leon County; and

WHEREAS, the City and County seek to develop uniform outcome measures to evaluate the effectiveness of human services programs funded through CHSP to address the highest needs in the community; and

WHEREAS, the Contractor has established the Reubin O'D. Askew School of Public Administration and Policy as a graduate school within the College of Social Sciences and Public Policy, whose faculty and graduate students possess knowledge and expertise to assist the County and City with the CHSP human services programs; and

WHEREAS, the City and County have worked in coordination with the Contractor to evaluate the current performance management system of CHSP and the outcome measures reported by individual agencies and programs to develop uniform outcome measures; and

WHEREAS, on July 13, 2021, the Leon County Board of County Commissioners (the "Board") approved the continued engagement with the Contractor to develop uniform outcome measures for the upcoming two-year funding cycle (FY 2023 and FY 2024) for CHSP; and

WHEREAS, on September 22, 2021, the City of Tallahassee Commission (the "Commission"), adopted its FY 2022 Budget to include funding for the continued engagement with the Contractor to develop uniform outcome measures for the upcoming two-year funding cycle (FY 2023 and FY 2024) for CHSP; and

WHEREAS, on December 8, 2021 and December 14, 2021, the Commission and Board respectively approved the uniform outcome measures developed by the Contractor.

WHEREAS, on March 10, 2022, the Contractor submitted a proposal to the County and City to establish a long-term partnership with the County and City for the continued implementation and evaluation of the CHSP performance measurement system and uniform outcome measures.

WHEREAS, on April 12, 2022, the Board authorized the County Administrator to enter into agreement with the City and the Contractor for the continued implementation and evaluation of the CHSP performance measurement system and uniform outcome measures.

NOW, THEREFORE, the City, the County, and the Contractor in consideration of the mutual covenants contained herein, do agree as follows:

1. Scope of Services

The Contractor shall provide services as identified in Attachment A: Scope of Work.

2. Funding

A. The City and County will each provide THIRTY-FOUR THOUSAND SIX HUNDRED FIFTY DOLLARS AND NO/100 CENTS ($34,650.00) for a total contract amount of SIXTY-NINE THOUSAND THREE HUNDRED AND NO/100 DOLLARS ($69,300.00) for the services described in Attachment A: Scope of Work.

B. The funding shall be disbursed based on the performance of the tasks described in Attachment A and includes all costs and expenses.

C. The Contractor will invoice the County for payments in two installments on the dates shown in 2(C)(a) and 2(C)(b) and allow up to thirty (30) days for review by the County and City and for payment distribution. The City will provide its portion in the amount of $34.650.00 to the County for payment distribution to the Contractor once the initial payment by the County to the Contractor is made.

a. June 1	$34,650.00
b. End of Agreement Term	$34,650.00

3. Term and Renewal

A. The term of this Agreement shall commence on the Effective Date and shall remain in full force and effect through September 30, 2023, subject to the terms and conditions as provided herein.

B. The Parties shall have one (1) renewal option. If any Party does not desire to renew this Agreement at the expiration of its term, notice in writing must be given at least sixty (60) days before expiration by such Party to each other Party informing them that the Agreement is not to be renewed; otherwise, the Agreement shall be automatically renewed for one (1) additional year for the period of October 1, 2023, through September 30, 2024, subject to

the same terms and conditions herein and the availability of funding in the annual City and County budgets.

4. Personnel

The Contractor has, or will secure at its own expense, all personnel required to conduct the services described in Attachment A, and such personnel shall be fully qualified and licensed, as required, under any applicable law. Such personnel shall not be employees of the City or County.

5. Records and Audit

A. The Contractor shall maintain books and records in accordance with generally accepted accounting principles which shall accurately reflect the disposition of all funding under this Agreement. Such books and records shall be open to and available for inspection and audit by the City or County upon reasonable notice during the term of the Agreement and for a period of three (3) years following the termination or expiration of this Agreement, or the date of the last disbursement of any funding under this Agreement, whichever is later.

B. If the Contractor is required to undergo, prepare or submit an audit by any other entity or agency, the Contractor shall provide a copy of the audit to the City and County within thirty (30) days of its issue, including any audit management letter issued and any response(s) to the auditor's findings and recommendations.

6. Public Records

The Contractor specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, regarding public records, and shall:

A. Keep and maintain public records that ordinarily and necessarily would be required by the City and County in order to perform the services or provide the goods required under this Agreement;

B. Upon request from the City's and/or County's custodian of public records, provide the City and/or County, as applicable, 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 authorized in Chapter 119, Florida Statutes, or as otherwise provided by law;

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and

D. Meet all requirements for retaining public records and transfer at no cost to the City and/or the County, as applicable, all public records in possession of Contractor upon termination of this Agreement and destroy any duplicate public records that are exempt from public records disclosure requirements. All records stored electronically must be provided to the City and/or County in a format that is compatible with the information technology system of the City and/or County.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

City Treasurer-Clerk
City Hall, 2nd Floor
300 S Adams Street
Tallahassee, FL 32301
850-891-8779
records@talgov.com

Leon County Attorney's Office
Leon County Courthouse, 2nd Floor, Room 202
301 S. Monroe Street
Tallahassee, FL 32301
850-606-2500
BOCCPublicRecordsRequests@leoncountyfl.gov

7. Notices

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

If to the City:

Anita Morrell
300 South Adams Street
Tallahassee, FL 32301
Humanservices@talgov.com

If to the County:

Shington Lamy
615 Paul Russell Road
Tallahassee, FL 32301
LamyS@LeonCountyFl.gov

If to the Contractor:

Programmatic

Gary Vanlandingham
648 Bellamy Building
113 Collegiate Loop
PO Box 3062250 Tallahassee,
FL 32306-2250
Gvanlandingham@fsu.edu

Administrative

Kathleen Fletcher
874 Traditions Way, 3rd Floor
Tallahassee, FL 32306-4166
SRA-Pre@fsu.edu

8. Default

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

9. Repayment of Funds

The Contractor shall repay the City and/or County for any unauthorized, illegal or unlawful expenditure of any City or County funds. Upon the termination or expiration of this Agreement, the Contractor shall return all unexpended City and County funds to the City and County.

10. City and County Rights and Remedies

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

11. Attorney's Fees

In the event of litigation arising out of this Agreement, each Party agrees to be responsible for its own attorney's fees and costs, regardless of outcome.

12. Equal Employment Opportunity

The Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, sex, age, disability, sexual orientation, gender, gender identity, pregnancy, national origin, marital status, familial status, or any other basis prohibited by applicable law. Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer; recruitment, advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices as provided by the City and/or County setting forth the provisions of this nondiscrimination clause. The Contractor shall incorporate this provision in all subcontracts for services provided under this Agreement.

13. Americans with Disabilities Act

The Agency covenants and promises that it will, to the greatest extent feasible, comply with the Americans with Disabilities Act, as amended, which focuses on the areas of employment, public accommodations, state and local government services, and telecommunications.

14. Independent Contractor

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

15. Indemnity

Each Party hereto agrees that it shall be solely responsible for the wrongful acts of its employees, contractors and agents. However, nothing contained herein shall constitute a waiver of sovereign immunity by the Contractor, City, and County to the limits set forth in section 768.28, Florida Statutes.

16. Modification/Amendment

This Agreement cannot be modified, altered, extended or otherwise amended except by written instrument signed by the Parties hereto.

17. Assignment

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

18. Waiver

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

19. Severability

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

20. Governing Law and Venue in Leon County

This Agreement shall be governed by and construed under the laws of the State of Florida. Any litigation arising from, concerning or relating to this Agreement shall be resolved by a court of competent jurisdiction in Leon County, Florida.

21. Entire Agreement

This Agreement constitutes the entire agreement between the Parties hereto with respect to the subject matter hereof; any representations or statement heretofore made with respect to such subject matter, whether verbal or written, are merged herein. No other agreement, whether verbal or written, with regard to the subject matter hereof shall be deemed to exist.

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DocuSign Envelope ID: 3974F052-07D1-4ECA-ABFD-8604C71F1099

IN WITNESS THEREOF, the Parties have executed this Agreement as of the date last written below.

THE FLORIDA STATE UNIVERSITY

Rose Driber for Stacey Patterson, VP for Research

Digitally signed by Rose Driber for Stacey Patterson, VP for Research
Date: 2023.05.19 16:00:51 -04'00'

Name and Title

Date: 5/19/2023

CITY OF TALLAHASSEE, FLORIDA

ATTEST:

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

By: Christian Doolin (Jun 5, 2023 16:22 EDT)
Christian Doolin, Asst. City Manager
For Reese Goad, City Manager

AO

KT
KT

AFM

Date: 06/05/2023

Approved as to form:

By: Breanna Green (Jun 8, 2023 15:36 EDT)
Breanna Green
Assistant City Attorney

SEAL OF THE CITY OF TALLAHASSEE INCORPORATED A.D. 1840

LEON COUNTY, FLORIDA

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

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

By: DocuSigned by: Vincent S. Long
A8432971C746415...
Vincent S. Long, County Administrator

DS

Date: 5/24/2023

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

By: DocuSigned by: Sarah May Swartz
B3D3AF460EF44E4...

Sarah May Swartz
Assistant County Attorney

Posted April 1, 2024.

DocuSign Envelope ID: 3974F052-07D1-4ECA-ABFD-8604C71F1099

Community Human Services Partnership
Askew School of Public Administration
Proposed Scope of Work
April 5, 2023

The Askew School proposes to carry out two tasks to support CHSP over the current fiscal year.

1. **Continued technical support for agencies.** While the common performance metrics have been adopted by the City & County and nonprofit agencies are required to incorporate them into their funding applications, the success of these steps is not yet guaranteed. Funded agencies will need training and technical assistance to incorporate the common metrics into their performance measurement systems and collect the required client data.

To address this need, we propose to hold four workshops for recipient agencies' key staff. The scope of these workshops would assist them in selecting appropriate common metrics, identifying strategies for incorporating them into measurement systems, and using results for program improvement efforts. An agency representative would sign-up for one of the four sessions and bring their selected common metric outcomes and measures for review and discussion with the Askew team. Each workshop would be capped at 15-20 agencies so that each could receive specific guidance tailored to their interests.

The first part of each workshop would review the common metrics for CHSP's service categories and strategies for tailoring the common metrics to grantee programs. After this presentation and question/answer period, agency representatives would break into small groups where they would work with an Askew team facilitator to tailor selected common outcome and relevant measures for their program(s). The workshops would also cover how selected common outcomes can be integrated into the types of programs offered by an agency, and address what measures agencies currently use and the process for collecting data needed to measure common outcomes. It is expected that upon completion of the workshop, agency staff would have a better understanding of how the common metrics could be applied to their program, relevant measures for assessing outcomes, and ideas for integrating these data within their agency and CHSP performance measurement systems.

Funding: $69,300

2. **Conducting intensive student projects.** Graduate students at the Askew School Master's in Public Administration and Policy Program implement policy studies in partnership with the City of Tallahassee and Leon County. In the past two years, over 50 students have carried out 14 projects on a variety of topics ranging from transitioning light-duty fleets to electric vehicles, enhancing alternatives to incarceration, innovative community center programming, and workforce development and retention, to name a few. It is expected that these research partnerships between students and local government agencies will continue in the future.

Funding: No funding is needed at this time.

Community Human Services Partnership
Askew School of Public Administration
Proposed Scope of Work
February 19, 2024

The Askew School proposes the following task to support CHSP over the coming year.

Analyze and interpret the performance measured reported by CHSP grantees. The Askew School will work with the County and City analyze the performance measures that CHSP grantees have reported over the current funding cycle, assess the extent to which each grantee has met their performance standards, aggregate the metrics as practicable, and suggest improvements that would better track the outcomes being achieved for County residents.

Our analysis will also examine the extent to which the Common Metrics included in the grantee performance measures can be rolled up to identify system impacts and used to compare agency performance (using techniques such as calculating their average unit costs of achieving common outcomes). We will also assist the County and City in developing an enhanced Annual Report for CHSP. Further, we will identify opportunities to strengthen the Common Metrics and extend their use. Currently, agencies are required to use one Common Metric within their measure sets; we believe that agencies operating programs that have multiple policy goals (such as improving school performance and reducing criminal justice system involvement) could report multiple Common Metrics to enable the County and City to better identify the overall results achieved for county residents. Finally, we will identify options for improving the Common Metrics and obtain input from UPHS and grantees. This analysis can lay the groundwork for both improving and expanding the Common Metrics for the next CHSP funding cycle.

Leon County
Board of County Commissioners

Notes for Agenda Item #9

Leon County Board of County Commissioners

Agenda Item #9

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: First Amendment to Renew the Interlocal Agreement with the Housing Finance Authority of Leon County

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:	Jelani Marks, Housing Services Manager

Statement of Issue:

This item seeks Board approval of the First Amendment to renew the Interlocal Agreement between the County and the Housing Finance Authority of Leon County.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the proposed First Amendment to renew the Interlocal Agreement with the Housing Finance Authority of Leon County and authorize the County Administrator to execute the Agreement (Attachment #1), and any future amendments, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of the First Amendment to renew the Interlocal Agreement between the County and the Housing Finance Authority of Leon County (Attachment #1). The current Interlocal Agreement (Attachment #2) expires on May 14, 2024. The proposed Amendment renews the Interlocal Agreement for an additional three-year term (through May 14, 2027). The only substantive change included in the amendment is the addition of language that requires the Housing Finance Authority of Leon County (HFA) to promote the development of affordable rental units for individuals or families exiting homelessness, consistent with Board direction from the May 2023 Workshop Addressing Homelessness.

The proposed amendment to the Interlocal Agreement with the HFA advances the following FY 2022-FY 2026 Strategic Initiative:

- *Continue to leverage County funding in partnership with local stakeholders to secure state and federal funding to build affordable rental housing for very low- and low-income families. (2023-18)*

This Strategic Initiative aligns with the following Board Quality of Life Strategic Priority:

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

Leon County is committed to increasing and preserving the stock of affordable housing. According to the Florida Housing Coalition and the Shimberg Center for Housing Studies at the University of Florida (Shimberg), the highest affordable housing need in Leon County is affordable rental units for extremely low and very low-income households. Over the past three years, the County has provided over $4.3 million in direct funding to increase the number of affordable rental units and authorized approximately $148 million in bond financing for the development and redevelopment of affordable multifamily housing projects. Within the next 12-24 months, more than 1,200 affordable rental units will have been developed due to recent actions and investments on the part of the County. A key partner in the County's efforts to build new affordable housing is the HFA.

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

For more than 40 years, the HFA has been a strategic and financial partner of the County in its programs and activities to preserve and increase the stock of affordable housing in the community. This has included the authorization and approval of tax credit and bond financing for multifamily

housing developments; providing emergency housing repair for low-income and senior households; and the sale or lease of County-owned parcels deemed suitable for affordable housing with net proceeds provided to the HFA for affordable housing activities as reflected in the Real Estate Policy No. 16-5. The HFA also partners with the County on events such as the Annual Home Expo and 9/11 Day of Service.

On May 11, 2021, the Board approved a three-year Interlocal Agreement with the HFA. The Interlocal Agreement outlined the County and HFA's mutual commitment in the coordination and collaboration of affordable housing, and detailed the responsibilities of each organization, including the HFA's commitment to provide funding support for the County's housing programs and services. As previously stated, the current Interlocal Agreement with the HFA expires on May 14, 2024. As such, a renewal of the Interlocal Agreement is needed to continue the partnership. On March 15, 2024, the HFA approved the proposed Amendment to extend the Interlocal Agreement.

Analysis:

An amendment to the Interlocal Agreement is recommended to continue the partnership between Leon County and the HFA, as the current Interlocal Agreement expires on May 14, 2024. The proposed amendment renews the Interlocal Agreement for an additional three-year term through May 14, 2027. Consistent with the current Interlocal Agreement, the HFA will continue to be a strategic and financial partner for the County's housing programs and services such as the Emergency Repair Program which aids low-income households in need of immediate and dire repairs to their homes such as roofs, septic tanks, and HVAC systems. HFA will also continue to be a partner in the Annual Home Expo and the 9/11 Day of Service.

Additionally, the HFA will continue to solicit and comparatively evaluate applications of affordable housing projects for bond financing. In order to grow the inventory of affordable rental units, the HFA regularly solicits and accepts applications for bond financing from developers for multifamily housing projects. As required in County Ordinance No. 17-02 and reflected in the Interlocal Agreement, Board authorization is required prior to the issuance of bonds by the HFA. Due to bond issuance utilized by the HFA to finance the development of multifamily housing projects, the County has been able to foster public/private partnerships to grow the inventory of affordable rental units. The HFA will also continue to make recommendations to the Board on affordable housing projects for state funding programs that require local support.

Rental Units for Individuals and Families Exiting Homelessness

As previously stated, the proposed Amendment to the Interlocal Agreement with the HFA includes one substantive change aimed at addressing the deficit of affordable rental units in Leon County for individuals and families exiting homelessness. As mentioned in the Background, the highest affordable housing need in Leon County is affordable rental units for very-low-income households earning 50% or less of the area median income (AMI) of $43,000 for a household of four. The U.S. Department of Housing and Urban Development (HUD) states that the maximum amount of income a household should expend on housing costs is 30%, including rent/mortgage, HOA fees, and utilities. According to Shimberg, most very-low-income Leon County households earning

less than 50% of the AMI (over 18,000 households) pay more than 50% of their income on housing costs. Additionally, in 2020, the Florida Housing Coalition conducted a study which assessed that Leon County generally lacks smaller affordable units and affordable rental units for extremely low and very low-income households. To address the highest affordable housing need in Leon County, the Board directed at the May 23, 2023 Workshop Addressing Homelessness the requirement that affordable rental developments seeking County funding or bond authorization to set aside a portion of the units for individuals or families exiting homelessness.

In order to implement the Board's direction, the proposed amendment to the agreement includes the requirement that the HFA promote the development of affordable rental units specifically for individuals or families exiting homelessness. As previously stated in this item, the addition of this requirement represents the only substantive change included in this proposed Amendment to the Interlocal Agreement with the HFA.

Conclusion
The proposed amendment to renew the Interlocal Agreement with the HFA continues to build on the County's commitment to increase the stock of affordable housing in the community. The proposed Amendment renews the partnership with the HFA for an additional three-year term and includes the new language that promotes the County and HFA's collective effort to develop affordable rental units specifically for individuals or families exiting homelessness. The HFA reviewed and approved the Amendment to renew the Interlocal Agreement on March 15, 2024.

Options:

1. Approve the proposed First Amendment to renew the Interlocal Agreement with the Housing Finance Authority of Leon County and authorize the County Administrator to execute the Agreement (Attachment #1), and any future amendments, subject to legal review by the County Attorney.
2. Do not approve the proposed First Amendment to renew the Interlocal Agreement with the Housing Finance Authority of Leon County.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. First Amendment to Interlocal Agreement with the Housing Finance Authority of Leon County
2. Interlocal Agreement with the Housing Finance Authority of Leon County

FIRST AMENDMENT TO INTERLOCAL AGREEMENT

This First Amendment to the Interlocal Agreement (the "First Amendment") is made and entered into this ____ day of _____, 2024, by and between Leon County, Florida, a charter county and political subdivision of the State of Florida (the "County") and the Housing Finance Authority of Leon County, Florida, a public body corporate and politic existing under the laws of the State of Florida (the "Authority" and, together with the County, the "Parties").

WHEREAS, on May 14, 2021, the Parties entered into the Interlocal Agreement for the coordination and collaboration of affordable housing efforts in the community, including, but not limited to, the collaboration on the investment of any funds recaptured from the Down Payment Assistance Loans funded by the County during the period of October 1, 1998, through September 30, 2008, through the State Housing Initiative Partnership ("SHIP") funds (the "Interlocal Agreement").

WHEREAS, the Interlocal Agreement is set to expire on May 14, 2024.

WHEREAS, pursuant to the terms of the Interlocal Agreement, the Parties desire to renew the Interlocal Agreement for an additional three-year term through May 14, 2027.

NOW THEREFORE, in consideration of the mutual covenants, promises, and representations herein, the Parties agree as follows:

1. The recitals set forth above are incorporated herein by reference.

2. Pursuant to Section 12 of the Interlocal Agreement, the Term is extended to May 14, 2027.

3. Section 3 of the Interlocal Agreement, <u>Responsibilities of the Parties</u>, is hereby amended to reflect the addition of the following language, such addition herein indicated by <u>underline</u> below, as paragraph 3.c.vii. of the Interlocal Agreement:

> <u>vi.</u> <u>The HFA will promote the development of affordable rental units for individuals or families exiting homelessness.</u>

4. All other provisions of the Interlocal Agreement not expressly amended herein shall remain in full force and effect and unaltered.

5. As required by Section 163.01(11), Florida Statutes, this First Amendment shall be filed with the Clerk of Circuit Court of Leon County, Florida, after execution the Parties and shall take effect upon such filing.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Parties hereto, through their duly authorized representative, have executed this First Amendment as of the date first written above.

LEON COUNTY, FLORIDA	**HOUSING FINANCE AUTHORITY OF LEON COUNTY, FLORIDA**
_____	_____
Vincent S. Long, County Administrator	Mike Rogers, Chair
ATTESTED BY:	**ATTESTED BY:**
_____	_____
Gwendolyn Marshall Knight, Clerk of Court & Comptroller, Leon County, Florida	Steven Lohbeck, Secretary
AS APPROVED TO LEGAL SUFFICIENCY:	
Chasity H. O'Steen, County Attorney Leon County Attorney's Office	Bryant Miller Olive P.A.
_____	_____
	Jason M. Breth, Attorney Housing Finance Authority of Leon County

INTERLOCAL AGREEMENT

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

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

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

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

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

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

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

NOW THEREFORE, the Parties agree to the following:

1. Purpose and Objective

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

2. Definitions

    a. Down Payment Assistance Loans: Loans prepared and recorded in the name of the HFA that were funded by the County through the State Housing Initiative Partnership funds or from other sources.

    b. County-HFA Cooperative Parcels: County-owned parcels that have been deemed suitable for affordable housing in accordance with Florida Statutes and the

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

c. Housing Programs: County-adopted or HFA-adopted programs that provide financial support to low-income residents for affordable housing.

d. Fee: any sum of money collected by the HFA from a developer as part of the application process for Local Government Area of Opportunity Funding and other Florida Housing Finance Corporation programs that require local government funding on behalf of Leon County.

e. Real Estate Policy: The County's Real Estate Policy, Policy No. 16-5, adopted June 19, 2018, as may be amended from time to time.

3. Responsibilities of the Parties

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

a. County Responsibilities

i. The County, in mutual agreement with the HFA, will administer programs adopted by the HFA that seek to address the affordable housing needs of residents in Leon County, at no administrative cost to the HFA, in accordance with guidelines established by the HFA and the County Administrator, or his or her duly authorized designee.

ii. The programs will be administered by accomplishing the following:
1. Determine client eligibility;
2. Assess home rehabilitation needs;
3. Solicit bids for housing rehabilitation services;
4. Complete any required agreements with clients or contractors;
5. Monitor the work of contractors; and
6. Process invoices.

iii. The County will utilize funds provided by the HFA for the County housing program.

1. HFA funds, approved by the HFA, will supplement funding from other sources for projects that meet the criteria of County-adopted housing programs. Other sources include, but are not limited to, the SHIP, Community Development Block Grant, and County General Revenue funds. The HFA authorizes the County to use designated HFA funds to support the SHIP program and/or projects.
2. The County will ensure that all recipients of funds meet all eligibility requirements mutually agreed upon and authorized by the

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

b. In the event an award is made through a County-adopted program funded with HFA funds that is not in compliance with the mutually agreed upon program guidelines, the County agrees to fund, from other sources, an amount corresponding to the award to be used for the County-adopted program.

    i. The County will maintain the records of housing programs that it administers. The records will include:

        1. The number of applicants seeking funding,
        2. The name of clients served,
        3. Name of all vendors utilized for each project,
        4. The total amount of funds utilized for each project including HFA and funds from other sources,
        5. The types of housing projects,
        6. The date each project started and the date the project was completed, and
        7. The types of services requested.

    ii. The County will provide the HFA with a monthly report on HFA funds used for projects in the form attached hereto as Exhibit A.

c. HFA Responsibilities

    i. Upon the HFA's approval of this Agreement, the HFA, in mutual agreement with the County, will become a strategic and financial partner of programs and projects adopted by the County that seek to address the affordable housing needs of residents in Leon County.

    ii. The HFA, in mutual agreement with the County, will determine annually the HFA programs to be administered by the County no later than June 15 prior to the start of each fiscal year. HFA will determine the level of its funding and the limits to its funding of County-adopted housing programs on an annual basis no later than June 15 prior to the start of each fiscal year.

    iii. Upon the HFA's approval of this Agreement, the HFA will serve as a strategic planning and financial partner in the promotion of County and HFA Housing Programs and Services mutually agreed upon by the Parties. Annual Programs will be determined in advance by both Parties no later than June 15 prior to the start of the fiscal year. Annual funding, if any, will be determined in advance by the HFA no later than June 15 prior to the start of the fiscal year.

iv. The HFA may serve as a strategic planning and financing partner on County events that seek to promote affordable housing efforts to include, but not be limited to, the Leon County Annual Home Expo and the Leon County 9/11 Day of Service. Annual funding for promotional efforts will be determined in advance by the HFA no later than June 15 prior to the start of the fiscal year.

v. The HFA will continue to evaluate housing projects for potential investments through the issuance of bonds and other financial resources in order to increase the inventory of affordable housing in Leon County through programs such as, but not limited to, the development of new units (rental or homeownership) and down payment and/or closing cost assistance.

vi. The HFA will establish, in collaboration with the Leon County Administrator, or his or her duly authorized designee, a comparative application process based on local priorities for considering requests from developers for Local Government Area of Opportunity Funding (LGAOF) for the Florida Housing Finance Corporation (FHFC) Housing Credit program providing low-income housing 9% tax credits and other FHFC programs that require a local government contribution.
    1. At the direction of the Leon County Administrator, or his or her duly authorized designee, the HFA will solicit applications for LGAOF and other competitive FHFC funding programs;
    2. The HFA will comparatively evaluate applications and provide a report that analyzes all applications received via the process mutually agreed upon in this subsection (3)(c)(vi) herein;
    3. The HFA will make a recommendation to the Board on affordable multi-family housing development projects to support as the local priority via LGAOF or other FHFC programs that require a local contribution with sufficient time for action by the Board and submission of an application pursuant to the FHFC's applicable Request for Applications.
    4. Any Fees established and/or collected by the HFA in association with subsection (3)(c)(vi) herein must be approved by the Leon County Administrator, or his or her duly authorized designee.

4. Budget

a. Budget adoption. The HFA will adopt an estimated budget for both County-adopted and HFA-adopted programs administered by the County by June 15 prior to the start of each fiscal year.

b. Advancement of funds. The HFA will, based on its adopted budget and upon specific designation by the HFA for a given program, advance funds to the County annually or semi-annually for HFA programs administered by the County and/ or

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

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

5. Investment of Previous Down Payment Assistance Loans

a. Coordination on the Investment of DPA Loans. The Parties agree to coordinate on the investment of any funds that may be repaid from the Down Payment Assistance Loans issued during the period of October 1, 1998 through September 30, 2008 attached as in Exhibit B (the "Exhibit B DPA Loans") for strategies provided in the County's SHIP-LHAP and in accordance with SHIP criteria.

b. Deposit of Exhibit B DPA Repaid Loan Funds. The Parties agree that the HFA will transfer any funds repaid after the date hereof from the Exhibit B DPA Loans into the County's Local Housing Trust Fund. The HFA agrees to execute such documents as necessary to grant the County the authority to release, satisfy or take such other actions as the County shall deem necessary with respect to the Exhibit B DPA Loans, and for the County to directly receive funds repaid from the Exhibit B DPA Loans.

c. Exhibit C DPA Loans. The Parties agree that any funds repaid from the Down Payment Assistance Loans set forth in Exhibit C attached hereto (the "Exhibit C DPA Loans") shall be the property of the HFA, and the County agrees (i) to transfer any such funds to the HFA, and (ii) not to release or otherwise enter into any agreement regarding an Exhibit C DPA Loan without the HFA's approval.

6. Changes in Responsibilities

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

7. Affordable Housing Parcels

a. In accordance with County's Real Estate Policy the HFA and the County will cooperate in the sale or lease of any County-HFA Cooperative Parcels as evidenced by jointly advertising and contributing to the costs associated with preparing such parcels for sale or lease. All activity and action for the disposition of affordable housing parcels will be in accordance with Article 11 of the Real Estate Policy and include the following:

i. The payment, if any, and the use of funds requested from the HFA.
ii. The process and timeline for selling the property.

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

8. HFA Correspondence

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

9. Employee Designation

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

10. Required Information

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

11. County Staff

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

12. Term

a. The term of this Agreement (the "Term") will commence on the Effective Date and will be for a term of three (3) years. This Agreement may be renewed for additional three-year terms upon mutual agreement by the Parties of the satisfaction of performance of both Parties, unless the Agreement is terminated earlier pursuant to the terms of this Agreement.

13. Termination

a. Either the HFA or the County may terminate this Agreement without cause by giving at least thirty (30) calendar days written notice to the other party.

14. Audits, Records and Records Retention

a. The HFA agrees to establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds. The HFA further agrees to retain all financial records, supporting documents, statistical records, and any other documents

(including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records will be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement. The County or any of its duly authorized representatives will have access to and the right to examine, audit, excerpt and transcribe any directly pertinent books, documents, papers and records of the HFA, involving transactions relating to this Agreement. Upon completion or termination of this Agreement, and at the request of the County, the HFA will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph b above.

15. Choice of Law, Venue, and Severability

a. This Agreement shall be construed and interpreted in accordance with Florida law. Venue for any actions brought in relation to this Agreement shall be placed in a court of competent jurisdiction in Leon County, Florida. If any provision of this Agreement is subsequently held invalid, the remaining provisions shall continue in effect.

16. Several Liability

a. Liability of the Parties will be several and not joint, and in no event will a party have any liability with respect to the acts or omissions of any other party to this Agreement.

17. Amendment

a. This Agreement may be amended in writing from time to time by mutual consent of the Parties. All amendments to this Agreement will be in writing and fully executed by the Parties.

18. Notice

a. If written notice is required in this Agreement, such notice shall be given by hand-delivery, recognized overnight delivery service, or by first class mail, registered and return receipt requested as follows:

To the County as follows:

Leon County Office of Human Services and Community Partnerships
Shington Lamy, Director
615 Paul Russell Road
Tallahassee, Florida 32301

To the HFA as follows:

Housing Finance Authority of Leon County
Mark Hendrickson, Administrator
615 Paul Russell Road
Tallahassee, Florida 32301

REST OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Parties hereto, through their duly authorized representative, have executed this Agreement as of the date last written below.

Leon County, Florida

Vincent S. Long, County Administrator

Date: May 14, 2021

Housing Finance Authority of Leon County

Marnie George, Chair

Date: APRIL 8, 2021

ATTESTED BY:

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

Jeffrey Sharkey, Secretary
Housing Finance Authority of Leon County

AS APPROVED TO LEGAL SUFFICIENCY:

Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: Digitally signed by Kyle L. Kemper
DN: cn=Kyle L. Kemper, o=Leon County Attorney's Office, ou, email=KemperK@leoncountyfl.gov, c=US
Date: 2021.05.14 11:33:13 -04'00'

Kyle L. Kemper, Assistant County Attorney

Nabors, Giblin & Nickerson, P.A.

Mark T. Mustian, Attorney
Housing Finance Authority of Leon County

EXHIBIT A

Report of Housing Projects Funded by HFA

Date: _____

Application/ Designation Date	First Name	Last Name	Income Level	Address	Status[1]	Project Type	Project Description	Date Work Performed	Date Vendor Paid/Project Closed	Actual Expenditure To Date	HFA Funding Allocated	Notes

EXHIBIT B

LEON COUNTY HFA SUBORDINATE MORTGAGES (DPA)				
FOUND IN LEON COUNTY RECORDS; RECORDED MORTGAGES (AND NOTE ATTACHED)				
CONFIRMED CURRENT OWNER ON LEON COUNTY PROPERTY APPRAISER WEBSITE				
LAST NAME	**FIRST NAME**	**DATE RECORDED**	**Date of Mortgage**	**ADDRESS**
Fritzen	Ramona	10/20/1998	10/9/1998	3688 Wood Hill Dr
McNeil	Reshecia	1/5/1999	12/30/1998	4128 Red Cedar Court
Wattu	Linda	2/29/2000	2/25/1999	802 Peggy Dr
Hirst	Jennifer	4/13/2000	3/30/1999	1540 Twin Lakes Circle
McKnight	Paula	5/7/1999	5/4/1999	8255 Balmoral Dr
Taff	Charlene	5/28/1999	5/14/1999	9579 Old Woodville Hwy
Roberts	Cathy	6/14/1999	6/8/1999	841 Alice Wester Dr
Blackburn	Misty	9/17/1999	6/30/1999	1607 Misty Garden Way (also in some records as 1609)
Neel	Charlie	8/24/1999	8/20/1999	3418 Cherokee Ridge Trail
Lewand	Georgia	9/10/1999	9/10/1999	818 Brent Drive

Donner	Barbara	9/29/1999	9/27/1999	3706 Bellwood Dr
Odom	David	10/27/1999	10/25/1999	1303 Burgess Dr
Burke	Minnie	11/18/1999	11/15/1999	4020 Wiggington Road
Vivas	Renee	12/2/1999	11/29/1999	4146 Laurel Oak Circle
Gordon	Paulette	12/30/1999	12/22/1999	916 Crossway Road
Kraeft	Diane	1/10/2000	12/30/1999	3359 Baum Road
Harris	Yolanda	9/7/2000	3/31/2000	8232 Little Terry Circle
Crump	Lejune	6/6/2000	4/27/2000	1479 Grey Fox Run
Lamoute	Sherri	5/8/2000	4/28/2000	5714 Eunice Court
Borecky	William	5/26/2000	5/24/2000	5756 Bombadil Ct

Joshua	Michelle	5/31/2000	5/25/2000	1907 Longview Dr
Dewall	Kathleen	6/5/2000	5/26/2000	4850 Jackson Cove Road
Pater	Mary Ann	5/31/2000	5/30/2000	4537 Hickory Forest Circle
Duce (McClellan)	Margaret	7/18/2000	5/31/2000	5406 Claredon Court
Coon	Regina	10/13/2000	7/12/2000	2163 Portsmouth Circle
Parker-Hart	Yolanda	8/3/2000	7/21/2000	5821 Marblewood Lane
Jones	Evangeline	8/7/2000	8/2/2000	2059 Little River Street
McQueen	Shenella	8/11/2000	8/8/2000	8317 Balmoral Drive
Smith	Katina	8/28/2000	8/25/2000	5415 Water Valley Court

Kalista (Weiss)	Alicia	9/12/2000	9/6/2000	1310 Tom Still Road
Brown	Sharon	10/5/2000	10/4/2000	1850 Folkstone Road
Davis	Debbie	11/29/2000	11/28/2000	5375 Dawn Court
Potts	Michael	12/5/2000	11/30/2000	281 Fern Hollow Road
Jackson	Twan	12/5/2000	11/30/2000	4732 Hibiscus Avenue
McNealy	Ruby	12/18/2000	12/15/2000	2335 Southhampton Drive
Cohen	Marvin	1/18/2001	1/11/2001	5640 Mossy Top Way
Morgan	Susan	2/26/2001	2/23/2001	8849 Road to the Lake
Gordon	Jeri	3/8/2001	3/1/2001	6271 Alamo Drive

Pye	Brenda	5/25/2001	3/22/2001	5788 Cypress Circle
Hoffler	Charles	4/11/2001	4/5/2001	5412 Debbie Street
Otuonye	Gabriel	5/4/2001	4/24/2001	1744 Rodeo Drive
Tucker	Edward	5/18/2001	4/26/2001	9455 Liska Drive
Thomas	Lakeidra	5/1/2001	4/27/2001	2094 Little River Lane
Allen (Miles)	Ivy	5/3/2001	5/1/2001	4077 Bothwell Terrace
Hatten	Ryan	5/24/2001	5/18/2001	3450 Wood Hill Drive
Coya	Manuel	6/5/2001	5/30/2001	1805 Rodeo Drive
Phippin	Aleksandra	6/6/2001	5/30/2001	1379 Idlewild Drive
Jahn	Janet	6/11/2001	5/31/2001	7226 Garrett Road
Ausness	Patricia	7/9/2001	6/29/2001	4099 Blind Brook Court

Cronin	Matthew	8/3/2001	7/27/2001	2630 Faversham Drive
Parker	Gladys	9/19/2001	7/30/2001	9870 Wadesboro Road
Pierce	Candice	9/18/2001	8/16/2001	8300 Balmoral Drive
Gensel	Linda Marie	9/11/2001	8/20/2001	5714 Bombadil Court
Thomas	Melissa	9/5/2001	8/29/2001	2009 Balmoral Court
Hilliard	Richard	10/3/2001	9/26/2001	1902 Katherine Speed Court
Mathena	Judith	3/29/2002	10/26/2001	11224 Kelli Loop
McCoy	Felicia	10/31/2001	10/26/2001	12296 Wilderness Drive/12438 Jamison Way
Harrington	Milton	11/19/2001	11/8/2001	5648 Rustic Drive
Youngblood	Terry	1/4/2002	11/30/2001	4616 Autumn Wood Way

King (Annis)	Martha	12/28/2001	12/18/2001	3328 Wood Hill Drive
Leonard	Daniel	2/4/2002	1/31/2002	8504 SouthMinster Court
Stacknik	Suzanne	2/1/2002	1/31/2002	5048 Easy Street
McFadden	Constance	2/15/2002	2/12/2002	4006 Duncan Lane
Bissett	Joel	3/27/2002	3/22/2002	5748 Cypress Circle
White	Kevin	4/2/2002	3/28/2002	5419 Sombra del Lago
Diamond	Ashante	4/8/2002	3/28/2002	8472 Titus Lane
Burns	Audrey	4/11/2002	4/1/2002	7018 Veterans Memorial Hwy
Bailey	Stephen	4/25/2002	4/15/2002	4759 Orchid Drive
Harris	Dianne	5/30/2002	5/24/2002	5294 Water Valley Drive

Nichols	Robert	5/31/2002	5/24/2002	1950 Fleischmann Road/ or 3362 Thomas Butler Road
Radke	Lana	7/8/2002	6/27/2002	5610 Grove Valley Court
McKinnie	Lisa	7/5/2002	6/28/2002	5787 Bombadil Court
Hayden	Connie	7/10/2002	6/28/2002	4535 Russell's Pond Lane
Deverteuil	Elizabeth	7/3/2002	6/28/2002	4192 Red Oak Drive
Folsom	Jennifer	9/4/2002	8/13/2002	5286 Water Valley Drive
Ichite	Barry	8/30/2002	8/20/2002	4122 Sonnet Drive
Porter	Clifford	8/28/2002	8/23/2002	3837 Castleberry Drive
Lewis	Katherine	9/13/2002	8/30/2002	1550 Twin Lakes Circle
Williams	Opal	9/12/2002	8/30/2002	2020 Canewood Court
Profitt	Steven	9/8/2002	8/30/2002	1573 Clifford Hill Road

Essig	Stephanie V.	9/5/2002	8/30/2002	4104 Wiggington Road
Davis	April	10/11/2002	9/20/2002	1226 Brafforton Drive
Washington-Frison	Cantouria	10/28/2002	10/17/2002	5358 Tower Road
Watts	Laura	11/1/2002	10/29/2002	5795 Bombadil Court
Woodard	Denise	11/4/2002	10/31/2002	5575 Tower Wood Trail
Cox (Lewis)	Tanya	11/21/2002	11/12/2002	6201 Bombadil Drive
Sunday	Patricia	12/6/2002	11/22/2002	4717 Center Drive
Dantzler	Phyllis	12/11/2002	12/6/2002	2765 Sandalwood Drive
Miller	Kista	1/23/2003	1/15/2003	5346 Tower Road
Williams	Shawanda	2/28/2003	1/24/2003	4750 Shelfer Road
Lanier	Linda	2/4/2003	1/24/2003	2141 Shangri La Lane
Cain	Roger	2/5/2003	1/28/2003	4554 Sunray Place
Baker	Winifred	4/1/2003	2/21/2003	3878 Cromwell Court

McVay	James	3/21/2003	3/5/2003	8751 Centerville Road
Durbin	Rebecca	4/29/2003	4/2/2003	1172 Brafforton Drive
Wright	Devetrianna	4/17/2003	4/11/2003	1408 Westheaven Drive
Elliott	Elisabeth	4/28/2003	4/18/2003	2901 Cathedral Drive
Johnson	Willie Lee	5/3/2003	4/28/2003	2033 Natural Bridge Road
Pye	Ramona Cox	5/23/2003	4/30/2003	5789 Japonica Court
Hickman	Stephen	5/27/2003	5/22/2003	4111 Susan Avenue
Haas	Terri	6/4/2003	5/23/2003	5318 Tower Road
Youmas	Katronda	6/4/2003	5/28/2003	5354 Tower Road
Miller	Jeremy	6/4/2003	5/29/2003	5338 Tower Road

Hanks	Joseph	6/2/2003	5/29/2003	1108** Brafforton Drive
Lawrence	Deron	8/4/2003	7/25/2003	8512 SouthMinster Court
Englert	Gabriel	8/19/2003	8/14/2003	3808 Cottingham Drive
Adkins	Jessee	9/25/2003	8/28/2003	7560 Talley Ann Drive
Wynn	Elouise	9/10/2003	9/5/2003	107 Ponce de Leon Boulevard
Brown	Demetris	11/4/2003	10/29/2003	8835 Old Woodville Highway
Stovall	Salina	12/1/2003	11/21/2003	2584 Chateau Lane
Dickson	Christopher	1/29/2004	1/16/2004	2221 Mandrell Court
Felix (Colson)	Paulane	6/23/2004	5/27/2004	5330 Tower Road
Plaster	Michael	6/29/2004	6/22/2004	4129 Wiggington Road
Hunt	Clara	7/2/2004	6/25/2004	810 Annawood Street

Sahagun	Jose	1/19/2005	9/24/2004	815 Annawood Circle
McAtee	Heather	10/4/2004	9/29/2004	2605 Onyx Trail
Stachurski	Michael	2/9/2005	2/1/2005	2426 Manzanita Court
Montgomery	Ervin	2/25/2005	2/16/2005	8979 Blountstown Highway
Haynes	Pamela	6/29/2005	3/3/2005	??? Sandyrock Lane Cannot find a solid address except for a property that is not in her name
Cosby	Damion	6/15/2005	4/8/2005	5770 Jodphur Court
Miller	Charlene	5/4/2005	4/29/2005	8201 Hunters Ridge Trail
Beam	Christopher	5/11/2005	5/2/2005	8261 Balmoral Drive
Kogot	Joshua	6/7/2005	5/12/2005	7710 Talley Ann Drive
Knight	Janine	5/19/2005	5/16/2005	809 Briandav
Simmons	Travis	6/8/2005	5/31/2005	2026 Nena Hills Drive
Claridge (Williams)	Amanda	6/27/2005	6/24/2005	2620 Chandalar Lane

St. Germaine	Joseph	9/8/2005	8/12/2005	4612 Autumn Way
McHenry	Alison	1/9/2006	8/15/2005	2807 Misty Garden Circle
Brown	Jermaine	10/26/2005	8/15/2005	4736 Shelfer Road
Richmond	Lea	8/25/2005	8/19/2005	1169 Brafforton Way
Auguste	Sandra	9/12/2005	9/9/2005	5445 Tallapoosa Road
Ballentine	Karen	11/7/2005	9/23/2005	4752 Hibiscus Avenue
Hudson	Marie	11/7/2005	9/30/2005	4754 Hibiscus Avenue
Goings	Angela	12/8/2005	11/22/2005	5932 Friendly Avenue
Lyons	Joanne	12/6/2005	11/30/2005	314 Folsom Drive
Coleman	Felicia	12/12/2005	12/2/2005	4733 Hibiscus Avenue
Chukes	Hope	12/30/2005	12/16/2005	10160 Sandyrock Lane

Dugan	Eunice	2/14/2006	2/10/2006	4712 Hibiscus Avenue
Storm	Jeffrey	3/6/2006	2/17/2006	5810 Bombadil Court
Hadley	Tiffany	3/17/2006	2/22/2006	1001 Shady Wood Trail
Rumph	Laura	4/3/2006	3/27/2006	1503 Grey Fox Run
Moore	Dan	4/5/2006	3/31/2006	5389 Sombra del Lago Drive
Green	Ebony	5/4/2006	4/28/2006	711 Briandav Street
Fisher	Yolanda	8/21/2006	5/25/2006	4660 Cypress Point Road
Wilson	Melanie	9/5/2006	5/25/2006	3080 Whirlaway Trail
Chambers	KeyannaShabar	1/23/2007	11/30/2006	1052 Shady Wood Trail
Hormuth	Jason	12/11/2006	11/30/2006	2405 Manzanita Court
Zubr	Yelitza	12/8/2006	12/5/2006	3046 Layla Street
Simpson	Meredith	12/28/2006	12/14/2006	518 Patty Lynn Drive

Claitt	Requista	12/22/2006	12/15/2006	7214 Turner Street
Cumberbatch	Jurelle	1/4/2007	12/28/2006	4753 Hibiscus Avenue
Robbins (Stoutamire)	Elizabeth	2/15/2007	2/12/2007	16923 Aqua Lane
Barley	Benjamin	3/2/2007	2/28/2007	7764 Talley Ann Drive
Paris	Antwon	3/6/2007	2/28/2007	1325 Success Way
Pounds	Sean	3/27/2007	3/23/2007	1668 Corey Wood Circle
Moldstad	John & Amanda	7/6/2007	6/28/2007	523 Brooke Hampton Drive

Exhibit C

LEON COUNTY HFA SUBORDINATE MORTGAGES (DPA)			
UND IN LEON COUNTY RECORDS; RECORDED MORTGAGES (AND NOTE ATTACH			
ONFIRMED CURRENT OWNER ON LEON COUNTY PROPERTY APPRAISER WEBSIT			
LAST NAME	**FIRST NAME**	**DATE RECORDED**	**Date of Mortgage**
Smith	Mary & Jerome	9/29/1992	9/15/1992
Edwards	Anthony & Fay	11/6/1992	10/30/1992
Jordan	Cynthia	11/17/1992	11/16/1992
Dodson (now Brumbley)	Karalyn	10/1/1993	9/29/1993
Brown	Michael A.	11/4/1996	10/30/1995
Reichwein	Eyvonne	1/19/1996	1/12/1996
Bascom	Blondie	2/7/1996	1/16/1996
Marshall	Elizabeth	1/30/1996	1/24/1996
Toothman	Wayne	2/27/1996	2/16/1996
Peterson	Ricky	5/13/1996	10/30/1996

Bryan	Marvin A Jr	10/31/1996	10/31/1996
Fitzsimmons	Michael	11/1/1996	10/31/1996
Huntley	Dorothy L	1/16/1997	12/20/1996
Jefferson	Pamela	1/24/1997	1/17/1997
Bryant	Barbara	2/20/1997	2/12/1997
Pringle	Sherese	3/5/1997	2/28/1997
Harper	William	3/5/1997	2/28/1997
Sellers	Darrell	4/23/1997	3/31/1997
Mitchell	Cynthia	4/2/1997	3/31/1997
Lindsey	Connie	6/4/1997	5/22/1997
Scott	Fran	6/10/1997	6/4/1997

Posted April 1, 2024.

Johnson	Jeannette	7/11/1997	7/1/1997
Hayes	Gwendolyn	8/6/1997	7/31/1997
Nichols	Victoria	9/9/1997	9/5/1997
Adams	Carmen	11/12/1997	10/10/1997
Dotson	Kimberly	12/31/1997	10/10/1997
Colbert	James	11/18/1997	10/20/1997
Massenburg	Aneta	10/31/1997	10/24/1997
McNulty	Carolyn	12/9/1997	11/25/1997
Watson (Ashby)	Joanne	12/9/1997	11/25/1997
De Polit	Maria	1/13/1998	12/24/1997

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Bearden	Michael	2/9/1998	1/30/1998
Glenn	Zabrina	3/23/1998	3/20/1998
Newman	Darryl	3/24/1998	3/23/1998
Monroe	Lorenzo	7/13/1998	4/6/1998
Whitfield	Timothy	4/22/1998	4/17/1998
Jamil	Mohtashim	5/14/1998	5/8/1998
Freeland	Kay	6/12/1998	6/3/1998
Lansberry	Cindy	6/3/1998	6/4/1998
Pennywell	Vivian	6/23/1998	6/15/1998
Bowens	Lue Anna	9/2/1998	6/20/1998
Baker	Pamela	7/10/1998	7/2/1998
Fleck	Jared	7/10/1998	7/2/1998

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Ferrell	Gregory	7/10/1998	7/2/1998
Prenatt	Michelle	9/2/1998	7/3/1998
Staalenburg	Heidi	8/27/1998	7/31/1998
Schaefer	Michele	8/11/1998	7/31/1998
Anderson	Maxine	9/8/1998	8/7/1998
Phillips/Lancos	Dawnette	8/26/1998	8/21/1998
Monlyn	Karen	8/31/1998	8/24/1998
Peters	Johnnie Mae	9/9/1998	8/31/1998
Milton	Mindy	9/8/1998	8/31/1998
Baggett	Shiela	9/17/1998	9/10/1998
Kneer	Dolores	9/22/1998	9/16/1998

Posted April 1, 2024.

Wilson	Tiffany	11/6/1998	9/28/1998
Miller	Denise	11/24/1998	9/28/1998
Maher	Verena	10/20/1998	9/28/1998
West	Troy	10/5/1998	9/30/1998
Garrison	Bridget	10/23/1998	10/16/1998
Lee	Genevia	11/3/1998	10/23/1998
Cleggett	Velda	11/13/1998	11/6/1998
Mantay	Shawn	12/9/1998	11/6/1998
McClure	Tonya	12/3/1998	11/23/1998

Posted April 1, 2024.

Notley	Todd	12/23/1998	11/27/1998
Williams	Linda	12/7/1998	11/30/1998
Caldwell	Kathleen	11/18/1998	11/30/1998
Stanley	Michael	12/17/1998	12/10/1998
Peacock	Stephen	7/13/1999	12/31/1998
Lusher	William	1/12/1999	12/31/1998
Ferchow	Stuart/Evelyn	2/8/1999	2/1/1999
Carter	Paul	2/18/1999	2/11/1999
Nelson	Sharon	3/5/1999	2/25/1999

Posted April 1, 2024.

Floyd	Sandra	3/9/1999	3/5/1999
Hunt	Kenneth	3/11/1999	3/5/1999
Wood	Patricia	3/17/1999	3/9/1999
Rhodes	Carrie	3/19/1999	3/9/1999
Lane	Robert	3/12/1999	3/9/1999
Chapman	James	4/1/1999	3/26/1999
Holden	Tammy	4/6/1999	3/29/1999
Kelly	Carolyn	4/6/1999	3/30/1999
Hagan	Lee Ann	4/6/1999	3/31/1999

Posted April 1, 2024.

Milton	Shonder	4/28/1999	4/23/1999
Jackson	shonder,	4/30/1999	4/27/1999
Kelly	Carolyn L	5/4/1999	4/28/1999
Browning	Regina	5/6/1999	4/30/1999
Thiemer	Diana	5/21/1999	5/18/1999
Moore	Latashia	5/24/1999	5/19/1999
Harris	Susan	5/24/1999	5/19/1999
Andrews	Sharon	6/3/1999	5/28/1999

Posted April 1, 2024.

Cotton	Kerry	6/8/1999	5/28/1999
Hall	Brenda	6/10/1999	6/4/1999
Lanham	Crystal	6/10/1999	6/4/1999
Brown	Michael K	6/15/1999	6/7/1999
Kalogera	Ryan	6/25/1999	6/8/1999
Pender	Sherry	6/16/1999	6/8/1999
Armstrong	Patricia	7/13/1999	6/30/1999
Jugger	Mary	7/13/1999	7/1/1999
Davis	Landon	7/9/1999	7/6/1999

Posted April 1, 2024.

Byrne	Marsha	8/12/1999	7/30/1999
Parent	Rachel	8/4/1999	7/30/1999
Jones	Rebecca	9/2/1999	8/26/1999
Harrison	Gerald	9/2/1999	8/27/1999
Bennett	Sara	9/29/1999	9/24/1999
Reis	Rebecca	11/4/1999	10/29/1999
Kelly	Roy	9/29/1999	10/30/1999

Leon County
Board of County Commissioners

Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Revision to Policy No. 19-4, "Springs Restoration Grants and Septic System Upgrades Policy"

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 adoption of a revision to Policy No. 19-4 "Springs Restoration Grants and Septic System Upgrades" to expand grant funding eligibility for septic tank upgrades to include a limited number of unsewered property located inside the city limits and in the Wakulla Springs Priority Focus Area, as requested by the Florida Department of Environmental Protection.

Fiscal Impact:

This item has no fiscal impact to the County. Through previous Board action, $2.2 million was received by the County from the Florida Department of Environmental Protection to implement an incentive program to assist property owners in converting exiting conventional septic systems to advanced nitrogen-reducing systems.

Staff Recommendation:

Option #1: Adopt the proposed revision to Policy No. 19-4, "Springs Restoration Grants and Septic System Upgrades Policy" (Attachment #1).

Report and Discussion

Background:

The County's Septic Upgrade Incentive Program assists property owners in converting exiting conventional septic systems to advanced nitrogen-reducing systems and is funded through a $2.2 million Springs Restoration grant from the Florida Department of Environmental Protection (FDEP). Policy No. 19-4, "Springs Restoration Grants and Septic System Upgrades," outlines the eligibility, selection criteria, and awarding of financial assistance to residents in the springs protection areas of unincorporated Leon County. This item seeks Board adoption of a revision to Policy No. 19-4 (Attachment #1) to expand grant funding eligibility for septic tank upgrades to include approximately 10 unsewered properties located inside city limits and in the Wakulla Springs Priority Focus Area (PFA) on the south side of Leon County, as requested by FDEP.

The recommended policy modification will enable 10 properties within city limits that are without current or planned sewer service to qualify for funding assistance to upgrade their existing septic systems to advanced nitrogen-reducing systems (Attachment #2). Policy No. 19-4 currently limits eligibility to properties outside city limits in unincorporated Leon County. The requested policy modification will also strengthen the County's partnership with FDEP and position the County for future State grant funding for septic upgrades, if included in future state budgets.

The proposed revision to the Springs Restoration Grants and Septic System Upgrades Policy advances 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. 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. Under the Springs Improvement Plan, FDEP has awarded funding to Leon County for two septic upgrade programs that convert existing conventional septic systems to advanced nitrogen-reducing systems. The Advanced Septic Systems Pilot Program (Pilot Program), which began in 2018 with the final systems under construction, a County contractor upgrades existing septic systems at no

cost to the property owners. Through the ongoing Septic Upgrade Incentive Program (Incentive Program), up to $7,500 in financial assistance is provided to property owners that complete the septic system upgrades. Through this agenda item, that Incentive Program's financial assistance will become available to the additional 10 properties within city limits by adoption of the proposed policy revisions. These two programs are fully funded by FDEP and require no local contribution. Through the grants, financial assistance is provided to property owners within the PFA to upgrade existing conventional septic systems to advanced nitrogen-removing systems at little to no cost.

The County's Incentive Program is funded through a $2.2 million Springs Restoration grant from FDEP. Policy No. 19-4 outlines the eligibility, selection criteria, and awarding of grant funds to provide financial assistance to upgrade existing septic systems to systems with nitrogen-reducing enhancements in springs protection areas in Leon County. These funds were provided to assist all property owners within the PFA without access to sanitary sewer and has been limited to date to properties within unincorporated Leon County. Through this grant, financial assistance will be provided to nearly 300 properties owners, significantly offsetting the cost of septic system upgrades. This agenda item expands qualifying properties by an estimated ten new properties identified within city limits that may benefit from the county Incentive Program to upgrade septic systems and improve water quality in southern Leon County.

The Policy was adopted by the Board at the July 9, 2019 meeting following acceptance of an FDEP Pilot Program grant which prioritized properties in the Wilkinson Woods Subdivision. At that time, the Policy was specific to the Pilot Program with the intent that the Policy would be modified to incorporate future funding as needed. On April 12, 2022, the Board revised the Policy to incorporate the Incentive Program. Both the original and revised policies limited eligible properties to those located in the unincorporated areas of Leon County.

The Incentive Program is aimed at improving water quality, specifically in Wakulla Springs and the Upper Wakulla River. The Wakulla Springs Basin Management Action Plan (BMAP), developed by FDEP with stakeholder input and adopted as rule by the State, identifies current and future projects to reduce pollutant loading to Wakulla Springs, thereby improving the water quality. Within the PFA, septic systems contribute 46% of the pollutant load to Wakulla Springs. To mitigate the contribution of septic systems, the BMAP includes an On-Site Sewage Treatment and Disposal System (OSTDS) Remediation Plan requiring that all new systems include advanced nitrogen-reducing technologies and that all existing septic systems be converted to sanitary sewer or upgraded to advanced nitrogen-removing systems. The BMAP specifies that implementation of the OSTDS Remediation Plan does not take effect until grant funding is available to help offset the cost to property owners.

Funding to offset the cost of septic system upgrades is available through the County's Incentive Program. Policy No. 19-4 currently limits Incentive Program funding to properties in the unincorporated County. The City of Tallahassee (City) does not have a grant program to upgrade septic systems because property owners within City limits primarily have, or will have, access to sanitary sewer. At the request of FDEP, if adopted by the Board, the proposed Policy No. 19-4 revision will expand the eligibility criteria to include unsewered properties within the city limits and within the PFA.

Analysis:

This item seeks Board adoption of a revision to Policy No. 19-4 to expand eligibility for the Incentive Program to include properties without access to sanitary sewer located inside the City limits and within the PFA (Attachment #2). Currently, properties within City limits are not eligible for this program because County Policy No. 19-4 limits eligibility to properties located outside of City limits. This proposed policy revision to expand eligibility to the estimated 10 properties that are within city limits that are on septic, and not currently served by sewer nor within a planned sewer expansion area, was requested by FDEP to further the utilization of the County Incentive Program to enhance downstream water quality.

At this time, septic upgrades within the PFA are voluntary, but beginning May 1, 2024, consistent with the OSTDS Remediation Plan, the Florida Department of Health (FDOH) and FDEP will require any failing septic system or modification to an existing system to upgrade to advanced nitrogen-removing systems, unless sanitary sewer is or will be available within 5 years. County and City staff have been coordinating with FDEP and FDOH as the State begins implementing the OSTDS Remediation Plan in the Wakulla Springs BMAP to meet statutory requirements and improve water quality within the Wakulla Springs PFA. During this coordination it was discovered that approximately 10 properties located within City limits and are also within the Wakulla Springs Protection Zone and the grant award area. City staff evaluated unsewered areas within City limits and determined these properties do not currently have access to sanitary sewer and the City has no plans to extend sewer service to these properties. Implementation of the OSTDS Remediation Plan will require these properties to upgrade their systems upon failure or modification with no available funding assistance opportunities. To make funding available to these properties, FDEP has requested the County expand the eligibility criteria for the Incentive Program, which requires revision of Policy No. 19-4 and approval by the Board.

Staff updated the current policy to expand eligibility to approximately 10 properties within City limits at the request of FDEP (Attachment #1). Highlights of the proposed revision include:

1. Section 2- Removing the eligibility requirement that the property be located in an unincorporated area of the County.
2. Section 4- Revising text to remove an initialism (PFA) for consistency throughout the document.

This item recommends Board adoption of the proposed revision to Policy No. 19-4 to expand the Incentive Program eligibility to include approximately 10 properties located within City limits, as requested by FDEP. Upon adoption of proposed policy revisions, these properties can voluntarily apply for funding through the County's Septic Incentive program and County outreach will be expanded to include the additional 10 properties. To date, the County has allocated approximately half of the $2.2 million for septic system upgrades.

Options:

1. Adopt the proposed revisions to Policy No. 19-4, "Springs Restoration Grants and Septic System Upgrades Policy" (Attachment #1).
2. Do not adopt the proposed revisions to Policy No. 19-4, "Springs Restoration Grants and Septic System Upgrades Policy".
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Revised Policy No. 19-4, "Springs Restoration Grants and Septic System Upgrades Policy"
2. Additional Eligible Properties Location Map

Board of County Commissioners
Leon County, Florida

Policy No. 19-4

Title:	Springs Restoration Grants and Septic System Upgrades Policy
Date Adopted:	~~April 12, 2022~~ April 9,2024
Effective Date:	~~April 12, 2022~~ April 9,2024
Reference:	N/A
Policy Superseded:	Policy No. 19-4 "Springs Restoration Grants and Septic System Upgrades Policy" adopted July 9, 2019; revised April 12, 2022

It shall be policy of the Board of County Commissioners of Leon County, Florida (the "Board") that Policy No. 19-4, "Springs Restoration Grants and Septic System Upgrades Policy," adopted by the Board on ~~July 9, 2019~~ April 12, 2022 is hereby amended, and a revised policy is adopted in its place, to wit:

Section 1.
Purpose and Intent

A. The purpose of this policy is to provide a procedure for expending the Springs Restoration Grant Funds and associated local match for the Septic System Upgrades Program. The use of the Grant Funds and local match are to assist property owners in the Wakulla Springs Priority Focus Area to upgrade existing septic systems to advanced treatment for nitrogen removal in compliance with the Upper Wakulla River and Wakulla Springs Basin Management Action Plan (BMAP).

B. The intent of this policy is to develop eligibility and implementation criteria for selection of upgrade sites.

Section 2.
Program Eligibility

A. Eligible properties for consideration of funding are those with existing on-site sewage treatment and disposal systems (OSTDS), also known as septic systems. Funding shall be limited to replacement of the OSTDS supporting existing, currently habitable structures on a parcel of record.

B. Properties shall be located within Leon County's portion of the BMAP Priority Focus Area adopted by the Florida Department of Environmental Protection (FDEP).

C. Properties shall be located in ~~the unincorporated area of~~ Leon County.

Section 3.
Program Selection Criteria

A. Wilkinson Woods Subdivision. Initial priority shall be given to properties located in the Wilkinson Woods Subdivision as designated in the original grant agreement before soliciting participation from other properties within the Priority Focus Area.

B. Failing system. Priority shall be given to properties with documented failing OSTDS.

C. Density of property. Priority shall be given to properties commensurate with the number of existing OSTDS per acre on the parcel of record.

D. Age of system. Priority shall be given to properties proportionate with the age of the existing OSTDS.

E. Target areas. Priority shall be given to properties located in target areas identified in the Comprehensive Wastewater Treatment Facilities Plan (CWTFP).

Section 4.
Program Funding

A. Funding from the State of Florida's Springs Restoration Grant for Advanced Septic Systems Pilot Project is to be utilized for the placement of passive treatment systems such as the In-ground Nitrogen-reducing Biofilters.

B. Funding from the State of Florida's Septic Upgrade Incentive Program will be used for upgrades to existing septic systems within the Wakulla Springs ~~PFA~~ Priority Focus Area and target areas identified in the CWTFP to include nitrogen reducing enhancements approved by the Florida Department of Health.

C. Future funding is anticipated to be augmented by FDEP allocations for Septic Systems Upgrades. These future grants may require up to 50% local match dollars. Replacement system technology will be selected based on site-appropriateness and cost-effectiveness.

Section 5.
Program Implementation – Advanced Septic Systems Pilot Program

A. Applications for assistance were accepted starting in Fall 2019 and will continue through completion of the program. They shall be reviewed monthly and prioritized in accordance with Criteria listed in Section 3.

B. A list of funding requests shall be maintained by staff.

C. Property owners participating in the Advanced Systems Pilot Project will be requested to agree to a one-year sampling effort by FDEP staff.

D. System installers will be under direct contract with Leon County, where property owners have granted permission for access.

E. Operation and maintenance of advanced systems shall be the responsibility of property owners upon completion of the project installation.

Section 6.
Program Implementation – Septic Upgrade Incentive Program

A. Property owners wishing to participate shall submit a complete application package, provided by and submitted to, Leon County Public Works Department Engineering Service Division.

B. Applications for assistance shall be reviewed monthly and prioritized in accordance with Criteria listed in Section 3.

C. A list of funding requests shall be maintained by staff.

D. Approval from Leon County shall be received prior to the start of any work. Any expenses incurred prior to approval from Leon County may not be eligible for incentive reimbursement.

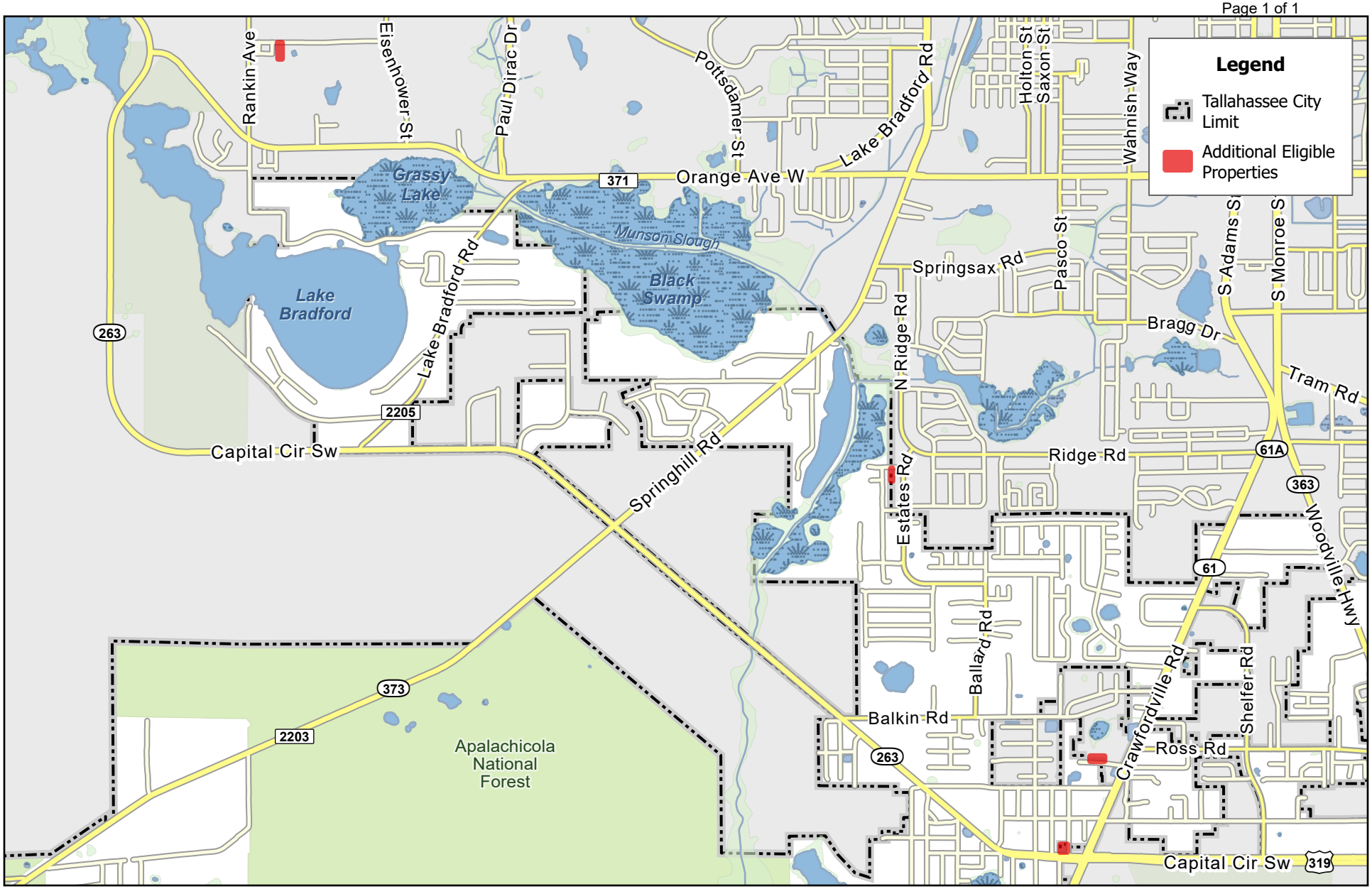
E. System installers will be under direct contract with the property owners.

F. Upon completion of the septic system upgrade, property owners shall submit an incentive payment request, provided by and submitted to, Leon County Public Works Department Engineering Services Division. Upon completion of the final inspection, review of the eligible expenses, and approval by Leon County, incentive payments will be provided to the property owner or directly to the certified septic installer or licensed plumber contracted by the property owner. The property owner must submit all required documentation including all paid invoices for services rendered along with proof of payment for reimbursement. The proof of payment must be a cleared bank check, credit/debit card receipt, or copy of a cashier's check.

G. Leon County will provide incentive payments to eligible recipients up to $7,500 per installation.

H. Operation and maintenance of advanced systems shall be the responsibility of property owners upon completion of the project installation.

Revised ~~April 12, 2022~~ April 9, 2024



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.

Additional Eligible Unsewered Properties within City Limits

Date Drawn: 3/27/2024

Leon County
Board of County Commissioners

Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Authorization to Negotiate an Agreement for Professional Engineering Services for the Leon County Flooding Vulnerability Assessment

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Roshaunda Bradley, Budget Director Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff/ Project Team:	Melanie Hooley, Purchasing Director Anna Padilla, Stormwater Management Coordinator Tim Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board approval to negotiate an Agreement with Jones, Edmunds & Associates, Inc. to conduct a flooding Vulnerability Assessment. This action will implement a $600,000 grant awarded by Florida Department of Environmental Protection in 2023. The Vulnerability Assessment identifies critical assets including roadways, facilities, infrastructure and other regionally significant assets in Leon County that are vulnerable to flooding based on current and future rainfall scenarios and is necessary to receive future FDEP grant funding for construction projects to address these areas.

Fiscal Impact:

This item has a fiscal impact. Through previous Board action, $600,000 in state funding was received by the County from the Florida Department of Environmental Protection Resilient Florida Program for this project, including the Professional Engineering Services detailed in this item with anticipated fees of no more than $600,000.

Staff Recommendation:

Provided on the following page.

Staff Recommendation:

Option #1: Authorize the County Administrator, or designee, to negotiate fees for the Leon County Vulnerability Assessment with Jones, Edmunds & Associates, Inc., and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney. If negotiations are unsuccessful, authorize the County Administrator, or designee, to negotiate with the next highest ranked firms in order of ranking, and authorize the County Administrator to execute the agreement, and any amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board authorization for the County Administrator, or designee, to negotiate engineering services fees and to execute a Professional Engineering Services Agreement with Jones, Edmunds & Associates, Inc. to conduct a flooding Vulnerability Assessment funded through a Florida Department of Environmental Protection (FDEP) Resilient Florida Program grant. The Vulnerability Assessment identifies critical assets including roadways, facilities, infrastructure and other regionally significant assets in Leon County that are vulnerable to flooding based on current and future rainfall scenarios and is necessary to receive future Resilient Florida grant funding for construction projects to address these areas.

The procurement of professional engineering services is subject to Section 287.055, Florida Statutes, known as the Consultants' Competitive Negotiation Act (the "CCNA") which requires the selection process to be based on qualifications. This project is fully funded through a $600,000 FDEP Resilient Florida Program grant which was accepted by the Board on October 10, 2023. Included in that item was the County's intent to issue a Request for Proposals (RFP) following acceptance of the grant, which has occurred, as reflected in this item.

A Vulnerability Assessment is a tool that identifies areas that may be at risk to a hazard and strategies communities can implement to become more prepared and resilient, or able to withstand and recover quickly from the hazard. Section 380.093, Florida Statutes, specifies that Resilient Florida Program funding is to be used to evaluate vulnerabilities from flood hazard based on current and future conditions. Vulnerability Assessments consist of the following components:

- Exposure Analysis: determines where the hazard will have an impact.
- Sensitivity Analysis: evaluates how much harm is caused by the hazard.
- Adaptation Plan:
  - adaptation strategies to become more resilient and reduce the negative impacts of the hazard including projects, plans, and policies.
  - develops a plan and prioritizes implementation of the adaptation strategies including identifying existing and new funding sources to complete the projects identified.

Recognizing that Florida is particularly vulnerable to adverse impacts from flooding, the State Legislature directed that State funding should be allocated in a manner that prioritizes the most significant risks. In past years, State funding has been available through the Resilient Florida Grant Program for implementation of projects identified in a Vulnerability Assessment. Completion of the Leon County Vulnerability Assessment will provide additional grant opportunities for current and future flood control and resilience projects.

Leon County currently maintains a list of historical and known flood prone areas. These areas include roadways that go under water, low-lying areas, neighborhood flood prone areas, known problem areas, and citizen reported issues. This list was developed based on the findings of the County's 1991 Stormwater Master Plan, regional master plans developed by the State, and

historical problem areas identified by staff. Following Tropical Storm Faye in 2009, additional flood prone areas were identified and added to the list. Flood prone areas are continually added to the list as they are discovered or reported. The County's list of historical and known problem areas is used to develop flood control projects and support the capital improvement program (CIP) planning process, as well as our grant application process.

Since development of the County's known flood problem list in the early 1990s, numerous flood control projects ranging from small-scale to large regional projects have been completed. These projects include:

- construction of flood storage areas,
- culvert improvements,
- ditch and channel improvements,
- flooded property acquisition, and
- roadway elevation.

Some notable County projects that have been completed to address flooding issues include:

- Lake Henrietta construction,
- Robinson Road Flood Relief,
- Timber Lake Subdivision,
- Harbinwood Drainage Improvements,
- Rhodes Cemetery Road Access Improvements,
- Eight Mile Pond Property Acquisition,
- Killearn Acres Middle Drainage Improvements,
- Lafayette Street Drainage Improvements,
- Meridian Road at John Hancock Box Culvert Replacement, and
- Maylor Road Accessibility Enhancement (currently under construction).

While these and numerous other flood control projects have been completed, additional projects have also been identified. The Vulnerability Assessment will incorporate the County's known flooding problems and the projects identified in the CIP and will open new state grant funding opportunities for these identified projects.

Leon County has a comprehensive stormwater management program that establishes problem areas and develops projects to mitigate the identified problems. To date, the stormwater program has been reactionary, and projects have primarily been mitigation projects implemented to solve an existing problem. Completion of the Vulnerability Assessment will allow the County to expand the stormwater management program from primarily fixing existing problem areas to planning for future flood problems and developing resilience projects to mitigate anticipated flooding concerns. This adaptation planning allows the County to be more strategic through the CIP and budget process by identifying and prioritizing projects years in advance.

The Vulnerability Assessment project includes development of an Adaptation Plan, which identifies and prioritizes resilience and improvement projects to address the County's identified

current and future flood risk areas. In the future, the County can apply for construction grants for projects identified in the Adaptation Plan funded through the FDEP Resilient Florida Program. The completion of the analysis and Plans is anticipated to take approximately one year. The results of the Vulnerability Assessment will be presented to the Board to share the findings and recommendations and inform the public of the current and future flood risks.

The Leon County Vulnerability Assessment advances the following FY2022-FY2026 Strategic Initiative:

- *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)*

This particular Strategic Initiative aligns with the Board's Environment Strategic Priority:

- *(EN1) Protect the quality and supply of our water.*

Analysis:

The Vulnerability Assessment will identify critical assets including roadways, facilities, infrastructure and other regionally significant assets in Leon County that are most vulnerable to flooding based on current and future rainfall scenarios. It will include the development of an Adaption Plan to prioritize resilience and improvement projects to address areas in the County most at risk of current and future flooding. Following the Board's acceptance of the $600,000 FDEP Resilient Florida Program grant on October 10, 2023, an RFP was issued for Professional Engineering Services to conduct the Vulnerability Assessment.

The RFP for the Leon County Vulnerability Assessment was advertised through the automated procurement system OpenGov Procurement and in the legal notices of the Tallahassee Democrat on January 9, 2024. A total of 7,922 vendors were notified through the automated procurement system. A total of 95 RFP packages were requested through the procurement system and the County received four responsive proposals.

The four responsive proposals were independently reviewed and ranked by the RFP Evaluation Committee consisting of Anna Padilla, Chris Muehlemann, and Michael Hogan, in accordance with County procurement policy. Based on the ordinal ranking of the proposals, Jones Edmunds is ranked as the top-ranked firm (Attachment #2). The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the project and did not recommend aspirational goals to perform the required services outlined in the RFP.

This item seeks authorization for the County Administrator, or designee, to negotiate with Jones Edmunds to provide engineering services at compensation which the County determines to be fair, competitive, and reasonable. If the negotiations are unsuccessful with Jones Edmunds, staff recommends that negotiations proceed with the next ranked firms of Halff Associates, Inc., followed by Michael Baker International, Inc. and Tetra Tech, Inc. The item also seeks authorization for the County Administrator to execute the Professional Engineering Services Agreement for the Leon County Vulnerability Assessment following negotiations.

In summary, Leon County has been awarded a $600,000 FDEP Resilient Florida Program grant to complete a Vulnerability Assessment which will identify areas in the County that are at risk for current and future flooding and develop and prioritize projects to address the flooding risks, enabling the County to apply for future construction grant funding from the state. This item recommends authorization for the County Administrator, or designee, to negotiate engineering services fees and execute a Professional Engineering Services Contract (Attachment #1) with Jones, Edmunds, the highest ranked consultant through the County's competitive selection process. Upon execution of the Agreement, the Leon County Vulnerability Assessment is anticipated to take approximately one year to complete, at which time the results will be presented to the Board to share the findings and recommendations. Once completed, the Vulnerability Assessment will identify and prioritize new resilience projects based on future flood conditions. The projects will then be eligible for future construction grants through the Resilient Florida Program. This proactive approach will allow the County to be more strategic through the budget process by identifying and prioritizing funding needs and leveraging opportunities years in advance.

Options:

1. Authorize the County Administrator, or designee, to negotiate fees for the Leon County Vulnerability Assessment with Jones, Edmunds & Associates, Inc., and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney. If negotiations are unsuccessful, authorize the County Administrator, or designee, to negotiate with the next highest ranked firms in order of ranking, and authorize the County Administrator to execute the agreement, and any amendments thereto, subject to legal review by the County Attorney.
2. Do not authorize the County Administrator to negotiate fees for the Leon County Vulnerability Assessment or execute the Agreement.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Professional Engineering Services Agreement for the Leon County Vulnerability Assessment
2. Final Ranking Summary

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 **<<VENDOR TBD>>,** 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 Leon County Vulnerability Assessment set forth in: 1) Bid# BC-2024-001, attached hereto and incorporated herein as Exhibit A; and 2) the Contractor's bid submission, attached hereto and incorporated herein as Exhibit B; and the Fee Schedule, attached hereto and incorporated herein as Exhibit C (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 FINANCIAL CONSEQUENCES

The Work to be performed under this Agreement shall be commenced upon final execution. All Work to be performed under this Agreement shall be completed by March 31, 2025. 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 County reserves the right to withhold payment to the Contractor.

4. TIME OF THE ESSENCE

Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

5. CONTRACT SUM

A. The Consultant agrees that for the performance of the Work as outlined in Sections 1 and 2 above, it shall be paid a contract sum by the County according to the rates in the Unit Pricing Sheet contained in Exhibit C (the "Unit Pricing Sheet") attached hereto and incorporated herein by this reference (the "Contract Sum").

B. Travel Expenses: Any travel by the Consultant which is contained within, or otherwise associated with, the scope of Work for a specific project shall be considered incidental to, and a part of, the Contract Sum. As such, there shall be no reimbursement of such travel expenses by the County.

Consultant travel which is not covered within the scope of Work and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance

of a public purpose authorized by law to be performed by the County and must be within limitations described herein and in Section 112.061, Florida Statutes. Consultants traveling on a cost reimbursement basis must have their travel authorized by the department head or representative from whose budget the travel expenses will be paid and by the County Administrator.

C. Truth in Negotiation (Lump-sum or Cost-plus Fixed Fee agreements only): The Consultant has executed a Truth in Negotiation form as part of the negotiation process for this Agreement. The original Agreement price and any additions thereto will be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such Agreement adjustments must be made within 1 year following the end of the Agreement.

6. PAYMENTS

Payment will be made in accordance with Section 218.70, Florida Statutes, et. seq., the "Local Government Prompt Payment Act."

7. PROMPT PAYMENT INFORMATION REQUIREMENTS AND NOTICES

A. The County Project Manager is:
Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

B. The Contractor's Project Manager is:
Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

C. Notices to the Contractor are to be submitted to:
Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

D. Invoices are to be submitted to:
Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

E. Proper form for an invoice is:

A numbered document with date of invoice; reference to the County purchase order number; itemized listing of all goods and Work being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice, and it shall be of no force and effect.

F. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under this Agreement.

8. DISPUTES/REMEDIES

A. All disputes arising under or relating to this Agreement shall be resolved in accordance with this Section, except for disputes related to payments and payment disputes, which shall be addressed and resolved in accordance with Leon County Policy 96-1, as amended.

B. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with the following procedure:
   1) The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.
   2) Representatives of both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, they shall report their decision to the Parties in writing.
   3) If those representatives are unable to reconcile the dispute, they shall report their impasse to the appropriate County Director and the Contractor's designee, who, at their earliest opportunity, shall meet and attempt to reconcile the dispute.
   4) Should the Director and the Contractor's designee fail to resolve the dispute, they shall report their impasse to the County Administrator, or authorized representative, and the Contractor's designee, who, at their earliest opportunity, shall review and attempt to resolve the dispute.
   5) If the County Administrator and the Contractor's designee are not able to amicably resolve the dispute within fifteen (15) Business Days after the impasse is reported to them, then either Party can pursue whatever forms of relief that may be available to it under this Agreement, at law, or in equity.

9. STATUS

The Contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or subcontractors under it be considered to be employees of the County.

10. INSURANCE

Contractor shall, at its sole expense, procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

   1) General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial general liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit.

   2) Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage. (non-owned, hired car).

   3) Workers' Compensation and Employers Liability: insurance covering all employees meeting statutory limits in compliance with the applicable state and Federal laws and employer's liability with a limit of $500,000 per accident, $500,000 disease policy limit, $500,000 disease each employee. Waiver of subrogation in lieu of additional insured is required.

   4) Professional Liability Insurance, including errors and omissions: for all Work performed under the terms of this agreement with minimum limits of One Million and 00/100 ($1,000,000.00) Dollars per occurrence; or

claims made form with "tail coverage" extending four (4) years beyond the term of the Agreement. Proof of "tail coverage" must be submitted with the invoice for final payment.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1) General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

b. The Contractor's insurance coverage shall be primary insurance as respects the County, it 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.

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. INDEMNIFICATION

To the extent allowed by Section 725.08, Florida Statutes, Consultant shall indemnify and hold harmless the County and its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other

persons employed or utilized by the Consultant, in the performance of the Agreement.

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.

The Contractor shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project, which is the subject of the Work provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by the negligence, recklessness, or intentional wrongful conduct on the part of the Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement.

16. AUDITS, RECORDS, AND RECORDS RETENTION

By entering into this Agreement, Contractor acknowledges and agrees that any records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of Section 119.071, Florida Statutes. The Contractor agrees:

A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.

B. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.

C. Upon completion or termination of this Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in Subsection B above.

D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.

E. That persons duly authorized by the County and Federal auditors, pursuant to 45 CFR 75.364 shall have full access to and the right to examine this Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

F. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion or termination of the Agreement if Contractor does not transfer the records to the County.

G. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) (“Trade Secret Materials”) must be redacted, conspicuously labeled “EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET” and the 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

17. 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.

18. 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.

19. 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. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. FORCE MAJEURE

If either of the Parties is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or Federal government (collectively "Force Majeure"), then the affected party shall be excused from performance hereunder during the period of inability to perform. The party claiming Force Majeure shall promptly notify the other party in writing when upon learning of the existence of a Force Majeure condition, and when the Force Majeure condition has terminated. Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events related to increased costs associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

27. SOVEREIGN IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement. The County is included within the definition of "state agencies or subdivisions" in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

28. 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.

29. 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.

30. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

31. 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.

32. 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.

33. 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.

34. INTERPRETATION

This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

35. COUNTERPARTS AND MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals and in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

36. AUTHORITY TO SIGN

Each signatory to this Agreement who signs on behalf of a party expressly represents and warrants that he or she has the authority to sign on behalf of that party.

37. ENTIRE AGREEMENT

This Agreement, including the terms and conditions shown above contains the complete and final agreement between the County and Contractor and no other agreement in any way modifying any of said terms and conditions will be binding upon the County unless made in conformance with this Agreement. Contractor may not unilaterally modify the terms of the Agreement (e.g., attachment or inclusion of standard preprinted forms or terms accompanying or affixed to a product or purchase order, task order/work order, or similar document, whether written or electronic) or by incorporating such terms onto Contractor's invoice or other documents forwarded by Contractor for payment. The County's acceptance of product or processing of documentation on forms furnished by Contractor for approval or payment shall not constitute acceptance of any proposed modification to terms and conditions and any additional or conflicting terms proposed by Contractor. Any such terms or other writing shall not be binding on County and are hereby objected to and expressly rejected.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B
4. Exhibit C

ATTACHMENTS

Exhibit A – Solicitation Document #BC-2024-001
Exhibit B – Contractor's Response to Solicitation #BC-2024-001
Exhibit C – Fee Schedule

The remainder of this page intentionally left blank.

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

LEON COUNTY, FLORIDA

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: _____

<<VENDOR NAME>>

By: _____

Printed
Name _____

Title: _____

Date: _____

Leon County
Procurement
Melanie Hooley, Purchasing Director
1800-3 North Blair Stone Road, Tallahassee, FL 32308

QUESTION & ANSWER REPORT

RFP No. BC-2024-001

Leon County Vulnerability Assessment

RESPONSE DEADLINE: February 6, 2024 at 2:00 pm

Monday, March 4, 2024

Approved, Unanswered Questions

Approved, Answers Provided

1. Cover Letter

Jan 10, 2024 10:59 AM

Question: Can we include a cover letter in our submission?

Jan 10, 2024 10:59 AM

Answered by Greg Hill: Please refer to Section 10.5. RFP Submittal - Tab 1

Jan 10, 2024 4:26 PM

2. Local Preference

Jan 10, 2024 11:04 AM

Question: How are you defining the word home for home office? Does that indicate headquarters or any office in our firm can be located within Leon, Gadsden, Wakulla, or Jefferson County to receive maximum points?

Jan 10, 2024 11:04 AM

Answered by Greg Hill: "Home Office" is a business's principal office or headquarters constituting the center for administration and policymaking.

Jan 10, 2024 4:26 PM

3. Tab Dividers

QUESTION & ANSWER REPORT
RFP No. BC-2024-001
Leon County Vulnerability Assessment

Jan 10, 2024 11:09 AM

Question: Can we include a cover and tab dividers?

Jan 10, 2024 11:09 AM

Answered by Greg Hill: Please refer to Section 10.5. RFP Submittal - Tab 1

Jan 10, 2024 4:26 PM

4. Sample Agreement

Jan 15, 2024 9:51 AM

Question: Upon review of the Sample Agreement provided with the RFP, would the County be willing to negotiate specific terms and conditions in the Sample Agreement upon award? Section 10.B. Would the County consider deleting the second sentence of this section regarding deductibles and bonds? Bonds are appropriate for construction contractors, but they are almost never available in the commercial market to design professionals. Our firm will be happy to declare its deductibles for the County's consideration.

Jan 15, 2024 9:51 AM

Answered by Greg Hill: The County does not wish to negotiate or delete Section 10.B.

Jan 17, 2024 3:24 PM

5. Sample Agreement

Jan 15, 2024 9:52 AM

Question: Upon review of the Sample Agreement provided with the RFP, would the County be willing to negotiate specific terms and conditions in the Sample Agreement upon award? We are concerned that the Warranty language in Sections 13A and B elevates the standard of care by agreeing to 'exceed' the normal standard of care and by expressly guaranteeing the Consultant's work. Professional liability insurance covers services performed according to the standard of care exercised by members of the same profession. It will not cover breach of warranty. Agreeing to warrant the Consultant's services elevates the standard of care and jeopardizes professional liability insurance coverage. Both parties have an interest in not jeopardizing insurance coverage. In addition, professional liability insurance covers claims that arise out of negligent acts, errors, or omissions in the performance of professional services that were committed or alleged to have been committed after the retroactive date stated in the policy; this insurance will be in effect much longer than a typical warranty period. Would the County be willing to replace Sections 13A and 13B with the following language? "B. Performance. The Consultant represents that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all services under this Agreement and that each person and entity that will provide the services is duly qualified to perform such services by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will render such services. The Consultant represents that the services shall be performed in a

professional manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. C. In entering into this Agreement, the Consultant acknowledges that the County is materially relying on the representations stated herein. Upon notice to the Consultant and by mutual agreement between the parties, the Consultant will, without additional compensation, correct those services not meeting the Consultant's standard of care."

Jan 15, 2024 9:52 AM

Answered by Greg Hill: The County does not wish to replace the language in Sections 13A and 13B.

Jan 17, 2024 3:24 PM

6. Sample Agreement

Jan 15, 2024 9:52 AM

Question: Upon review of the Sample Agreement provided with the RFP, would the County be willing to negotiate specific terms and conditions in the Sample Agreement upon award? The Sample Agreement contains Indemnification provisions that are not compliant with Florida Statue 725.08, which governs indemnification in a professional services agreement with public agencies. Under the statute, a public agency may not ask a design professional to provide defense to the agency and restricts the indemnification to the consultant's negligence, recklessness or intentionally wrongful conduct. Would the County be willing to delete the Indemnification provisions in Section 15 in its entirety and replace with the following to comply with the Statute? "The Consultant shall indemnify and hold harmless the County and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of the contract."

Jan 15, 2024 9:52 AM

Answered by Greg Hill: The first paragraph of Section 15 is replaced with the following: To the extent allowed by Section 725.08, Florida Statutes, Consultant shall indemnify and hold harmless the County and its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant, in the performance of the Agreement. Also, the first sentence of the second paragraph has been deleted. Please see the updated Agreement per Addendum 2.

Jan 17, 2024 3:24 PM

7. No subject

Jan 16, 2024 1:16 PM

Question: Is there an incumbent for this work?

Jan 16, 2024 1:16 PM

Answered by Anna Padilla: There is no incumbent for this project.

Jan 17, 2024 3:24 PM

8. No subject

Jan 16, 2024 1:17 PM

Question: What resilience plans have been completed to date in the County? Were vendors leveraged to complete those plans and if so, who?

Jan 16, 2024 1:17 PM

Answered by Anna Padilla: The Apalachee Regional Planning Council funded a vulnerability assessment for the nine-county region including Leon County (Apalachee Regional Vulnerability Assessment: An Evaluation of Current and Future Flood Risks Across the Nine-County Region) which was prepared by Halff Associates, Inc. and Cummins Cederberg. The City of Tallahassee has developed a resilience plan for areas within the city limits. It is unknown if vendors were used to prepare this plan.

Jan 17, 2024 3:24 PM

9. No subject

Jan 16, 2024 1:30 PM

Question: Will the County share who is included on the selection committee?

Jan 16, 2024 1:30 PM

Answered by Greg Hill: This information will be available, upon request, after an intended award has been posted.

Jan 17, 2024 3:24 PM

10. Letter of Interest

Jan 16, 2024 3:42 PM

Question: Can we include a Letter of Interest in our submittal? If so, should it be in “1. Firm's Professional Personnel?

Jan 16, 2024 3:42 PM

Answered by Greg Hill: Please refer to Section 10.5. RFP Submittal - Tab 1 for requested items.

Jan 17, 2024 3:24 PM

11. GIS

Jan 16, 2024 2:26 PM

Question: Does the County require the consultant to create/include metadata for source data that the Consultant does not develop internally?

Jan 16, 2024 2:26 PM

Answered by Anna Padilla: Metadata is required for source data not developed by the Consultant internally if the data is used to illustrate the flooding and sea level rise impacts identified in the assessment.

Jan 23, 2024 2:04 PM

12. GIS

Jan 16, 2024 2:26 PM

Question: Can the County confirm that the only inventory layer the consultant is required to develop is a critical facility/asset inventory?

Jan 16, 2024 2:26 PM

Answered by Anna Padilla: While it is anticipated that much of the necessary information is available, the County cannot confirm that the only inventory layer the Consultant is required to develop is a critical facility/asset inventory.

Jan 23, 2024 2:04 PM

REQUEST FOR PROPOSAL

FOR

LEON COUNTY VULNERABILITY ASSESSMENT

Proposal Number BC-2024-001

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

RELEASE DATE: January 9, 2024

Leon County Vulnerability Assessment

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RFP Title: LEON COUNTY VULNERABILITY ASSESSMENT
Proposal Number BC-2024-001
Opening Date: February 6, 2024, 2:00 pm

1. Introduction

1.1. Summary

Leon County, Florida ("County") is issuing this Request for Proposals ("RFP") from qualified architects, engineers, landscape architects, surveyors, and mappers to provide a comprehensive Vulnerability Assessment (VA) pursuant to Section 380.093, Florida Statutes (F.S.), the attached Scope of Work, as well as develop an Adaptation Plan.

1.2. Contact Information

Greg Hill
Procurement Administrator
1800-3 N. Blair Stone Road
Tallahassee, FL 32308
Email: hillg@leoncountyfl.gov
Phone: (850) 606-1600
Department:
Procurement

Department Head:
Melanie Hooley
Purchasing Director

1.3. Timeline

Below is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interest of the public. If any changes to the schedule of events are made, Leon County will post the changes on the Leon County procurement website either as a public meeting notice, or as an addendum, as applicable. It is the responsibility of the firm to register as a vendor in the County's eProcurement Portal located at https://procurement.opengov.com/portal/leoncounty and to click the "Follow" button on your interested projects in order to receive email notifications of changes. Ultimately, it is the responsibility of the firm and other interested persons and parties to review the Purchasing Division's website to stay informed of the schedule of events, addenda to the solicitation, and public meetings. The main procurement website address is: https://procurement.opengov.com/portal/leoncounty.

Release Project Date	January 9, 2024
Question/Inquiries Deadline	January 16, 2024, 4:00pm

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Opening Date	February 6, 2024, 2:00pm Leon County Purchasing Office 1800-3 N. Blair Stone Rd Tallahassee, FL 32308

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2. General Instructions

If the firm is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the proposal. Firms must be currently licensed and registered in the State of Florida as required under Florida law at the time of submittal. Further, if the applicant is a Joint-Venture or a corporation, the Firm must be currently registered with the Florida Department of State, Division of Corporations if a domestic corporation or have the authority to transact business in Florida if a foreign corporation at the time of submittal.

2.1. Special Accommodations

Any person requiring a special accommodation at a Pre-Proposal Conference or public opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

2.2. Prohibited Communications

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for qualification or any other competitive solicitation between:

A. Any person or person's representative seeking an award from such competitive solicitation; and

B. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, lawyer, relative, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, communications with the County Attorney or communications with the Purchasing Director.

Violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

2.3. Submittals

Qualifications shall be submitted electronically through the Leon County Procurement Portal located at https://procurement.opengov.com/portal/leoncounty.

2.4. Registration

Firms who obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective firms. Also, firms should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective firm through the Purchasing Division (https://procurement.opengov.com/portal/leoncounty) may cause your submittal to be rejected as non-responsive. To Register, complete the online vendor registration process, find the opportunity of interest, and click "Follow" or "Draft Response".

2.5. Registered Planholders List

As a convenience to vendors, Leon 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 simply clicking the Followers tab for each respective solicitation. A listing of the registered vendors with their contact information is designed to assist vendors in preparation of their responses.

2.6. Errors and Omissions

The County and its representatives shall not be responsible for any errors or omission in the solicitation. Due care and diligence has been exercised in the preparation of this solicitation, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful firm.

2.7. Acceptance of County Terms

Leon County objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response or placing a respondent in default.

3. Required Certifications

3.1. Licenses and Certifications

The firm 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.

A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the proposal being determined as non-responsive.

3.2. Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

3.3. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.

3.4. Unauthorized Alien(s)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form “AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.”

3.5. 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.

3.6. Drug Free Workplace Requirements

All vendors in accordance with Florida Statute 287.087 must certify the following actions:

A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

B. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

C. Give each employee engaged in providing the commodities or contractual services that are under response/bid a copy of the statement specified in subsection (1).

D. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under response/bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.

F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Vendor must confirm compliance with this requirement in the Required Submittals section of your response.

3.7. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

3.8. 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.

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A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of $1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.4725, Florida Statutes, or with companies engaged in business operations in Cuba or Syria.

4. Selection Process

4.1. Evaluation Committee

Depending on the expected complexity and expense of the professional services to be contracted, the County Administrator, or his/her designee shall determine whether a three member or five-member selection committee will best serve the needs of the County.

Membership of all Evaluation Committees shall be appointed by the County Administrator or his/her designee.

4.2. Scoring and Ranking

Evaluators will independently score each responsive proposal based upon the points given in the Scoring Sheet utilizing the Evaluation Criteria contained herein. No other factors or criteria shall be used in the evaluation criteria that are not included in the Request for Proposal. The score for Local Preference will be provided by the Purchasing Division.

The Ordinal Process Rating System will be used to rank the firms. The respondents shall be listed in order of preference starting at the top of the list. The list of best-qualified persons shall be forwarded to the Purchasing Director, County Administrator, or Board, as appropriate, for approval prior to beginning contract negotiations. Negotiation sequence shall be based on the order of preference.

4.3. Negotiation

The Negotiator(s) shall negotiate a contract with the firm considered to be the most qualified to provide the services at compensation and upon terms which the Negotiator(s) determines to be fair and reasonable to the County. In making this decision, the Negotiator(s) shall take into account the estimated value, the scope, the complexity, and the professional nature of the services to be rendered. Should the Negotiator(s) be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, negotiations with that firm shall be formally terminated. The Negotiator(s) shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the Negotiator(s) shall formally terminate negotiations, and shall then undertake negotiations with the third most qualified firm. Should the Negotiator(s) be unable to negotiate a satisfactory contract with any of the selected firms, the Selection Committee shall select additional firms in order of their competence and qualifications, and the Negotiator(s) shall continue negotiations in accordance with this section until an agreement is reached or until a determination has been made not to contract for such services.

4.4. Truth in Negotiation

The County shall negotiate a contract with the most qualified Consultant/firm for professional services at compensation which the County determines is fair, competitive, and reasonable. In making such determination, the County shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in s. 287.017, Florida Statutes for CATEGORY FOUR ($195,000), the County shall require the Consultant/firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.

5. Evaluation Criteria

Actual rating for each criteria may range from zero (lowest rating) to five (maximum rating) points for that criteria using the scoring guidelines below for all responses:

Numerical Score	Evaluation Word	Description
5	Superior	Response exhaustively addresses the evaluation criterion or demonstrates extraordinary capability and/or experience related to the criterion.
4	Excellent	Response extensively addresses the evaluation criterion or demonstrates exceptional capability and/or experience related to the criterion.
3	Acceptable	Response adequately addresses the evaluation criterion or demonstrates sufficient capability and/or experience related to the criterion.
2	Fair	Response minimally addresses the evaluation criterion or demonstrates nominal capability and/or experience related to the criterion.
1	Poor	Response inadequately addresses the evaluation criterion or demonstrates limited capability and/or experience related to the criterion.
0	Missing	Response does not address the evaluation criterion and/or does not demonstrate any capability and/or experience related to the criterion.

Proposals will be evaluated and ranked on the basis of the following considerations:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Firm's Professional Personnel** Shall consider the following criteria: Qualifications, credentials, technical ability of the firm and staff to perform the requirements of the scope of this project.	0-5 Points	25 *(25% of Total)*
2.	**Firm's Experience with Projects of Similar Scope** Shall consider the following criteria: Prior experience of the firm and staff with projects of similar size and scope.	0-5 Points	30 *(30% of Total)*

3.	**Firm's Availability to Perform Work** Shall consider the following criteria: Ability to adequately provide scope deliverables based on current and projected workloads.	0-5 Points	10 *(10% of Total)*
4.	**Firm's Approach** Shall consider the following criteria: A. Capabilities, methodologies, type of software, data gathering, evaluation, and report creation. B. Proposed project schedule, unique approach, innovative concepts or techniques towards the project.	0-5 Points	30 *(30% of Total)*
5.	**Local Preference** Points for Local Preference will be awarded as follows: A. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of five percent (five (5) points out of the maximum points allowed); and B. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of three percent (three (3) points out of the maximum points allowed); and C. All other individuals or firms shall be given zero (0) points for Local Preference.	Points Based	5 *(5% of Total)*

6. Minority, Women, Small Business (MWSBE) Enterprise

6.1. Overview for Projects Without a Specific MWSBE Goal

This solicitation does not have a project specific goal for the participation of Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by the Office of Economic Vitality (OEV) MWSBE Division.

Although MBE and WBE participation is not a requirement for this solicitation, each Respondent is strongly encouraged to secure MBE and WBE firm participation. Respondents needing assistance or guidance with securing MBE and WBE firms should contact LaTanya Raffington of the MWSBE Division at Lraffington@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.

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.

7. Insurance Requirements

7.1. Overview

Proposer's attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation. Proposers should confer with their respective insurance carriers or brokers to determine in advance of proposal submission the availability of insurance certificates and endorsements. If an apparent awarded proposer fails to comply strictly with the insurance requirements, that proposer 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 proposal.

8. Terms and Conditions

8.1. Agreement

The terms and conditions associated with this solicitation are as set forth in the Agreement contained in the "Attachments" section of this solicitation. After the proposal award the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this procurement. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the proposal specifications.

8.2. Travel Expenses

Consultant travel which is not covered within the scope of the consultant's contract and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Leon County Board of County Commissioners and must be within limitations described herein and in Ch. 112.06, Florida Statutes. Consultants and contractors, traveling on a cost reimbursement basis, must have their travel authorized by the department head from whose budget the travel expenses will be paid and the County Administrator.

8.3. Penalties

SUBMITTALS MAY BE REJECTED AND/OR FIRMS DISQUALIFIED FOR THE FOLLOWING REASONS:

A. Failure to perform according to contract provisions.

B. Conviction in a court of law of any criminal offense in connection with the conduct of business.

C. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.

D. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.

E. Other reasons deemed appropriate by the Board of County Commissioners.

9. Ethical Business Practices

9.1. Gratuities

It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

9.2. Kickbacks

It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

9.3. Board Action

The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

10. Submittals

10.1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

☐ Please confirm
*Response required

10.2. Human Trafficked Labor*

I certify that this firm does not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

☐ Please confirm
*Response required

10.3. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Florida Statute 287.087. See section titled Drug-Free Workplace Requirements for details. If firm is awarded a contract, the firm will be required to sign a compliance statement.

☐ Please confirm
*Response required

10.4. Insurance Requirement Certification*

The required types and limits of coverage for this solicitation are contained within the attached Agreement. Proposer confirms that either coverage is in place or will place coverage at the required levels.

☐ Please confirm
*Response required

10.5. RFP Submittal - Tab 1*

Firm is requested to provide the following information using the same lettering scheme as the format below as one PDF file:

1. Firm's Professional Personnel:

- Proposed team: Provide an organizational chart of the team highlighting the key individuals who will work on this project. The key staff, joint venture, and/or subconsultants presented in the firm's response shall be the staff utilized on this project.

Limit each response to one (1) page per resume and include:

a. Name, professional credentials, and current position held by the person

b. A brief description of their experience outlining their qualifications to perform the scope of work.

2. Firm's Related Experience:

- Describe your most recent projects (no more than three) performed by your firm with similar size and scope.
- For each project, limit response to one (1) page per project and include:

a. Name, location and size, and cost of the project;

b. The nature of the firm's responsibility on the project;

c. Identify the key staff and their role in each project

3. Firm's Availability to Perform the Work:

- Demonstrate the ability to adequately provide services and deliverables based on current and projected workloads.
- Limit response to two (2) pages.

4. Firm's Project Approach:

- Provide a narrative outlining how the firm will perform and complete these services.
- Limit response to six (6) pages and include:

a. Capabilities, methods and software to be used in accomplishing the services;

b. Proposed timeframes for furnishing products and/or services; and any innovative concepts or techniques proposed for completing tasks and delivery of the products and/or services.

*Response required

10.6. Additional Forms to Fill Out and Submit - Tab 3*

Submit (as ONE PDF file) the items on the following list and any other items required by any section of this solicitation. The checklist is provided as a courtesy and may not be inclusive of all items required within this solicitation.

Please see Attachments for all the necessary forms for the bidder to complete for this solicitation.

- Bid Response Cover Sheet
- Respondent and Team Summary Form
- Affidavit Immigration Laws
- Equal Opportunity and Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information & Applicable Licenses/Registrations
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)

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*Response required

10.7. Redacted Proposals

If applicable, upload a redacted proposal here.

<< INSERT CONTRACTOR'S RESPONSE >>

<< Insert Fee Schedule >>

Leon County
Procurement
Melanie Hooley, Purchasing Director
1800-3 North Blair Stone Road, Tallahassee, FL 32308

EVALUATION TABULATION

RFP No. BC-2024-001

Leon County Vulnerability Assessment

RESPONSE DEADLINE: February 6, 2024 at 2:00 pm

Report Generated: Monday, March 4, 2024

PHASE 1

AGGREGATE SCORES SUMMARY

Vendor	Michael Hogan	Chris Muehlemann	Anna Padilla	Total Score (Max Score 100)	Total Average Rank
Jones Edmunds & Associates, Inc.	76 (4)	82 (1)	91 (1)	83	2
Halff Associates, Inc.	84 (1)	73 (2)	78 (4)	78.33	2.33
Michael Baker International	79 (2.5)	67 (3)	79 (3)	75	2.83
Tetra Tech, Inc.	79 (2.5)	65 (4)	80 (2)	74.67	2.83

Leon County
Board of County Commissioners

Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status report on Community Reinvestment Act Reports and Home Mortgage Disclosure Act Data for Regulated Banks in Leon County

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Shington Lamy, Assistant County Administrator Artie White, Director, Planning, Land Management, and Community Enhancement (PLACE)
Lead Staff/ Project Team:	Keith Bowers, Director, Office of Economic Vitality (OEV) Lila Seagle, Deputy Director, OEV Dan Lucas, Business Intelligence Manager, OEV Jelani Marks, Housing Services Manager

Statement of Issue:

As requested by the Board on January 23, 2024, this item seeks Board acceptance of a status report on the Community Reinvestment Act and the Home Mortgage Disclosure Act data for regulated banks in Leon County. This item provides an overview of both Acts and an analysis of the publicly available reports and data from 13 banks operating in Leon County. As detailed in the analysis section of this item, federal regulatory agencies have found that banks in Leon County are practicing fair lending.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on Community Reinvestment Act Reports and Home Mortgage Disclosure Act data for regulated banks in Leon County.

Report and Discussion

Background:

As requested by the Board on January 23, 2024, this item seeks Board acceptance of a status report on the Community Reinvestment Act and the Home Mortgage Disclosure Act data for regulated banks in Leon County. This item provides an overview of both Acts and an analysis of the publicly available reports and data from 13 banks operating in Leon County. As detailed in the analysis section of this item, federal regulatory agencies have found that banks in Leon County are practicing fair lending. This agenda item fully addresses the Board's request for analysis on the Community Reinvestment Act.

Starting in this 1930s, millions of white families benefited from private loans insured by the Federal Housing Administration (FHA) to obtain low-down-payment homes, providing a foundation to join middle class America and build strong communities. Black families were prevented from receiving the same benefits and subsidies through redlining. Color-coded maps developed by the federal Home Owners' Loan Corporation identified where households of color lived and deemed those "redlined" areas unsafe for lending.

Between 1934 and 1962, households of color received just 2% of all government-backed mortgages, severely impacting their long-term economic mobility. When Black families were denied pathways to affordable homeownership, it affected their ability to set up future generations for success. Starting in the 1960's, the government began to address mortgage lending discrimination through federal legislation.

In 1968, the Fair Housing Act was enacted, making discrimination in real estate and lending, including race-based redlining, illegal at the federal level. Yet, many community groups and policymakers remained concerned that the practice of redlining lingered, and neighborhoods suffered from a lack of investment.

Enacted by Congress in 1975, the Home Mortgage Disclosure Act (HMDA) (Attachment #1) requires banks to collect and report data about their mortgage lending activities. This data includes information such as the race, ethnicity, income, and gender of loan applicants, as well as details about loan terms and pricing. HMDA reporting helps regulators and policymakers identify potential discriminatory lending patterns, monitor trends in mortgage lending, and ensure fair access to credit in communities.

In 1977, the Community Reinvestment Act (CRA) (Attachment #2) was enacted requiring the Board of Governors of the Federal Reserve System (FRB), the Federal Deposit Insurance Corporation (FDIC), and the Office of the Comptroller of the Currency (OCC) to regulate banks to help meet the credit needs of the communities in which they conduct business, including low- and moderate-income (LMI) neighborhoods. The CRA requires that each insured depository institution's record in helping meet the credit needs of its entire community be evaluated periodically by one of the federal bank regulatory agencies. A uniform, four-tiered rating system

is used by the federal bank regulatory agencies in assessing CRA performance. Since July 1, 1990, the agencies have been required to make an institution's rating and written performance evaluation available to the public.

In March 2003, the Board received a status report detailing CRA Reports and HMDA data for regulated banks in Leon County. The report addressed potential mortgage discrimination and fair housing issues in Leon County and found that the three primary reasons for mortgage application denial were blemished credit history, debt-to-loan ratio, and unstable employment history.

At the January 23, 2024, Board meeting, the Board requested an update on the CRA Reports of Leon County banks. As detailed in the following Analysis section, this item provides information on the CRA evaluation process, provides a summary of the most recent CRA evaluations for banks operating in Leon County, and includes additional HMDA data on the mortgage lending practices of banks in Leon County. Regulatory agencies found that banks in Leon County are practicing fair lending.

Analysis:

CRA Performance Evaluations

The CRA requires each financial institution's performance to be evaluated by a federal bank supervisory agency. There are three federal bank supervisory agencies: the OCC, FRB, and the FDIC. Each bank is assigned a primary federal supervisory authority. The OCC supervises national banks and is responsible for supervising federally chartered savings banks and savings and loans associations. The FRB supervises all insured state-chartered banks that have become Federal Reserve members. The FDIC supervises state-chartered banks that are not members of the Federal Reserve System. The CRA does not apply to credit unions insured by the National Credit Union Share Insurance Fund (NCUSIF) or non-bank entities supervised by the Consumer Financial Protection Bureau (CFPB).

A bank's performance in helping to meet the credit needs of its community is evaluated in the context of the institution's total asset size, its community, and its competitors and peers. There are three different evaluation methods for banks based on total asset size, adjusted annually to assess the CRA performance of banking institutions:

- Small Bank Evaluation (assets less than $1.564 billion)
- Intermediate Small Bank Evaluation (assets from $391 million to $1.564 billion)
- Large Bank Evaluation (assets greater than $1.564 billion)

Once a CRA examination has been completed, an overall CRA Rating is assigned using a four-tiered rating system (Outstanding, Satisfactory, Needs to Improve, and Substantial Noncompliance). When evaluating an interstate bank, the federal supervisory agencies are

required to evaluate the institution's performance in each state and metropolitan statistical area (MSA) in which it has a branch in addition to providing an overall rating for the bank's performance. The assessment of the financial institution's performance in the respective areas is considered when determining the overall rating. Receiving a negative rating can hinder a bank's long-term growth strategy by impeding its ability to open new branches, merge with other banks, or acquire them. Moreover, such a rating poses substantial reputational risk, as the CRA rating is publicly available. As detailed in the analysis below, the 13 banks operating in Leon County analyzed for this item all have overall institution ratings of Outstanding or Satisfactory.

Small and Intermediate Small Bank CRA Performance Criteria

Institutions with total assets within the Small Bank threshold are evaluated under a streamlined assessment method called the Small Bank Lending Evaluation, which include five performance criteria:

- Loan-to-deposit ratio (total loans to its total deposits for the same period) responsive to credit needs of the assessment area. The loan-to-deposit ratio is calculated by dividing the institution's net loans and leases by its total deposits.
- Percentage of loans/lending-related activity in an institution's assessment area.
- Geographic distribution of loans, including to LMI areas.
- Record of lending/lending related activity to borrowers of different income levels; and/or businesses and farms of different sizes.
- Response to CRA related complaints.

Institutions with assets within the Intermediate Small threshold (assets from $391 million to $1.564 billion) are evaluated by means of a two-part test, which includes the Small Bank Lending Evaluation and the Community Development Test. The Community Development Test considers the number and amount of community development loans, investments and services offered by the institution.

As previously stated, banks undergoing CRA evaluation can receive the following overall ratings:

- Outstanding
- Satisfactory
- Needs to Improve
- Substantial Noncompliance.

In addition, small and intermediate small banks are rated on the same scale for the Small Bank Lending Evaluation and Community Development Test. Table #1 shows the most recent CRA performance ratings for small and intermediate small banks with branches operating in Leon County.

Table #1: Small and Intermediate Small Banks CRA Performance Ratings

Bank	Lending Test Rating[1]	Community Development Test Rating[1]	Overall Institution Rating
American Commerce	Satisfactory	Satisfactory	Satisfactory
MidSouth	Satisfactory[2]	Satisfactory[2]	Satisfactory
Prime Meridian	Satisfactory	Satisfactory	Satisfactory
TC Federal	Satisfactory[2]	N/A[3]	Satisfactory

1. Unless otherwise noted, ratings for this test are associated with this institution's activities within the Tallahassee MSA assessment area.
2. Due to the level of review that the Tallahassee MSA received in this institution's CRA Report, the rating shown represents the institution's activities throughout the state of Florida.
3. This institution's CRA Report did not include a rating of community development activities.

Large Bank CRA Performance Criteria

Institutions with assets in the Large Bank threshold are subject to a three-part evaluation which includes the Lending Test, the Investment Test and the Service Test.

The Lending Test: The Lending Test for Large Banks evaluates the institution based on the:

- Number and amount of loans in the institution's assessment area,
- Geographic distribution of loans, including to LMI areas,
- Bank's record of lending/lending-related activity to borrowers of different income levels and/or businesses and farms of different sizes,
- Number, amount, complexity and innovativeness of community development loans offered by the institution, and
- Innovative or flexible lending practices to address the needs of LMI individuals or geographies consistent with safe and sound banking.

The Investment Test: The Investment Test for Large Banks evaluates the institution based on:

- The dollar amount of qualified community development investments,
- Innovativeness and complexity of qualified investments, and
- Responsiveness of qualified investments to credit and community development needs.

The Service Test: The Service Test for Large Banks considers the:

- Geographic distribution of retail bank branches,
- Record of opening and closing retail bank branches, particularly those that serve LMI geographies and individuals,
- Availability and effectiveness of alternative systems for delivering retail banking services in LMI geographies and to LMI individuals,
- Range of retail banking services in each geography classification,
- Extent of community development services provided, and
- Innovativeness and responsiveness of community development services.

As previously mentioned in this item, all banks undergoing CRA evaluation receive an overall institution rating. Large banks also receive the following ratings for the Lending, Investment and Service Tests:

- Outstanding
- High Satisfactory
- Low Satisfactory
- Needs to Improve
- Substantial Noncompliance.

Table #2 shows the most recent CRA performance ratings for large banks that have branches operating in Leon County.

Table #2: Large Banks CRA Performance Ratings

Bank	Lending Test Rating[1]	Investment Test Rating[1]	Service Test Rating[1]	Overall Institution Rating
Bank of America	Outstanding	Outstanding	High Satisfactory	Outstanding
Capital City Bank	High Satisfactory	High Satisfactory	High Satisfactory	Satisfactory
Centennial Bank	High Satisfactory	High Satisfactory	Low Satisfactory	Satisfactory
Hancock Whitney	Low Satisfactory	High Satisfactory	Low Satisfactory	Satisfactory
JP Morgan Chase	Outstanding	High Satisfactory	High Satisfactory	Outstanding
Regions	High Satisfactory	High Satisfactory	Low Satisfactory	Satisfactory
Synovus	Low Satisfactory	High Satisfactory	Low Satisfactory	Satisfactory
Truist	High Satisfactory	Outstanding	Outstanding	Outstanding
Wells Fargo	Outstanding	High Satisfactory	Outstanding	Outstanding

1. Due to the level of review that the Tallahassee MSA received in these large banking institutions' CRA Reports, the ratings shown for the listed tests represent the institutions' activities throughout the state of Florida.

Home Mortgage Disclosure Act Data

The HMDA requires banks to maintain, report, and publicly disclose loan-level information related to residential mortgage applications received. This information helps show whether lenders are serving the housing needs of their communities, and sheds light on lending patterns that could be discriminatory.

HMDA was originally enacted by Congress in 1975 and has been amended several times. Collectively, the FRB, the FDIC, the OCC, the CFPB and the National Credit Union Administration (NCUA), comprise the Federal Financial Institutions Examination Council (FFIEC), a governmental interagency body that facilitates public access to the data.

The Shimberg Center for Housing Studies at the University of Florida prepared a dataset for the Tallahassee-Leon County Office of Economic Vitality of all mortgage loan applications

(consistent with HMDA reporting requirements) in Leon County for the 2022 calendar year (most recent year available). The Shimberg Center provides data and applied research to state agencies, municipalities, non-profits and the housing industry since 1988 and is a subject matter expert on HMDA data. At OEV's request, the Shimberg Center produced a subset of HMDA data which has been summarized in the tables below. There were nearly 500 lending institutions that accepted mortgage applications from home buyers in Leon County in 2022, with most of those lenders representing out-of-market banking institutions such as Loan Depot and Quicken Loans. There was a total of 12,261 loan applications made in 2022 with an aggregate requested loan amount exceeding $3.2 billion. These loans were processed by 473 institutions, with 340 institutions processing ten or fewer applications.

The 6,213 loans originated in 2022 accounted for 51% of total applications and had an aggregate loan amount of $1.89 billion, 59% of the requested $3.2 billion. The 1,875 applications denied represented 15% of total applications and 11% of the aggregate requested loan amount. Table #3 below provides details on 2022 loan applications activity for Leon County.

Table #3: All Loan Applications in Leon County, by Action Taken, 2022

Action Taken	Count of Applications	Percent of Applications	Sum of Loan Amounts ($1,000s)	Percent of Loan Amounts
Application approved but not accepted	326	3%	$61,590	2%
Application denied by financial institution	1,875	15%	$354,815	11%
Application withdrawn by applicant	2,023	16%	$503,675	16%
File closed for incompleteness	673	5%	$126,735	4%
Loan originated	6,213	51%	$1,890,335	59%
Loan purchased by the institution	1,117	9%	$7,010	8%
Pre-approval request not accepted or denied by financial institution	30	<1%	$910	<1%
TOTAL	**12,261**	**100%**	**$3,200,105**	**100%**

Note: Percentages may not total 100% due to rounding.

Table #4 on the next page summarizes actions taken for loan applications among the 13 banks physically located in Leon County. Data was only available for 11 of the 13 banks that have a significant physical presence in the community and together accounted for 18% of the total loan applications made in Leon County during 2022. The percentage of loans originated and denied by the 11 banks was similar to the percentages among all banks in Leon County. Table #4 below shows actions taken for each mortgage application received by the banks within Leon County in 2022.

*Table #4: Loan Applications, Selected Leon County Banks, by Action Taken, 2022**

Action Taken	Count of Applications	Percent of Applications	Sum of Loan Amounts ($1,000s)	Percent of Loan Amounts
Application approved but not accepted	57	2%	$8,575	1%
Application denied by financial institution	411	18%	$57,965	10%
Application withdrawn by applicant	242	10%	$59,690	10%
File closed for incompleteness	89	4%	$16,635	3%
Loan originated	1,254	54%	$363,060	63%
Loan purchased by the institution	264	11%	$67,490	12%
TOTAL	**2,317**	**100%**	**$572,415**	**100%**

**Includes Bank of America, Capital City Bank, Centennial Bank, Hancock Whitney Bank, JP Morgan Chase Bank, Prime Meridian Bank, Regions Bank, Synovus Bank, TC Federal Bank, Truist Bank, Wells Fargo Bank. There was no 2022 HMDA data provided by the Shimberg Center for American Commerce Bank or Mid-South Bank.*

Note: Percentages may not total 100% due to rounding.

Table #5 summarizes reasons given for the 411 mortgage loan denials cited in Table #4, listed by applicant race.

*Table # 5: Denial Reasons by Applicant Race, Selected Leon County Banks, 2022**

Denial Reasons by Applicant Race	# of Loan Denials	Denial Reason % of Subtotal
2 or more minority races		
Credit history	*1*	*50%*
Debt-to-income ratio	*1*	*50%*
Subtotal	***2***	***100%***
American Indian or Alaska Native		
Collateral	*1*	*20%*
Credit history	*2*	*40%*
Debt-to-income ratio	*1*	*20%*
Other	*1*	*20%*
Subtotal	***5***	***100%***
Asian		
Collateral	*1*	*5%*
Credit application incomplete	*1*	*5%*
Credit history	*3*	*16%*
Debt-to-income ratio	*10*	*53%*
Other	*2*	*11%*
Unverifiable information	*2*	*11%*
Subtotal	***19***	***100%***

Denial Reasons by Applicant Race	# of Loan Denials	Denial Reason % of Subtotal
Black or African American		
Collateral	*9*	*8%*
Credit application incomplete	*7*	*6%*
Credit history	*36*	*32%*
Debt-to-income ratio	*42*	*38%*
Employment history	*1*	*1%*
Insufficient cash (downpayment, closing costs)	*6*	*5%*
Mortgage insurance denied	*1*	*1%*
Other	*6*	*5%*
Unverifiable information	*2*	*2%*
(blank)	*1*	*1%*
Subtotal	***111***	***100%***
Joint**		
Collateral	*2*	*33%*
Credit history	*2*	*33%*
Debt-to-income ratio	*2*	*33%*
Subtotal	***6***	***100%***
Race Not Available		
Collateral	*5*	*12%*
Credit application incomplete	*4*	*9%*
Credit history	*12*	*28%*
Debt-to-income ratio	*16*	*37%*
Employment history	*1*	*2%*
Insufficient cash (downpayment, closing costs)	*1*	*2%*
Other	*3*	*7%*
(blank)	*1*	*2%*
Subtotal	***43***	***100%***
White		
Collateral	*33*	*15%*
Credit application incomplete	*12*	*5%*
Credit history	*74*	*33%*
Debt-to-income ratio	*81*	*36%*
Employment history	*1*	*<1%*
Insufficient cash (downpayment, closing costs)	*6*	*3%*
Other	*6*	*3%*
Unverifiable information	*11*	*5%*
(blank)	*1*	*<1%*
Subtotal	**225**	***100%***
Grand Total	**411**	

**Includes Bank of America, Capital City Bank, Centennial Bank, Hancock Whitney Bank, JP Morgan Chase Bank, Prime Meridian Bank, Regions Bank, Synovus Bank, TC Federal Bank, Truist Bank, Wells Fargo Bank. There was no 2022 HMDA data provided by the Shimberg Center for American Commerce Bank or MidSouth Bank.*
Note: Percentages may not total 100% due to rounding.

*** According to the Federal Financial Institutions Examination Council, "Joint" means one applicant is White and the other applicant lists one or more minority racial designations.*

Conclusion:

All 13 of the banks in Leon County with a significant physical presence in the community received overall institution ratings of either Satisfactory or Outstanding based on the Community Reinvestment Act Reports. Four out of 13 banks included in this report received an overall rating of Outstanding, while the other 9 banks received an overall rating of Satisfactory. These ratings were based on such factors as: loan-to-deposit ratio responsive to credit needs, percentage of lending-related activity in an institution's assessment area, geographic distribution of loans, and record of lending activity to borrowers of different income levels. The overall institution ratings were also based on the institutions' record of addressing assessment areas' needs regarding investment, service, and community development activities. Analysis of the 2022 HMDA data on regulated banks shows that debt-to-income ratio and credit history are the most common reasons for mortgage loan denial in Leon County. The regulatory institutions did not have any findings of racial discrimination in lending in Leon County.

Options:

1. Accept the status report on Community Reinvestment Act Reports and Home Mortgage Disclosure Act data for regulated banks in Leon County.
2. Board direction.

Recommendation:

Option #1

Attachments:

1. Home Mortgage Disclosure Act of 1975
2. Community Reinvestment Act of 1977
3. Synopsis of Community Reinvestment Act Reports and Home Mortgage Disclosure Act Data for Regulated Banks in Leon County

12 USC Ch. 29: HOME MORTGAGE DISCLOSURE

From Title 12—BANKS AND BANKING

CHAPTER 29—HOME MORTGAGE DISCLOSURE

Sec.
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2811. Repealed.

§2801. Congressional findings and declaration of purpose

(a) Findings of Congress

The Congress finds that some depository institutions have sometimes contributed to the decline of certain geographic areas by their failure pursuant to their chartering responsibilities to provide adequate home financing to qualified applicants on reasonable terms and conditions.

(b) Purpose of chapter

The purpose of this chapter is to provide the citizens and public officials of the United States with sufficient information to enable them to determine whether depository institutions are filling their obligations to serve the housing needs of the communities and neighborhoods in which they are located and to assist public officials in their determination of the distribution of public sector investments in a manner designed to improve the private investment environment.

(c) Construction of chapter

Nothing in this chapter is intended to, nor shall it be construed to, encourage unsound lending practices or the allocation of credit.

(Pub. L. 94–200, title III, §302, Dec. 31, 1975, 89 Stat. 1125.)

STATUTORY NOTES AND RELATED SUBSIDIARIES

SHORT TITLE

Pub. L. 94–200, title III, §301, Dec. 31, 1975, 89 Stat. 1125, provided that: "This title [this chapter] may be cited as the 'Home Mortgage Disclosure Act of 1975'."

§2802. Definitions

For purposes of this chapter—

(1) the term "Bureau" means the Bureau of Consumer Financial Protection;

(2) the term "mortgage loan" means a loan which is secured by residential real property or a home improvement loan;

(3) the term "depository institution"—

(A) means—

(i) any bank (as defined in section 1813(a)(1) of this title);

(ii) any savings association (as defined in section 1813(b)(1) of this title); and

(iii) any credit union,

which makes federally related mortgage loans as determined by the Board; and

(B) includes any other lending institution (as defined in paragraph (4) [1]) other than any institution described in subparagraph (A);

(4) the term "completed application" means an application in which the creditor has received the information that is regularly obtained in evaluating applications for the amount and type of credit requested;
(5) the term "other lending institutions" means any person engaged for profit in the business of mortgage lending;
(6) the term "Board" means the Board of Governors of the Federal Reserve System; and
(7) the term "Secretary" means the Secretary of Housing and Urban Development.

(Pub. L. 94–200, title III, §303, Dec. 31, 1975, 89 Stat. 1125; Pub. L. 100–242, title V, §565(a)(1), Feb. 5, 1988, 101 Stat. 1945; Pub. L. 101–73, title XII, §1211(d), (e), Aug. 9, 1989, 103 Stat. 525; Pub. L. 111–203, title X, §1094(2), July 21, 2010, 124 Stat. 2097.)

Editorial Notes

Amendments

2010—Pub. L. 111–203 added par. (1) and redesignated former pars. (1) to (6) as (2) to (7), respectively.

1989—Par. (2). Pub. L. 101–73, §1211(d), amended par. (2) generally. Prior to amendment, par. (2) read as follows: "the term 'depository institution' means any commercial bank, savings bank, savings and loan association, building and loan association, homestead association (including cooperative banks) or credit union which makes federally related mortgage loans as determined by the Board, mortgage banking subsidiary of a bank holding company or savings and loan holding company, or savings and loan service corporation that originates or purchases mortgage loans;".

Pars. (3) to (6). Pub. L. 101–73, §1211(e), added pars. (3) and (4) and redesignated former pars. (3) and (4) as (5) and (6), respectively.

1988—Par. (2). Pub. L. 100–242 struck out "or" before "homestead association" and inserted before semicolon at end ", mortgage banking subsidiary of a bank holding company or savings and loan holding company, or savings and loan service corporation that originates or purchases mortgage loans".

Statutory Notes and Related Subsidiaries

Effective Date of 2010 Amendment

Amendment by Pub. L. 111–203 effective on the designated transfer date, see section 1100H of Pub. L. 111–203, set out as a note under section 552a of Title 5, Government Organization and Employees.

Effective Date of 1989 Amendment

Pub. L. 101–73, title XII, §1211(k), Aug. 9, 1989, 103 Stat. 526, provided that: "The amendments made by this section [amending this section and sections 2803, 2804, 2807, and 2810 of this title] shall apply to each calendar year beginning after December 31, 1989."

Effective Date of 1988 Amendment

Pub. L. 100–242, title V, §565(a)(4), Feb. 5, 1988, 101 Stat. 1945, as amended by Pub. L. 100–628, title X, §1087(a), Nov. 7, 1988, 102 Stat. 3280, provided that: "The amendments made by this subsection [amending sections 2802, 2803, and 2810 of this title] shall be applicable to the portion of calendar year 1988 that begins August 19, 1988, and to each calendar year beginning after December 31, 1988."

[1] *So in original. Probably should be "paragraph (5)".*

§2803. Maintenance of records and public disclosure

(a) Duty of depository institutions; nature and content of information

(1) Each depository institution which has a home office or branch office located within a primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas, as defined by the Department of Commerce shall compile and make available, in accordance with regulations of the Bureau, to the public for inspection and copying at the home office, and at least one branch office within each primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas in which the depository institution has an office the number and total dollar amount of mortgage loans which were (A) originated (or

for which the institution received completed applications), or (B) purchased by that institution during each fiscal year (beginning with the last full fiscal year of that institution which immediately preceded the effective date of this chapter).

(2) The information required to be maintained and made available under paragraph (1) shall also be itemized in order to clearly and conspicuously disclose the following:

(A) The number and dollar amount for each item referred to in paragraph (1), by census tracts for mortgage loans secured by property located within any county with a population of more than 30,000, within that primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas, otherwise, by county, for mortgage loans secured by property located within any other county within that primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas.

(B) The number and dollar amount for each item referred to in paragraph (1) for all such mortgage loans which are secured by property located outside that primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas.

For the purpose of this paragraph, a depository institution which maintains offices in more than one primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas shall be required to make the information required by this paragraph available at any such office only to the extent that such information relates to mortgage loans which were originated or purchased (or for which completed applications were received) by an office of that depository institution located in the primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas in which the office making such information available is located. For purposes of this paragraph, other lending institutions shall be deemed to have a home office or branch office within a primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas if such institutions have originated or purchased or received completed applications for at least 5 mortgage loans in such area in the preceding calendar year.

(b) Itemization of loan data

Any item of information relating to mortgage loans required to be maintained under subsection (a) shall be further itemized in order to disclose for each such item—

(1) the number and dollar amount of mortgage loans which are insured under title II of the National Housing Act [12 U.S.C. 1707 et seq.] or under title V of the Housing Act of 1949 [42 U.S.C. 1471 et seq.] or which are guaranteed under chapter 37 of title 38;

(2) the number and dollar amount of mortgage loans made to mortgagors who did not, at the time of execution of the mortgage, intend to reside in the property securing the mortgage loan;

(3) the number and dollar amount of home improvement loans;

(4) the number and dollar amount of mortgage loans and completed applications involving mortgagors or mortgage applicants grouped according to census tract, income level, racial characteristics, age, and gender;

(5) the number and dollar amount of mortgage loans grouped according to measurements of—

(A) the total points and fees payable at origination in connection with the mortgage as determined by the Bureau, taking into account 15 U.S.C. 1602(aa)(4);

(B) the difference between the annual percentage rate associated with the loan and a benchmark rate or rates for all loans;

(C) the term in months of any prepayment penalty or other fee or charge payable on repayment of some portion of principal or the entire principal in advance of scheduled payments; and

(D) such other information as the Bureau may require; and

(6) the number and dollar amount of mortgage loans and completed applications grouped according to measurements of—

(A) the value of the real property pledged or proposed to be pledged as collateral;

(B) the actual or proposed term in months of any introductory period after which the rate of interest may change;

(C) the presence of contractual terms or proposed contractual terms that would allow the mortgagor or applicant to make payments other than fully amortizing payments during any portion of the loan term;

(D) the actual or proposed term in months of the mortgage loan;

(E) the channel through which application was made, including retail, broker, and other relevant categories;

(F) as the Bureau may determine to be appropriate, a unique identifier that identifies the loan originator as set forth in section 5102 of this title;

(G) as the Bureau may determine to be appropriate, a universal loan identifier;

(H) as the Bureau may determine to be appropriate, the parcel number that corresponds to the real property pledged or proposed to be pledged as collateral;

(I) the credit score of mortgage applicants and mortgagors, in such form as the Bureau may prescribe; and

(J) such other information as the Bureau may require.

(c) Period of maintenance

Any information required to be compiled and made available under this section, other than loan application register information under subsection (j), shall be maintained and made available for a period of five years after the close of the first year during which such information is required to be maintained and made available.

(d) Duration of disclosure requirements

Notwithstanding the provisions of subsection (a)(1), data required to be disclosed under this section for 1980 and thereafter shall be disclosed for each calendar year. Any depository institution which is required to make disclosures under this section but which has been making disclosures on some basis other than a calendar year basis shall make available a separate disclosure statement containing data for any period prior to calendar year 1980 which is not covered by the last full year report prior to the 1980 calendar year report.

(e) Format for disclosures

Subject to subsection (h), the Bureau shall prescribe a standard format for the disclosures required under this section.

(f) Data disclosure system; operation, etc.

The Federal Financial Institutions Examination Council, in consultation with the Secretary, shall implement a system to facilitate access to data required to be disclosed under this section. Such system shall include arrangements for a central depository of data in each primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas. Disclosure statements shall be made available to the public for inspection and copying at such central depository of data for all depository institutions which are required to disclose information under this section (or which are exempted pursuant to section 2805(b) of this title) and which have a home office or branch office within such primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas.

(g) Exceptions

The requirements of subsections (a) and (b) shall not apply with respect to mortgage loans that are—

(1) made (or for which completed applications are received) by any mortgage banking subsidiary of a bank holding company or savings and loan holding company or by any savings and loan service corporation that originates or purchases mortgage loans; and

(2) approved (or for which completed applications are received) by the Secretary for insurance under title I or II of the National Housing Act [12 U.S.C. 1702 et seq., 1707 et seq.].

(h) Submission to agencies

(1) In general

The data required to be disclosed under subsection (b) shall be submitted to the Bureau or to the appropriate agency for the institution reporting under this chapter, in accordance with rules prescribed by the Bureau. Notwithstanding the requirement of subsection (a)(2)(A) for disclosure by census tract, the Bureau, in consultation with other appropriate agencies described in paragraph (2) and, after notice and comment, shall develop regulations that—

(A) prescribe the format for such disclosures, the method for submission of the data to the appropriate agency, and the procedures for disclosing the information to the public;

(B) require the collection of data required to be disclosed under subsection (b) with respect to loans sold by each institution reporting under this chapter;

(C) require disclosure of the class of the purchaser of such loans;

(D) permit any reporting institution to submit in writing to the Bureau or to the appropriate agency such additional data or explanations as it deems relevant to the decision to originate or purchase mortgage loans; and

(E) modify or require modification of itemized information, for the purpose of protecting the privacy interests of the mortgage applicants or mortgagors, that is or will be available to the public.

(2) Other appropriate agencies

The appropriate agencies described in this paragraph are—

(A) the appropriate Federal banking agencies, as defined in section 1813(q) of this title, with respect to the entities that are subject to the jurisdiction of each such agency, respectively;

(B) the Federal Deposit Insurance Corporation for banks insured by the Federal Deposit Insurance Corporation (other than members of the Federal Reserve System), mutual savings banks, insured State branches of foreign banks, and any other depository institution described in section 2802(2)(A) [1] of this title which is not otherwise referred to in this paragraph;

(C) the National Credit Union Administration Board with respect to credit unions; and

(D) the Secretary of Housing and Urban Development with respect to other lending institutions not regulated by the agencies referred to in subparagraph (A) or (B).

(3) Rules for modifications under paragraph (1)

(A) Application

A modification under paragraph (1)(E) shall apply to information concerning—

(i) credit score data described in subsection (b)(6)(I), in a manner that is consistent with the purpose described in paragraph (1)(E); and

(ii) age or any other category of data described in paragraph (5) or (6) of subsection (b), as the Bureau determines to be necessary to satisfy the purpose described in paragraph (1)(E), and in a manner consistent with that purpose.

(B) Standards

The Bureau shall prescribe standards for any modification under paragraph (1)(E) to effectuate the purposes of this chapter, in light of the privacy interests of mortgage applicants or mortgagors. Where necessary to protect the privacy interests of mortgage applicants or mortgagors, the Bureau shall provide for the disclosure of information described in subparagraph (A) in aggregate or other reasonably modified form, in order to effectuate the purposes of this chapter.

(i) Exemptions

(1) Closed-end mortgage loans

With respect to an insured depository institution or insured credit union, the requirements of paragraphs (5) and (6) of subsection (b) shall not apply with respect to closed-end mortgage loans if the insured depository institution or insured credit union originated fewer than 500 closed-end mortgage loans in each of the 2 preceding calendar years.

(2) Open-end lines of credit

With respect to an insured depository institution or insured credit union, the requirements of paragraphs (5) and (6) of subsection (b) shall not apply with respect to open-end lines of credit if the insured depository institution or insured credit union originated fewer than 500 open-end lines of credit in each of the 2 preceding calendar years.

(3) [2] Required compliance

Notwithstanding paragraphs (1) and (2), an insured depository institution shall comply with paragraphs (5) and (6) of subsection (b) if the insured depository institution has received a rating of "needs to improve record of meeting community credit needs" during each of its 2 most recent examinations or a rating of "substantial noncompliance in meeting community credit needs" on its most recent examination under section 2906(b)(2) of this title.

(3) [2] Exemption from certain disclosure requirements

The requirements of subsections (b)(4), (b)(5), and (b)(6) shall not apply with respect to any depository institution described in section 2802(3)(A) of this title which has total assets, as of the most recent full fiscal year of such institution, of $30,000,000 or less.

(j) Loan application register information

(1) In general

In addition to the information required to be disclosed under subsections (a) and (b), any depository institution which is required to make disclosures under this section shall make available to the public, upon request, loan application register information (as defined by the Bureau by regulation) in the form required under regulations prescribed by the Bureau.

(2) Format of disclosure

(A) Unedited format

Subject to subparagraph (B), the loan application register information described in paragraph (1) may be disclosed by a depository institution without editing or compilation and in such formats as the Bureau may require.

(B) Protection of applicant's privacy interest

The Bureau shall require, by regulation, such deletions as the Bureau may determine to be appropriate to protect—

(i) any privacy interest of any applicant, including the deletion of the applicant's name and identification number, the date of the application, and the date of any determination by the institution with respect to such application; and

(ii) a depository institution from liability under any Federal or State privacy law.

(C) Census tract format encouraged

It is the sense of the Congress that a depository institution should provide loan register information under this section in a format based on the census tract in which the property is located.

(3) Change of form not required

A depository institution meets the disclosure requirement of paragraph (1) if the institution provides the information required under such paragraph in such formats as the Bureau may require [3]

(4) Reasonable charge for information

Any depository institution which provides information under this subsection may impose a reasonable fee for any cost incurred in reproducing such information.

(5) Time of disclosure

The disclosure of the loan application register information described in paragraph (1) for any year pursuant to a request under paragraph (1) shall be made—

(A) in the case of a request made on or before March 1 of the succeeding year, before April 1 of the succeeding year; and

(B) in the case of a request made after March 1 of the succeeding year, before the end of the 30-day period beginning on the date the request is made.

(6) Retention of information

Notwithstanding subsection (c), the loan application register information described in paragraph (1) for any year shall be maintained and made available, upon request, for 3 years after the close of the 1st year during which such information is required to be maintained and made available.

(7) Minimizing compliance costs

In prescribing regulations under this subsection, the Bureau shall make every effort to minimize the costs incurred by a depository institution in complying with this subsection and such regulations.

(k) Disclosure of statements by depository institutions

(1) In general

In accordance with procedures established by the Bureau pursuant to this section, any depository institution required to make disclosures under this section—

(A) shall make a disclosure statement available, upon request, to the public no later than 3 business days after the institution receives the statement from the Federal Financial Institutions Examination Council; and

(B) may make such statement available on a floppy disc which may be used with a personal computer or in any other media which is not prohibited under regulations prescribed by the Bureau.

(2) Notice that data is subject to correction after final review

Any disclosure statement provided pursuant to paragraph (1) shall be accompanied by a clear and conspicuous notice that the statement is subject to final review and revision, if necessary.

(3) Reasonable charge for information

Any depository institution which provides a disclosure statement pursuant to paragraph (1) may impose a reasonable fee for any cost incurred in providing or reproducing such statement.

(l) Prompt disclosures

(1) In general

Any disclosure of information pursuant to this section or section 2809 of this title shall be made as promptly as possible.

(2) Maximum disclosure period

(A) 6- and 9-month maximum periods

Except as provided in subsections (j)(5) and (k)(1) and regulations prescribed by the Bureau and subject to subparagraph (B), any information required to be disclosed for any year beginning after December 31, 1992, under—

(i) this section shall be made available to the public before September 1 of the succeeding year; and

(ii) section 2809 of this title shall be made available to the public before December 1 of the succeeding year.

(B) Shorter periods encouraged after 1994

With respect to disclosures of information under this section or section 2809 of this title for any year beginning after December 31, 1993, every effort shall be made—

(i) to make information disclosed under this section available to the public before July 1 of the succeeding year; and

(ii) to make information required to be disclosed under section 2809 of this title available to the public before September 1 of the succeeding year.

(3) Improved procedure

The Federal Financial Institutions Examination Council shall make such changes in the system established pursuant to subsection (f) as may be necessary to carry out the requirements of this subsection.

(m) Opportunity to reduce compliance burden

(1) In general

(A) Satisfaction of public availability requirements

A depository institution shall be deemed to have satisfied the public availability requirements of subsection (a) if the institution compiles the information required under that subsection at the home office of the institution and provides notice at the branch locations specified in subsection (a) that such information is available from the home office of the institution upon written request.

(B) Provision of information upon request

Not later than 15 days after the receipt of a written request for any information required to be compiled under subsection (a), the home office of the depository institution receiving the request shall provide the information pertinent to the location of the branch in question to the person requesting the information.

(2) Form of information

In complying with paragraph (1), a depository institution shall provide the person requesting the information with a copy of the information requested in such formats as the Bureau may require.

(n) Timing of certain disclosures

The data required to be disclosed under subsection (b) shall be submitted to the Bureau or to the appropriate agency for any institution reporting under this chapter, in accordance with regulations prescribed by the Bureau. Institutions shall not be required to report new data under paragraph (5) or (6) of subsection (b) before the first January 1 that occurs after the end of the 9-month period beginning on the date on which regulations are issued by the Bureau in final form with respect to such disclosures.

(o) Definitions

In this section—

(1) the term "insured credit union" has the meaning given the term in section 1752 of this title; and

(2) the term "insured depository institution" has the meaning given the term in section 1813 of this title.

(Pub. L. 94–200, title III, §304, Dec. 31, 1975, 89 Stat. 1125; Pub. L. 96–399, title III, §340(a), Oct. 8, 1980, 94 Stat. 1657; Pub. L. 98–181, title I [title VII, §701(a)], Nov. 30, 1983, 97 Stat. 1266; Pub. L. 100–242, title V, §§565(a)(2), 570(h), Feb. 5, 1988, 101 Stat. 1945, 1950; Pub. L. 101–73, title XII, §1211(a)–(c)(2)(C), (f), (i), (j), Aug. 9, 1989, 103 Stat. 524–526; Pub. L. 102–242, title II, §212(a)(1), Dec. 19, 1991, 105 Stat. 2299; Pub. L. 102–550, title IX, §932(a), (b), Oct. 28, 1992, 106 Stat. 3889, 3891; Pub. L. 104–208, div. A, title II, §2225(b), Sept. 30, 1996, 110 Stat. 3009–416; Pub. L. 111–203, title X, §1094(1), (3), July 21, 2010, 124 Stat. 2097; Pub. L. 115–174, title I, §104(a), (c), May 24, 2018, 132 Stat. 1300, 1301.)

Editorial Notes

References in Text

For the effective date of this chapter, referred to in subsec. (a)(1), see section 2808 of this title.

The National Housing Act, referred to in subsecs. (b)(1) and (g)(2), is act June 27, 1934, ch. 847, 48 Stat. 1246. Titles I and II of the National Housing Act are classified generally to subchapters I (§1702 et seq.) and II (§1707 et seq.), respectively, of chapter 13 of this title. For complete classification of this Act to the Code, see section 1701 of this title and Tables.

The Housing Act of 1949, referred to in subsec. (b)(1), is act July 15, 1949, ch. 338, 63 Stat. 413. Title V of the Housing Act of 1949 is classified generally to subchapter III (§1471 et seq.) of chapter 8A of Title 42, The Public Health and Welfare. For complete classification of this Act to the Code, see Short Title note set out under section 1441 of Title 42 and Tables.

Section 2802(2)(A) of this title, referred to in subsec. (h)(2)(B), was redesignated section 2802(3)(A) of this title by Pub. L. 111–203, title X, §1094(2)(A), July 21, 2010, 124 Stat. 2097.

Amendments

2018—Subsec. (i). Pub. L. 115–174, §104(a)(2), added subsec. (i), consisting of pars. (1) to (3), before par. (3) relating to exemption from certain disclosure requirements, which was formerly designated subsec. (i).

Subsec. (i)(3). Pub. L. 115–174, §104(a)(1), (c), redesignated subsec. (i) as par. (3) relating to exemption from certain disclosure requirements, realigned margins, and substituted "2802(3)(A) of this title" for "2802(2)(A) of this title".

Subsec. (o). Pub. L. 115–174, §104(a)(3), added subsec. (o).

Subsec. (a)(1). Pub. L. 111–203, §1094(1), substituted "Bureau" for "Board".

Subsec. (b)(4). Pub. L. 111–203, §1094(3)(A)(i), inserted "age," before "and gender".

Subsec. (b)(5), (6). Pub. L. 111–203, §1094(3)(A)(ii)–(iv), added pars. (5) and (6).

Subsec. (e). Pub. L. 111–203, §1094(1), substituted "Bureau" for "Board".

Subsec. (h). Pub. L. 111–203, §1094(3)(B), added subsec. (h) and struck out former subsec. (h) which related to submission to agencies.

Subsec. (i). Pub. L. 111–203, §1094(3)(C), substituted "subsections (b)(4), (b)(5), and (b)(6)" for "subsection (b)(4)".

Subsec. (j)(1). Pub. L. 111–203, §1094(1), substituted "Bureau" for "Board" in two places.

Subsec. (j)(2)(A). Pub. L. 111–203, §1094(3)(D)(ii), substituted "in such formats as the Bureau may require" for "in the format in which such information is maintained by the institution".

Subsec. (j)(2)(B). Pub. L. 111–203, §1094(1), substituted "Bureau" for "Board" in two places.

Subsec. (j)(3). Pub. L. 111–203, §1094(3)(D)(i), added par. (3) and struck out former par. (3). Prior to amendment, text read as follows: "A depository institution meets the disclosure requirement of paragraph (1) if the institution provides the information required under such paragraph in the form in which the institution maintains such information."

Subsecs. (j)(7), (k)(1), (l)(2)(A). Pub. L. 111–203, §1094(1), substituted "Bureau" for "Board" wherever appearing.

Subsec. (m)(2). Pub. L. 111–203, §1094(3)(E), added par. (2) and struck out former par. (2). Prior to amendment, text read as follows: "In complying with paragraph (1), a depository institution shall, in the sole discretion of the institution, provide the person requesting the information with—

"(A) a paper copy of the information requested; or

"(B) if acceptable to the person, the information through a form of electronic medium, such as a computer disk."

Subsec. (n). Pub. L. 111–203, §1094(3)(F), added subsec. (n).

1996—Subsec. (m). Pub. L. 104–208 added subsec. (m).

1992—Subsec. (c). Pub. L. 102–550, §932(b), inserted ", other than loan application register information under subsection (j)," after "under this section".

Subsecs. (j) to (l). Pub. L. 102–550, §932(a), added subsecs. (j) to (l).

1991—Subsec. (h)(1). Pub. L. 102–242, §212(a)(1)(A), added par. (1) and struck out former par. (1) which read as follows: "the Comptroller of the Currency for national banks;".

Subsec. (h)(3). Pub. L. 102–242, §212(a)(1)(B), added par. (3) and struck out former par. (3) which read as follows: "the Federal Deposit Insurance Corporation for banks insured by the Federal Deposit Insurance Corporation (other than members of the Federal Reserve System), mutual savings banks, and any other depository institution described in section 2802(2)(A) of this title which is not otherwise referred to in this paragraph;".

1989—Subsec. (a)(1). Pub. L. 101–73, §1211(c)(1), inserted "(or for which the institution received completed applications)" after "originated".

Subsec. (a)(2). Pub. L. 101–73, §1211(c)(2)(A), inserted "(or for which completed applications were received)" after "originated or purchased" in last sentence.

Pub. L. 101–73, §1211(f), inserted at end "For purposes of this paragraph, other lending institutions shall be deemed to have a home office or branch office within a primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas if such institutions have originated or purchased or received completed applications for at least 5 mortgage loans in such area in the preceding calendar year."

Subsec. (b)(4). Pub. L. 101–73, §1211(a), added par. (4).

Subsec. (e). Pub. L. 101–73, §1211(i), substituted "Subject to subsection (h), the Board" for "The Board".

Subsec. (g)(1). Pub. L. 101–73, §1211(c)(2)(B), inserted "(or for which completed applications are received)" after "made".

Subsec. (g)(2). Pub. L. 101–73, §1211(c)(2)(C), inserted "(or for which completed applications are received)" after "approved".

Subsec. (h). Pub. L. 101–73, §1211(b), added subsec. (h).

Subsec. (i). Pub. L. 101–73, §1211(j), added subsec. (i).

1988—Subsec. (a)(1). Pub. L. 100–242, §570(h), substituted "at least one branch" for "at at least one branch".

Subsec. (g). Pub. L. 100–242, §565(a)(2), added subsec. (g).

1983—Subsecs. (a), (f). Pub. L. 98–181 substituted "primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas" for "standard metropolitan statistical area" wherever appearing.

1980—Subsec. (a)(1). Pub. L. 96–399, §340(a)(1), substituted "Department of Commerce" for "Office of Management and Budget".

Subsec. (a)(2)(A). Pub. L. 96–399, §340(a)(2), revised applicable factors so as to include mortgage loans in a census tract, or by a county, and exclude readily available and reasonably costing census tracts, or by ZIP code.

Subsecs. (d) to (f). Pub. L. 96–399, §340(a)(3), added subsecs. (d) to (f).

Statutory Notes and Related Subsidiaries

Effective Date of 2010 Amendment

Amendment by Pub. L. 111–203 effective on the designated transfer date, see section 1100H of Pub. L. 111–203, set out as a note under section 552a of Title 5, Government Organization and Employees.

Effective Date of 1992 Amendment

Pub. L. 102–550, title IX, §932(c), Oct. 28, 1992, 106 Stat. 3891, provided that: "The amendments made by subsections (a) and (b) [amending this section] shall apply with respect to information disclosed under section 304 of the Home Mortgage Disclosure Act of 1975 [this section] for any year which ends after the date of the enactment of this Act [Oct. 28, 1992]."

Effective Date of 1989 Amendment

Amendment by Pub. L. 101–73 applicable to each calendar year beginning after Dec. 31, 1989, see section 1211(k) of Pub. L. 101–73, set out as a note under section 2802 of this title.

Effective Date of 1988 Amendment

Amendment by section 565(a)(2) of Pub. L. 100–242 applicable to the portion of calendar year 1988 that begins Aug. 19, 1988, and to each calendar year beginning after Dec. 31, 1988, see section 565(a)(4) of Pub. L. 100–242, set out as a note under section 2802 of this title.

Evaluation and Report on Feasibility and Desirability of Establishing a Unified System for Enforcing Fair Lending Laws and Regulations

Evaluation of status and effectiveness of data collection and analysis systems involving fair lending, etc., and report thereof, see section 340(e) of Pub. L. 96–399, set out as a note under section 3305 of this title.

[1] See References in Text note below.

[2] So in original. Two pars. (3) have been enacted.

[3] So in original. Probably should be followed by a period.

§2804. Enforcement

(a) Regulations

The Bureau shall prescribe such regulations as may be necessary to carry out the purposes of this chapter. These regulations may contain such classifications, differentiations, or other provisions, and may provide for such adjustments and exceptions for any class of transactions, as in the judgment of the Bureau are necessary and proper to effectuate the purposes of this chapter, and prevent circumvention or evasion thereof, or to facilitate compliance therewith.

(b) Powers of certain other agencies

(1) In general

Subject to subtitle B of the Consumer Financial Protection Act of 2010 [12 U.S.C. 5511 et seq.], compliance with the requirements of this chapter shall be enforced—

(A) under section 1818 of this title, the appropriate Federal banking agency, as defined in section 1813(q) of this title, with respect to—

(i) any national bank or Federal savings association, and any Federal branch or Federal agency of a foreign bank;

(ii) any member bank of the Federal Reserve System (other than a national bank), branch or agency of a foreign bank (other than a Federal branch, Federal agency, and insured State branch of a foreign bank), commercial lending company owned or controlled by a foreign bank, and any organization operating under section 25 or 25A of the Federal Reserve Act [12 U.S.C. 601 et seq., 611 et seq.]; and

(iii) any bank or State savings association insured by the Federal Deposit Insurance Corporation (other than a member of the Federal Reserve System), any mutual savings bank as,[1] defined in section 1813(f) of this title, any insured State branch of a foreign bank, and any other depository institution not referred to in this paragraph or subparagraph (B) or (C);

(B) under subtitle E of the Consumer Financial Protection Act of 2010 [12 U.S.C. 5561 et seq.], by the Bureau, with respect to any person subject to this subtitle; [2]

(C) under the Federal Credit Union Act [12 U.S.C. 1751 et seq.], by the Administrator of the National Credit Union Administration with respect to any insured credit union; and

(D) with respect to other lending institutions, by the Secretary of Housing and Urban Development.

(2) Incorporated definitions

The terms used in paragraph (1) that are not defined in this chapter or otherwise defined in section 1813(s) of this title shall have the same meanings as in section 3101 of this title.

(c) Violations of this chapter deemed violations of certain other provisions

For the purpose of the exercise by any agency referred to in subsection (b) of its powers under any Act referred to in that subsection, a violation of any requirement imposed under this chapter shall be deemed to be a violation of a requirement imposed under that Act. In addition to its powers under any provision of law specifically referred to in subsection (b), each of the agencies referred to in that subsection may exercise, for the purpose of enforcing compliance with any requirement imposed under this chapter, any other authority conferred on it by law.

(d) Overall enforcement authority of the Bureau of Consumer Financial Protection

Subject to subtitle B of the Consumer Financial Protection Act of 2010 [12 U.S.C. 5511 et seq.], enforcement of the requirements imposed under this chapter is committed to each of the agencies under subsection (b). To facilitate research, examinations, and enforcement, all data collected pursuant to section 2803 of this title shall be available to the entities listed under subsection (b). The Bureau may exercise its authorities under the Consumer Financial Protection Act of 2010 to exercise principal authority to examine and enforce compliance by any person with the requirements of this chapter.

(Pub. L. 94–200, title III, §305, Dec. 31, 1975, 89 Stat. 1126; Pub. L. 101–73, title VII, §744(p)(1), title XII, §1211(g), Aug. 9, 1989, 103 Stat. 440, 526; Pub. L. 102–242, title II, §212(a)(2), Dec. 19, 1991, 105 Stat. 2299; Pub. L. 111–203, title X, §1094(1), (4), July 21, 2010, 124 Stat. 2097, 2099.)

Editorial Notes

References in Text

The Consumer Financial Protection Act of 2010, referred to in subsecs. (b)(1) and (d), is title X of Pub. L. 111–203, July 21, 2010, 124 Stat. 1955, which enacted subchapter V (§5481 et seq.) of chapter 53 of this title and enacted, amended, and repealed numerous other sections and notes in the Code. Subtitle B of the Act is classified generally to part B (§5511 et seq.) of subchapter V of chapter 53 of this title. Subtitle E of the Act is classified generally to part E (§5561 et seq.) of subchapter V of chapter 53 of this title. For complete classification of this Act to the Code, see Short Title note set out under section 5301 of this title and Tables.

Sections 25 and 25A of the Federal Reserve Act, referred to in subsec. (b)(1)(A)(ii), are classified to subchapters I (§601 et seq.) and II (§611 et seq.), respectively, of chapter 6 of this title.

This subtitle, referred to in subsec. (b)(1)(B), probably refers to subtitle E of the Consumer Financial Protection Act of 2010. See above. Title III of Pub. L. 94–200, which enacted this chapter, does not contain subtitles.

The Federal Credit Union Act, referred to in subsec. (b)(1)(C), is act June 26, 1934, ch. 750, 48 Stat. 1216, which is classified generally to chapter 14 (§1751 et seq.) of this title. For complete classification of this Act to the Code, see section 1751 of this title and Tables.

Amendments

2010—Subsec. (a). Pub. L. 111–203, §1094(1), substituted "Bureau" for "Board" in two places.

Subsec. (b). Pub. L. 111–203, §1094(4)(A), added subsec. (b) and struck out former subsec. (b) which related to powers of certain other agencies.

Subsec. (d). Pub. L. 111–203, §1094(4)(B), added subsec. (d).

1991—Subsec. (b). Pub. L. 102–242, §212(a)(2)(B), inserted at end "The terms used in paragraph (1) that are not defined in this chapter or otherwise defined in section 1813(s) of this title shall have the meaning given to them in section 3101 of this title."

Subsec. (b)(1). Pub. L. 102–242, §212(a)(2)(A), added par. (1) and struck out former par. (1) which read as follows: "section 1818 of this title, in the case of—

"(A) national banks, by the Comptroller of the Currency;

"(B) member banks of the Federal Reserve System, other than national banks, by the Board;

"(C) banks insured by the Federal Deposit Insurance Corporation (other than members of the Federal Reserve System) and mutual savings banks as defined in section 1813(f) of this title and any other depository institution not referred to in this paragraph or paragraph (2) or (3) of this subsection, by the Board of Directors of the Federal Deposit Insurance Corporation;".

1989—Subsec. (b)(2). Pub. L. 101–73, §744(p)(1), amended par. (2) generally. Prior to amendment, par. (2) read as follows: "section 1464(d) of this title, section 1730 of this title, and sections 1426(i) and 1437 of this title,

by the Federal Home Loan Bank Board (acting directly or through the Federal Savings and Loan Insurance Corporation) in the case of any institution subject to any of those provisions; and".

Subsec. (b)(4). Pub. L. 101–73, §1211(g), added par. (4).

Statutory Notes and Related Subsidiaries

Effective Date of 2010 Amendment

Amendment by Pub. L. 111–203 effective on the designated transfer date, see section 1100H of Pub. L. 111–203, set out as a note under section 552a of Title 5, Government Organization and Employees.

Effective Date of 1989 Amendment

Amendment by section 1211(g) of Pub. L. 101–73 applicable to each calendar year beginning after Dec. 31, 1989, see section 1211(k) of Pub. L. 101–73, set out as a note under section 2802 of this title.

Transfer of Functions

Functions vested in Administrator of National Credit Union Administration transferred and vested in National Credit Union Administration Board pursuant to section 1752a of this title.

[1] *So in original. The comma probably should not appear.*

[2] *See References in Text note below.*

§2805. Relation to State laws

(a) In general

This chapter does not annul, alter, or affect, or exempt any State chartered depository institution subject to the provisions of this chapter from complying with the laws of any State or subdivision thereof with respect to public disclosure and recordkeeping by depositor institutions, except to the extent that those laws are inconsistent with any provision of this chapter, and then only to the extent of the inconsistency. The Bureau is authorized to determine whether such inconsistencies exist. The Bureau may not determine that any such law is inconsistent with any provision of this chapter if the Bureau determines that such law requires the maintenance of records with greater geographic or other detail than is required under this chapter, or that such law otherwise provides greater disclosure than is required under this chapter.

(b) Exemption authority

The Bureau may, by regulation, exempt from the requirements of this chapter any State-chartered depository institution within any State or subdivision thereof, if the agency determines that, under the law of such State or subdivision, that institution is subject to requirements that are substantially similar to those imposed under this chapter, and that such law contains adequate provisions for enforcement. Notwithstanding any other provision of this subsection, compliance with the requirements imposed under this subsection shall be enforced by the Office of the Comptroller of the Currency under section 1818 of this title, in the case of national banks and Federal savings associations, the deposits of which are insured by the Federal Deposit Insurance Corporation.

(Pub. L. 94–200, title III, §306, Dec. 31, 1975, 89 Stat. 1127; Pub. L. 100–628, title X, §1087(b), Nov. 7, 1988, 102 Stat. 3280; Pub. L. 101–73, title VII, §744(p)(2), Aug. 9, 1989, 103 Stat. 440; Pub. L. 111–203, title X, §1094(1), (5), July 21, 2010, 124 Stat. 2097, 2100.)

Editorial Notes

Amendments

2010—Pub. L. 111–203, §1094(1), substituted "Bureau" for "Board" wherever appearing.

Subsec. (b). Pub. L. 111–203, §1094(5), added subsec. (b) and struck out former subsec. (b) which read as follows: "The Bureau may by regulation exempt from the requirements of this chapter any State chartered depository institution within any State or subdivision thereof if it determines that, under the law of such State or subdivision, that institution is subject to requirements substantially similar to those imposed under this chapter, and that such law contains adequate provisions for enforcement. Notwithstanding any other provision of this subsection, compliance with the requirements imposed under this subsection shall be enforced under—

"(1) section 1818 of this title in the case of national banks, by the Comptroller of the Currency; and

"(2) section 1818 of this title, by the Director of the Office of Thrift Supervision in the case of a savings association the deposits of which are insured by the Federal Deposit Insurance Corporation."

1989—Subsec. (b)(2). Pub. L. 101–73 amended par. (2) generally. Prior to amendment, par. (2) read as follows: "section 1464(d) of this title in the case of any institution subject to that provision, by the Federal Home Loan Bank Board."

1988—Subsec. (b)(1), (2). Pub. L. 100–628 substituted "section" for "Section".

Statutory Notes and Related Subsidiaries

Effective Date of 2010 Amendment

Amendment by Pub. L. 111–203 effective on the designated transfer date, see section 1100H of Pub. L. 111–203, set out as a note under section 552a of Title 5, Government Organization and Employees.

§2806. Compliance improvement methods

(a) In general

(1) Consultation required

The Director of the Bureau of Consumer Financial Protection, with the assistance of the Secretary, the Director of the Bureau of the Census, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, and such other persons as the Bureau deems appropriate, shall develop or assist in the improvement of, methods of matching addresses and census tracts to facilitate compliance by depository institutions in as economical a manner as possible with the requirements of this chapter.

(2) Authorization of appropriations

There are authorized to be appropriated, such sums as may be necessary to carry out this subsection.

(3) Contracting authority

The Director of the Bureau of Consumer Financial Protection is authorized to utilize, contract with, act through, or compensate any person or agency in order to carry out this subsection.

(b) Recommendations to Congress

The Director of the Bureau of Consumer Financial Protection shall recommend to the Committee on Banking, Housing, and Urban Affairs of the Senate and the Committee on Financial Services of the House of Representatives, such additional legislation as the Director of the Bureau of Consumer Financial Protection deems appropriate to carry out the purpose of this chapter.

(Pub. L. 94–200, title III, §307, as added Pub. L. 111–203, title X, §1094(6), July 21, 2010, 124 Stat. 2101.)

Editorial Notes

Prior Provisions

A prior section 2806, Pub. L. 94–200, title III, §307, Dec. 31, 1975, 89 Stat. 1127; Pub. L. 100–628, title X, §1087(c), Nov. 7, 1988, 102 Stat. 3280; Pub. L. 101–73, title VII, §744(p)(3), Aug. 9, 1989, 103 Stat. 440, which related to research and improved methods; authorization of appropriations; recommendations to congressional committees, was repealed by Pub. L. 111–203, title X, §1094(6), July 21, 2010, 124 Stat. 2101.

Statutory Notes and Related Subsidiaries

Effective Date

Section effective on the designated transfer date, see section 1100H of Pub. L. 111–203, set out as an Effective Date of 2010 Amendment note under section 552a of Title 5, Government Organization and Employees.

§2807. Report

The Bureau, in consultation with the Secretary of Housing and Urban Development, shall report annually to the Congress on the utility of the requirements of section 2803(b)(4) of this title.

(Pub. L. 94–200, title III, §308, Dec. 31, 1975, 89 Stat. 1128; Pub. L. 98–181, title I [title VII, §701(b)], Nov. 30, 1983, 97 Stat. 1266; Pub. L. 101–73, title XII, §1211(h), Aug. 9, 1989, 103 Stat. 526; Pub. L. 111–203, title X, §1094(1), July 21, 2010, 124 Stat. 2097.)

Editorial Notes

Amendments

2010—Pub. L. 111–203 substituted "Bureau" for "Board".

1989—Pub. L. 101–73 amended section generally. Prior to amendment, section read as follows:

"(a) The Board, in consultation with the Secretary of Housing and Urban Development, is authorized and directed to carry out a study to determine the feasibility and usefulness of requiring depository institutions located outside primary metropolitan statistical areas, metropolitan statistical areas, or consolidated metropolitan statistical areas that are not comprised of designated primary metropolitan statistical areas, as defined by the Office of Management and Budget, to make disclosures comparable to those required by this chapter.

"(b) A report on the study under this section shall be transmitted to the Congress not later than three years after December 31, 1975."

1983—Subsec. (a). Pub. L. 98–181 substituted "primary metropolitan statistical areas, metropolitan statistical areas, or consolidated metropolitan statistical areas that are not comprised of designated primary metropolitan statistical areas" for "standard metropolitan statistical areas".

Statutory Notes and Related Subsidiaries

Effective Date of 2010 Amendment

Amendment by Pub. L. 111–203 effective on the designated transfer date, see section 1100H of Pub. L. 111–203, set out as a note under section 552a of Title 5, Government Organization and Employees.

Effective Date of 1989 Amendment

Amendment by Pub. L. 101–73 applicable to each calendar year beginning after Dec. 31, 1989, see section 1211(k) of Pub. L. 101–73, set out as a note under section 2802 of this title.

§2808. Effective date

(a) In general

This chapter shall take effect on the one hundred and eightieth day beginning after December 31, 1975. Any institution specified in section 2802(2)(A) [1] of this title which has total assets as of its last full fiscal year of $10,000,000 or less is exempt from the provisions of this chapter. The Bureau, in consultation with the Secretary, may exempt institutions described in section 2802(2)(B) [1] of this title that are comparable within their respective industries to institutions that are exempt under the preceding sentence (as determined without regard to the adjustment made by subsection (b)).

(b) CPI adjustments

(1) In general

Subject to paragraph (2), the dollar amount applicable with respect to institutions described in section 2802(2)(A) [1] of this title under the 2d sentence of subsection (a) shall be adjusted annually after December 31, 1996, by the annual percentage increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers published by the Bureau of Labor Statistics.

(2) 1-time adjustment for prior inflation

The first adjustment made under paragraph (1) after September 30, 1996, shall be the percentage by which—

(A) the Consumer Price Index described in such paragraph for the calendar year 1996, exceeds

(B) such Consumer Price Index for the calendar year 1975.

(3) Rounding

The dollar amount applicable under paragraph (1) for any calendar year shall be the amount determined in accordance with subparagraphs (A) and (B) of paragraph (2) and rounded to the nearest multiple of $1,000,000.

(Pub. L. 94–200, title III, §309, Dec. 31, 1975, 89 Stat. 1128; Pub. L. 102–242, title II, §224(a), Dec. 19, 1991, 105 Stat. 2307; Pub. L. 102–550, title XVI, §1604(a)(15), Oct. 28, 1992, 106 Stat. 4083; Pub. L. 104–208, div. A, title II, §2225(a), Sept. 30, 1996, 110 Stat. 3009–415; Pub. L. 111–203, title X, §1094(1), July 21, 2010, 124 Stat. 2097.)

Editorial Notes

References in Text

Section 2802(2) of this title, referred to in subsecs. (a) and (b)(1), was redesignated section 2802(3) of this title by Pub. L. 111–203, title X, §1094(2)(A), July 21, 2010, 124 Stat. 2097.

Amendments

2010—Subsec. (a). Pub. L. 111–203 substituted "Bureau" for "Board".

1996—Pub. L. 104–208 designated existing provisions as subsec. (a), inserted heading, inserted "(as determined without regard to the adjustment made by subsection (b))" before period at end, and added subsec. (b).

1992—Pub. L. 102–550, §1604(a)(15), amended directory language of Pub. L. 102–242, §224(a). See 1991 Amendment note below.

1991—Pub. L. 102–242, §224(a), as amended by Pub. L. 102–550, §1604(a)(15), struck out "depository" before "institution", inserted "specified in section 2802(2)(A) of this title" after "institution", and inserted at end: "The Board, in consultation with the Secretary, may exempt institutions described in section 2802(2)(B) of this title that are comparable within their respective industries to institutions that are exempt under the preceding sentence."

Statutory Notes and Related Subsidiaries

Effective Date of 2010 Amendment

Amendment by Pub. L. 111–203 effective on the designated transfer date, see section 1100H of Pub. L. 111–203, set out as a note under section 552a of Title 5, Government Organization and Employees.

Effective Date of 1992 Amendment

Amendment by Pub. L. 102–550 effective as if included in the Federal Deposit Insurance Corporation Improvement Act of 1991, Pub. L. 102–242, as of Dec. 19, 1991, see section 1609(a) of Pub. L. 102–550, set out as a note under section 191 of this title.

Effective Date of 1991 Amendment

Pub. L. 102–242, title II, §224(b), Dec. 19, 1991, 105 Stat. 2307, provided that: "This section [amending this section] shall become effective on January 1, 1992."

[1] *See References in Text note below.*

§2809. Compilation of aggregate data

(a) Commencement; scope of data and tables

Beginning with data for calendar year 1980, the Federal Financial Institutions Examination Council shall compile each year, for each primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas, aggregate data by census tract for all depository institutions which are required to disclose data under section 2803 of this title or which are exempt pursuant to section 2805(b) of this title. The Council shall also produce tables indicating, for each primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas, aggregate lending patterns for various categories of census tracts grouped according to location, age of housing stock, income level, and racial characteristics.

(b) Staff and data processing resources

The Bureau shall provide staff and data processing resources to the Council to enable it to carry out the provisions of subsection (a).

(c) Availability to public

The data and tables required pursuant to subsection (a) shall be made available to the public by no later than December 31 of the year following the calendar year on which the data is based.

(Pub. L. 94–200, title III, §310, as added Pub. L. 96–399, title III, §340(c), Oct. 8, 1980, 94 Stat. 1658; amended Pub. L. 98–181, title I [title VII, §701(a)], Nov. 30, 1983, 97 Stat. 1266; Pub. L. 111–203, title X, §1094(1), July 21, 2010, 124 Stat. 2097.)

Editorial Notes

Prior Provisions

A prior section 2809, Pub. L. 94–200, title III, §310, Dec. 31, 1975, 89 Stat. 1128, provided for termination of authority granted by this chapter, prior to repeal by section 340(b) of Pub. L. 96–399. See section 2811 of this title.

Amendments

2010—Subsec. (b). Pub. L. 111–203 substituted "Bureau" for "Board".

1983—Subsec. (a). Pub. L. 98–181 substituted "primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas" for "standard metropolitan statistical areas" in two places.

Statutory Notes and Related Subsidiaries

Effective Date of 2010 Amendment

Amendment by Pub. L. 111–203 effective on the designated transfer date, see section 1100H of Pub. L. 111–203, set out as a note under section 552a of Title 5, Government Organization and Employees.

§2810. Disclosure by Secretary; commencement, scope, etc.

Beginning with data for calendar year 1980, the Secretary shall make publicly available data in the Secretary's possession for each mortgagee which is not otherwise subject to the requirements of this chapter and which is not exempt pursuant to section 2805(b) of this title (and for each mortgagee making mortgage loans exempted under section 2803(g) of this title), with respect to mortgage loans approved (or for which completed applications are received) by the Secretary for insurance under title I or II of the National Housing Act [12 U.S.C. 1702 et seq., 1707 et seq.]. Such data to be disclosed shall consist of data comparable to the data which would be disclosed if such mortgagee were subject to the requirements of section 2803 of this title. Disclosure statements containing data for each such mortgagee for a primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas shall, at a minimum, be publicly available at the central depository of data established pursuant to section 2803(f) of this title for such primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas. The Secretary shall also compile and make publicly available aggregate data for such mortgagees by census tract, and tables indicating aggregate lending patterns, in a manner comparable to the information required to be made publicly available in accordance with section 2809 of this title.

(Pub. L. 94–200, title III, §311, as added Pub. L. 96–399, title III, §340(c), Oct. 8, 1980, 94 Stat. 1658; amended Pub. L. 98–181, title I [title VII, §701(a)], Nov. 30, 1983, 97 Stat. 1266; Pub. L. 100–242, title V, §565(a)(3), Feb. 5, 1988, 101 Stat. 1945; Pub. L. 101–73, title XII, §1211(c)(2)(D), Aug. 9, 1989, 103 Stat. 525.)

Editorial Notes

References in Text

The National Housing Act, referred to in text, is act June 27, 1934, ch. 847, 48 Stat. 1246. Titles I and II of the Act are classified generally to subchapters I (§1702 et seq.) and II (§1707 et seq.), respectively, of chapter 13 of this title. For complete classification of this Act to the Code, see section 1701 of this title and Tables.

Amendments

1989—Pub. L. 101–73 inserted "(or for which completed applications are received)" after "approved".

1988—Pub. L. 100–242 inserted "(and for each mortgagee making mortgage loans exempted under section 2803(g) of this title)" after "section 2805(b) of this title".

1983—Pub. L. 98–181 substituted "primary metropolitan statistical area, metropolitan statistical area, or consolidated metropolitan statistical area that is not comprised of designated primary metropolitan statistical areas" for "standard metropolitan statistical areas" in two places.

Statutory Notes and Related Subsidiaries

Effective Date of 1989 Amendment

Amendment by Pub. L. 101–73 applicable to each calendar year beginning after Dec. 31, 1989, see section 1211(k) of Pub. L. 101–73, set out as a note under section 2802 of this title.

Effective Date of 1988 Amendment

Amendment by Pub. L. 100–242 applicable to the portion of calendar year 1988 that begins Aug. 19, 1988, and to each calendar year beginning after Dec. 31, 1988, see section 565(a)(4) of Pub. L. 100–242, as amended, set out as a note under section 2802 of this title.

§2811. Repealed. Pub. L. 100–242, title V, §565(b), Feb. 5, 1988, 101 Stat. 1945

Section, Pub. L. 94–200, title III, §312, as added Pub. L. 96–399, title III, §340(c), Oct. 8, 1980, 94 Stat. 1659; amended Pub. L. 99–120, §5(c), Oct. 8, 1985, 99 Stat. 504; Pub. L. 99–156, §5(c), Nov. 15, 1985, 99 Stat. 817; Pub. L. 99–219, §5(c), Dec. 26, 1985, 99 Stat. 1732; Pub. L. 99–267, §5(c), Mar. 27, 1986, 100 Stat. 75; Pub. L. 99–272, title III, §3011(c), Apr. 7, 1986, 100 Stat. 106; Pub. L. 99–289, §1(b), May 2, 1986, 100 Stat. 412; Pub. L. 99–345, §1, June 24, 1986, 100 Stat. 673; Pub. L. 99–430, Sept. 30, 1986, 100 Stat. 986; Pub. L. 100–122, §1, Sept. 30, 1987, 101 Stat. 793; Pub. L. 100–154, Nov. 5, 1987, 101 Stat. 890; Pub. L. 100–170, Nov. 17, 1987, 101 Stat. 914; Pub. L. 100–179, Dec. 3, 1987, 101 Stat. 1018; Pub. L. 100–200, Dec. 21, 1987, 101 Stat. 1327, provided that authority granted by this chapter was to expire on Mar. 15, 1988.

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DEPARTMENT OF THE TREASURY

Office of the Comptroller of the Currency

12 CFR Part 25

[Docket No. OCC–2021–0014]

RIN 1557–AF12

Community Reinvestment Act Regulations

AGENCY: Office of the Comptroller of the Currency, Treasury.

ACTION: Final rule.

SUMMARY: The Comptroller of the Currency is adopting a final Community Reinvestment Act (CRA) rule that is based largely on the 1995 CRA rules, as revised, that were issued by the Office of the Comptroller of the Currency (OCC), Board of Governors of the Federal Reserve System (Board), and Federal Deposit Insurance Corporation (FDIC). This final rule applies to national banks and savings associations. This action rescinds the CRA final rule published by the OCC on June 5, 2020, and facilitates the OCC's planned future issuance of updated interagency CRA rules with the Board and FDIC.

DATES: This final rule is effective on January 1, 2022. The compliance date for §§ 25.43 and 25.44 is April 1, 2022. The compliance date for the remainder of the rule is January 1, 2022.

FOR FURTHER INFORMATION CONTACT: Emily Boyes, Counsel, Karen McSweeney, Special Counsel, Heidi Thomas, Special Counsel, or Kevin Behne, Senior Attorney, Chief Counsel's Office, (202) 649–5490; or Vonda Eanes, Director for CRA and Fair Lending Policy, or Karen Bellesi, Director for Community Development, Bank Supervision Policy, (202) 649–5470, Office of the Comptroller of the Currency, 400 7th Street SW, Washington, DC 20219.

SUPPLEMENTARY INFORMATION:

I. Background

Congress enacted the Community Reinvestment Act (CRA) [1] in 1977 to encourage insured depository institutions (IDI) [2] to help meet the credit needs of their entire communities, including low- and moderate-income (LMI) neighborhoods, consistent with the safe and sound operation of the IDIs.[3] Specifically, Congress found that ''(1) regulated financial institutions are required by law to demonstrate that their deposit facilities serve the convenience and needs of the communities in which they are chartered to do business; (2) the convenience and needs of communities include the need for credit services as well as deposit services; and (3) regulated financial institutions have continuing and affirmative obligation[s] to help meet the credit needs of the local communities in which they are chartered.'' [4]

The Office of the Comptroller of the Currency (OCC or Agency),[5] Board of Governors of the Federal Reserve System (Board), and Federal Deposit Insurance Corporation (FDIC) (collectively, Agencies),[6] along with the Federal Home Loan Bank Board, first issued rules to implement the CRA in 1978.[7] The Agencies, along with the Office of Thrift Supervision (OTS), significantly revised and clarified the CRA rules in 1995 (1995 Rules).[8] On September 5, 2018, the OCC published an Advance Notice of Proposed Rulemaking (ANPR) as part of its renewed efforts to update the CRA regulatory framework.[9] On January 9, 2020, the OCC and FDIC published a joint CRA Notice of Proposed Rulemaking,[10] and on June 5, 2020, the OCC adopted the rule in final form (June 2020 Rule).[11] The June 2020 Rule applied to national banks, Federal savings associations, and State savings associations (collectively, banks).[12]

The June 2020 Rule took effect October 1, 2020, although several of its more material components had compliance dates of either January 1, 2023, or January 1, 2024.[13] To implement certain provisions of the June 2020 Rule with a compliance date of January 1, 2023, the OCC published a Notice of Proposed Rulemaking on December 4, 2020, (December 2020 NPR), which proposed an approach to determine the benchmarks, thresholds, and minimums in the June 2020 Rule's performance standards.[14] In connection with the December 2020 NPR, the OCC also published a CRA information collection survey (Information Collection) [15] to obtain the data necessary to calibrate the June 2020 Rule's performance standards.

On May 18, 2021, the OCC announced that it was reconsidering the June 2020 Rule.[16] At the same time, the OCC announced that it did not plan to finalize the December 2020 NPR and was discontinuing the Information Collection.[17] Collectively, these actions have enabled an orderly reconsideration of the June 2020 Rule and provided banks with the flexibility to deploy resources in response to the COVID–19 pandemic.

Although the OCC issued the June 2020 Rule independently, the Agencies' joint CRA regulatory reform efforts have spanned the past decade.[18] In 2018, the

[1] Public Law 95–128, 91 Stat. 1147 (1977) (codified at 12 U.S.C. 2901 *et seq.* (as amended)).

[2] The CRA uses the term ''regulated financial institution,'' which it defines to mean an ''insured depository institution'' as defined in 12 U.S.C. 1813(c)(2). *See* 12 U.S.C. 2902(2).

[3] 12 U.S.C. 2903(a)(1). Congress enacted the CRA to promote access to credit by encouraging IDIs to serve their entire communities. During this period, Congress also enacted fair lending laws to address fairness and access to housing and credit. For example, in 1968, Congress passed a law that later became known as the Fair Housing Act to prohibit discrimination in renting or buying a home. *See* 42 U.S.C. 3601 *et seq.* (as amended). In 1974, Congress passed the Equal Credit Opportunity Act to prohibit creditors from discriminating against an applicant on the basis of race, color, religion, national origin, sex, marital status, or age. *See* 15 U.S.C. 1691 *et seq.* (as amended). These fair lending laws provide a legal basis for prohibiting discriminatory lending practices, such as redlining. *See* Interagency Fair Lending Examination Procedures, p. iv (Aug. 2009), available at *https://www.ffiec.gov/PDF/fairlend.pdf.*

[4] 12 U.S.C. 2901(a).

[5] The OCC is the primary regulator for national banks and Federal savings associations.

[6] In addition to the Agencies, Congress also charged the Office of Thrift Supervision (OTS) and its predecessor agency, the Federal Home Loan Bank Board, with implementing the CRA. The OTS had CRA rulemaking and examination authority for all savings associations. The OTS's rulemaking authority for CRA transferred to the OCC in Title III of the Dodd-Frank Wall Street Reform and Consumer Protection Act, Public Law 111–203, 124 Stat. 1376, 1522 (2010) (Dodd-Frank Act). *See also* 12 U.S.C. 2905. With respect to CRA examination authority, the OCC examines Federal savings associations, and the FDIC examines State savings associations. *See* Sec. 312(b) of the Dodd-Frank Act.

[7] 43 FR 47144 (Oct. 12, 1978).

[8] 60 FR 22156 (May 4, 1995). As used herein, the term ''1995 Rules'' refers to the regulatory framework adopted by the Agencies and the OTS in 1995 and any revisions the Agencies and OTS made to that regulatory framework (*e.g.,* 70 FR 44256 (Aug. 2, 2005) and 75 FR 61035 (Oct. 4, 2010)), except for the changes made by the OCC in the June 2020 Rule. The 1995 Rules were codified in 12 CFR parts 25, 563e (recodified as 195), 228, and 345.

[9] The OCC worked with the Board and FDIC on this ANPR. 83 FR 45053.

[10] 85 FR 1204.

[11] 85 FR 34734.

[12] As used herein, the term ''bank'' or ''banks'' also includes uninsured Federal branches that result from an acquisition described in section 5(a)(8) of the International Banking Act of 1978. 12 U.S.C. 3103(a)(8).

[13] 12 CFR 25.01(c)(4).

[14] 85 FR 78258.

[15] 85 FR 81270 (Dec. 15, 2020).

[16] *See* OCC Bulletin 2021–24, Community Reinvestment Act: Implementation of the June 2020 Final Rule, available at *https://www.occ.gov/news-issuances/bulletins/2021/bulletin-2021-24.html.*

[17] *Id.*

[18] For example, in 2014, pursuant to the Economic Growth and Regulatory Paperwork Reduction Act of 1996 (EGRPRA), the Agencies began a decennial review of all of their rules, with input from the public, to identify outdated, unnecessary, or unduly burdensome rules and to consider how to reduce regulatory burden on IDIs, while at the same time ensuring the safety and soundness of these institutions and the financial

Posted April 1, 2024.

Agencies engaged with stakeholders, including civil rights organizations, community groups, members of Congress, academics, and IDIs, to obtain their perspectives and feedback on the CRA and potential improvements to the CRA regulatory framework. Separately, the Board explored ways to modernize the CRA regulatory framework to address changes in the banking industry, which culminated with the Board's publication of an ANPR on October 19, 2020 (Board ANPR).[19]

Throughout all of the Agencies' CRA modernization efforts, stakeholders have repeatedly stressed the importance of the Agencies issuing a single set of CRA rules applicable to all IDIs. On July 20, 2021, after considering (1) the disproportionate impacts of the pandemic on LMI communities, (2) the comments provided on the Board ANPR, and (3) the OCC's experience with implementation of the June 2020 Rule, the OCC announced it would propose to rescind the June 2020 Rule.[20] On the same day, the Agencies announced that they are working together to strengthen and modernize the rules implementing the CRA.[21] This final rule is an important step in this interagency process because it reestablishes generally uniform rules that apply to all IDIs. Thus, it better positions the Agencies to identify joint solutions to the common issues affecting IDIs and the communities they serve.

II. Proposed Rule

On September 8, 2021, the OCC issued its proposal to rescind the June 2020 Rule and replace it with rules for banks largely based on the 1995 Rules (Proposal or Proposed Rule).[22] The Proposal would have aligned the OCC's CRA rules with the Board's and FDIC's CRA rules, thereby reinstituting the regulatory uniformity for IDIs that existed prior to the June 2020 Rule and facilitating the ongoing interagency work to modernize the CRA rules. The OCC explained in the Proposal that any future interagency CRA rules would replace any final rule(s) the Agency issues pursuant to the Proposal.[23]

The purpose of the Proposed Rule was to (1) create consistent and transparent CRA rules for banks; (2) limit CRA-related burden on banks, banks' communities, and examiners; and (3) ensure that the OCC continues to encourage banks to help meet the credit needs of their entire communities, including LMI neighborhoods, consistent with safe and sound operations. A description of the Proposal and the comments the OCC received is set forth below.

A. Overview

The Proposed Rule would have provided different performance tests and standards for banks of different sizes, structures, and operations. Specifically, the Proposed Rule would have provided an assessment method for (1) small banks that would be streamlined and would emphasize lending performance; (2) intermediate small banks (ISB) that would consider lending and community development (CD) activities (*i.e.,* loans, investments, and services); (3) large, retail banks that would focus on lending, investment, and service performance; and (4) wholesale and limited purpose banks that would be based on CD activities. The Proposed Rule also would have given any bank, regardless of its size or business strategy, the option for the appropriate Federal banking agency to evaluate it under a strategic plan.[24]

Under the proposed performance tests and standards, the appropriate Federal banking agency would have considered a bank's performance context in assessing its CRA performance. Specifically, the Agency would have reviewed (1) demographic and economic data about the bank's assessment area(s) and information about its local economic conditions; (2) the bank's major business products and strategies; and (3) its financial condition, including its capacity and ability to lend or invest in its community. The Agency also would have reviewed any information a bank chose to provide about lending, investment, and service opportunities in its assessment area(s). Performance context also would have included any other information the appropriate Federal banking agency deemed relevant.

The Proposed Rule would have required a bank to identify one or more assessment area(s) where the appropriate Federal banking agency would evaluate its CRA performance. In most cases, the Proposed Rule would have required a bank to delineate as its assessment area(s) the town, city, county, or other political subdivision or a metropolitan statistical area (MSA) where (1) its main office, branch(es), and deposit-taking automated teller machines (ATMs) are located and (2) a substantial portion of its loans are made. A bank's assessment area(s) would not have needed to coincide with the boundaries of one or more political subdivisions or MSAs so long as the assessment area(s) was one that (1) the bank reasonably could have served; (2) satisfied applicable regulatory requirements; (3) did not reflect illegal discrimination; and (4) did not arbitrarily exclude LMI geographies (*i.e.,* census tracts).

Under the Proposed Rule, large banks[25] (and in some circumstances, other banks) would have needed to collect, maintain, and report certain data related to the proposed performance tests and standards. The OCC would have made this data available through individual and aggregate disclosure statements. In addition, banks would have made CRA-related information available in their public files and posted CRA notices in specified locations.

For a more detailed description of the 1995 Rules, on which the Proposed Rule was largely based, see the **SUPPLEMENTAL INFORMATION** sections of the **Federal Register** documents in which the 1995 Rules were issued.[26]

B. Summary of Key Provisions

The following is a summary of key provisions of the Proposed Rule.

1. Performance Tests and Standards.[27]

system. Public Law 104–208, 110 Stat. 3009 (1996) (codified at 12 U.S.C. 3311). In 2017, the Agencies issued a report to Congress that included a summary of the public comments and recommendations received during the EGRPRA review, including those that addressed the CRA regulatory framework. *See* Federal Financial Institutions Examination Council, Joint Report to Congress. Economic Growth and Regulatory Paperwork Reduction Act, pp. 41–48 (Mar. 3, 2017), available at *https://www.ffiec.gov/pdf/2017_FFIEC_EGRPRA_Joint-Report_to_Congress.pdf.*

[19] 85 FR 66410.

[20] NR 2021–76, OCC Statement on Rescinding its 2020 Community Reinvestment Act Rule, available at *https://www.occ.gov/news-issuances/news-releases/2021/nr-occ-2021-76.html.*

[21] NR 2021–77, Interagency Statement on Community Reinvestment Act Joint Agency Action, available at *https://www.occ.gov/news-issuances/news-releases/2021/nr-ia-2021-77.html.*

[22] NR 2021–94, OCC Issues Proposal to Rescind its 2020 Community Reinvestment Act Rule (Sept. 8, 2021), available at *https://www.occ.gov/news-issuances/news-releases/2021/nr-occ-2021-94.html. See also* 86 FR 52026 (Sept. 17, 2021).

[23] 86 FR 52026, 52027.

[24] As noted previously, the OCC has CRA examination authority for Federal savings associations, and the FDIC has CRA examination authority for State savings associations. *See supra* note 6. References in this final rule to ''appropriate Federal banking agency'' are intended to reflect this distinction.

[25] The term ''large banks'' is used in CRA guidance related to the 1995 Rules to describe banks that exceed the ISB asset-size threshold.

[26] *See supra* note 8.

[27] The proposed performance tests and standards applicable to a bank would have been based on the bank's asset size. The proposed asset-size thresholds for determining whether a bank would be a large bank, ISB, or small bank under the Proposed Rule would have been adjusted annually and aligned with the current asset-size thresholds

Continued

Posted April 1, 2024.

○ Small bank [28] performance standards would have included a retail lending test for assessing CRA performance. The small bank lending test could also have included consideration of CD loans. Qualified investments and CD services could have been considered at the bank's option for an ''outstanding'' rating, but only if the bank met or exceeded the lending test criteria in the small bank performance standards.

○ The ISB [29] performance standards would have included an assessment of CRA performance under the small bank retail lending test and a CD test. Under the ISB CD test, the appropriate Federal banking agency would have evaluated all CD activities together.

○ Large bank (*i.e.,* banks that exceed the ISB asset-size threshold) [30] lending and service tests would have considered both retail and CD activity, while the large bank investment test would have focused on qualified investments as defined in the Proposed Rule.

○ The appropriate Federal banking agency would have evaluated wholesale and limited purpose banks under a CD test that considered activities (1) within a bank's broader statewide or regional area(s) that includes a bank's assessment area(s) as activities that benefit the bank's assessment area(s) and (2) outside of the bank's broader statewide or regional area that includes a bank's assessment area(s) if the bank had been responsive to needs in its assessment area(s).

○ Any bank could have elected to be evaluated under a strategic plan that set out measurable goals for lending, investment, and services, as applicable, to achieve a ''satisfactory'' or ''outstanding'' rating. The bank would have developed its strategic plan with community input, and the appropriate Federal banking agency would have needed to approve the bank's plan.

2. *Discriminatory or Other Illegal Credit Practices (DOICP).* Under the Proposal, the appropriate Federal banking agency's evaluation of a bank's CRA performance would have been adversely affected by evidence of DOICPs, including violations of the Equal Credit Opportunity Act; [31] Fair Housing Act; [32] Homeownership and Equity Protection Act; [33] the prohibition against unfair or deceptive acts or practices in section 5 of the Federal Trade Commission Act; [34] section 8 of the Real Estate Settlement Procedures Act; [35] and the Truth in Lending Act.[36] The list of discriminatory or other illegal credit practices in the Proposal was not exhaustive, and the OCC also would have considered credit-related violations of the Military Lending Act (MLA) and Servicemembers Civil Relief Act (SCRA) [37] based on guidance that predates the June 2020 Rule.[38]

3. *Retail and CD Activities.* The appropriate Federal banking agency would have evaluated banks' CRA performance based on (1) retail lending (*i.e.,* home mortgage loans, small business loans, small farm loans, and consumer loans, as applicable) and CD loans; (2) qualified investments; and (3) CD services, as each of these terms would have been defined in the Proposed Rule and considered in the applicable performance tests and standards.

4. *Assessment Area(s).*

○ A bank would have delineated assessment area(s) that generally—

■ Included the geographies where the bank has its main office, branch(es), and deposit-taking ATMs (as applicable), as well as any surrounding geographies where the bank has originated or purchased a substantial portion of its loans; and

■ Consisted of one or more MSAs, metropolitan divisions, or political subdivisions with a bank permitted to adjust the boundaries of its assessment area(s) to include only the portion of the political subdivision that the bank could reasonably be expected to serve.

○ Assessment area(s) would have been required to:

■ Consist of whole geographies;

■ Not reflect illegal discrimination;

■ Not arbitrarily exclude LMI geographies; and

■ Not extend substantially beyond an MSA or State boundary unless the bank's assessment area(s) was in a multistate MSA.

5. *Data Collection, Recordkeeping, and Reporting.*

○ Banks, other than small banks, would have collected, maintained, and reported certain data related to small business loans, small farm loans, CD loans, and assessment areas. Banks, other than small banks, that are subject to the Home Mortgage Disclosure Act of 1975 (HMDA) reporting requirements [39] also would have reported certain information related to home mortgage lending outside of the MSA(s) where a bank has a home or branch office (or outside any MSA). The Proposed Rule also would have included certain optional data collection and reporting provisions.

○ The Proposed Rule would have reinstated requirements regarding the content and location of the public file and public notices that were revised or eliminated in the June 2020 Rule.

6. *Ratings.* The appropriate Federal banking agency would have determined a bank's CRA rating as provided in proposed appendix A.

7. *Integration of National Bank and Savings Association Rules.* The Proposed Rule would have reinstated separate rules for national banks (at 12 CFR part 25, subparts A through E and appendices A and B) and savings associations (at 12 CFR part 195, subparts A through C and appendices A and B). The June 2020 Rule integrated these rules in 12 CFR part 25.

8. *Transition Period.* The Proposed Rule would have required banks to comply with the final rule as of the effective date with no option to follow any provisions in the June 2020 Rule during the period between when the OCC would adopt the Proposed Rule in final form and the Agencies would adopt updated interagency CRA rules in final form.[40] The Proposal discussed whether the OCC should address certain transition considerations in the final rule.

III. Comments on the Proposed Rule

The OCC received 62 comment letters on the Proposed Rule, the majority of which generally supported rescinding the June 2020 Rule and the ongoing interagency effort to issue updated CRA rules. These comments addressed a wide range of issues and came from a variety of stakeholders and interested parties, including the banking industry, community and other advocacy groups, State and local governments, and the general public. The discussion below

in the Board's and FDIC's rules. *See* 12 CFR parts 228 and 345.

[28] Under the Proposed Rule, ''small bank'' means a bank that, as of December 31 of either of the prior two calendar years, had assets of less than $1.322 billion. ''ISB'' means a small bank with assets of at least $330 million as of December 31 of both of the prior two calendar years and less than $1.322 billion as of December 31 of either of the prior two calendar years. *See* 12 CFR 25.12(u), of the Proposed Rule.

[29] *Id.*

[30] *Id.*

[31] 15 U.S.C. 1691 *et seq.*

[32] 42 U.S.C. 3601 *et seq.*

[33] Public Law 103–325, 108 Stat. 2190 (1994) (codified at 15 U.S.C. 1601–02; 15 U.S.C. 1639–41).

[34] 15 U.S.C. 45.

[35] 12 U.S.C. 2607.

[36] 15 U.S.C. 1601–1667f (as amended).

[37] *See* 10 U.S.C. 987 and 50 U.S.C. 3901 *et seq.,* respectively.

[38] *See* OCC PPM 5000–43, Impact of Evidence of Discriminatory or Other Illegal Credit Practices on Community Reinvestment Act Ratings (Aug. 15, 2018).

[39] 12 U.S.C. 2801 *et seq.*

[40] The period of time between the effective date of this final rule and the effective date of final updated interagency CRA rules is referred to herein as the ''interim period.''

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identifies the significant issues raised by these commenters and explains how the OCC addresses these issues in the final rule. This final rule will provide certainty to stakeholders, eliminate burden associated with continuing to transition to the June 2020 Rule, and better position the OCC to engage in an interagency rulemaking process to update and modernize the CRA rules.

Transition Provisions. The OCC proposed to replace the June 2020 Rule with rules for banks based on the 1995 Rules. The Proposed Rule included a description of several transition considerations that the OCC was contemplating to provide for a smooth transition from the June 2020 Rule. Although commenters generally supported rescission of the June 2020 Rule, they expressed opposing views on replacing the June 2020 Rule with rules based on the 1995 Rules. Community groups and other commenters generally supported the Proposal for reasons including (1) the OCC should not have independently promulgated the June 2020 Rule; (2) there would be confusion and inconsistent CRA evaluations if there were different CRA regulatory regimes applicable to different types of IDIs; (3) the June 2020 Rule is not yet fully effective, which lessens the impact of its rescission; (4) uniformity of CRA rules for all IDIs during the interim period would facilitate the ongoing interagency rulemaking process; and (5) the June 2020 Rule both failed to ensure that banks meet their local communities' banking needs and disincentivized investment in LMI communities and communities of color. One commenter suggested that the final rule should return banks to the 1995 Rules but include certain innovations from the June 2020 Rule, including deposit-based assessment areas and the list of qualifying activities.

In contrast, industry and trade associations generally opposed transitioning back to the 1995 Rules. Some of these commenters stated that banks have already changed their CRA programs to comply with the June 2020 Rule and another transition would be burdensome. They requested that the OCC balance the benefits of interagency uniformity with the need to minimize the disruption—for both banks and their CRA reinvestment partners—that will result if the OCC adopts the Proposed Rule. Similarly, others asserted that implementing the Proposed Rule would be disruptive, wasteful, and confusing. They recommended that the OCC minimize the number of regulatory transitions, the burden, and the confusion that would result from multiple rule changes.[41]

Several of these commenters requested that, during the interim period, the OCC (1) retain the provisions of the June 2020 Rule with a compliance date of October 1, 2020, and (2) revert to the 1995 Rules only for provisions of the June 2020 Rule with a compliance date of January 1, 2023, or January 1, 2024. Several commenters also requested that the OCC provide banks with flexibility to continue to utilize aspects of the June 2020 Rule or the 1995 Rules during the interim period, including by (1) providing consideration for all activities that qualify under either the June 2020 Rule or the 1995 Rules and (2) allowing banks that were in the process of transitioning to the June 2020 Rule to retain the CRA programs they have in place as long as their programs comply with either the 1995 Rules or the June 2020 Rule.

After considering the comments on transition issues, the OCC is adopting the final rule largely without modification from the Proposed Rule and with a delayed compliance date for two provisions: All banks will need to comply with the rule by January 1, 2022, with the exception of the public file and public notice provisions (§§ 25.43 and 25.44 of the final rule). As discussed below, banks will need to comply with §§ 25.43 and 25.44 by April 1, 2022. Notwithstanding commenters' concerns regarding the burden for banks to transition back to a rule based on the 1995 Rules, it is the view of the OCC that this burden will be limited because the June 2020 Rule has only been partially implemented. Further, the alternatives suggested by the commenters would create confusion. For example, allowing banks the flexibility to elect to operate under either the June 2020 Rule or the 1995 Rules would create confusion for stakeholders regarding which regulatory framework applied during banks' CRA evaluations. It also would undermine the goal of a consistent set of rules for all IDIs and could delay the issuance of the Agencies' updated interagency CRA rule. For example, creating a hybrid regulatory framework that leverages aspects of both the June 2020 Rule and the 1995 Rules could increase the supervisory burden and draw OCC resources away from the interagency CRA rulemaking efforts.

By finalizing this rule with an effective date of January 1, 2022, and a compliance date of April 1, 2022, for §§ 25.43 and 25.44, all IDIs will be subject to the same general regulatory framework at the earliest reasonable date, which will facilitate the Agencies' issuance of updated interagency CRA rules. To address concerns regarding the burden associated with this decision, the OCC will afford banks the implementation flexibility permitted by the transition provisions of the final rule and the Interagency Questions and Answers Regarding Community Reinvestment (Q&As) for the 1995 Rules[42] and other CRA guidance, including the application of performance context. For example, in evaluating a bank's performance from October 1, 2020, through the interim period, the OCC will consider the impact that regulatory changes had on the bank's ability to engage in qualifying activities as part of its performance context. In addition, the final rule's delayed compliance date of April 1, 2022, for the public file and public notice provisions will ease burden associated with this final rule.

Qualifying Activities. The Proposed Rule would have replaced the qualifying activities criteria in the June 2020 Rule with the 1995 Rules' home mortgage loan, small business loan, small farm loan, consumer loan, and CD definitions. The Proposed Rule also would have replaced the definitions related to the qualifying activities criteria in the June 2020 Rule with the applicable definitions under the 1995 Rules. The Proposed Rule would have eliminated June 2020 Rule definitions that did not exist in the 1995 Rules.

The Proposal also explained that banks would receive consideration in their CRA examinations for activities that met the qualifying activities criteria or definitions in effect at the time that the banks conducted the activities.[43] Under the final rule, as was also the case under the June 2020 Rule, a CRA activity may include a legally binding

[41] One commenter also expressed concern that reinstatement of the 1995 Rules could lead to regressive financial policies in low-income communities and suggested that the OCC consider lessons from the financial crisis and solicit feedback from the most affected communities.

[42] 81 FR 48506 (July 25, 2016).

[43] For example, if a bank originated a loan or entered into a legally binding commitment to lend on December 20, 2021, to build a charter school in which 40 percent of the students received free or reduced price school lunch, that loan would receive consideration in a bank's CRA examination even if the CRA examination took place after the effective date of the final rule (January 1, 2022) because this activity is a qualifying activity under the June 2020 Rule. *See* June 2020 Rule, 12 CFR 25.04(c)(5)(i). However, if the bank made the same loan or entered into the same legally binding commitment to lend on January 20, 2022, that loan or commitment would not qualify under the CD definitions in the final rule, and, therefore, would not receive consideration in a future CRA examination. *See* 12 CFR 25.12(g) and (h) of this final rule.

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commitment to lend or invest. A legally binding commitment will be considered to have been conducted on the date that the commitment is legally binding on the bank. This practice is consistent with the OCC's longstanding treatment under the 1995 Rules of legally binding commitments.[44] Therefore, under the final rule, a legally binding commitment to lend or invest will be considered under the CRA regulatory framework that was in effect at the time the commitment became legally binding on the bank.

The OCC asked whether its proposal to consider activities based on whether they qualified at the time the bank (1) conducted the activities or (2) entered into a legally binding commitment to conduct the activities was a reasonable approach to address the proposed changes to the activities that would receive consideration in CRA examinations.

Many commenters supported the elimination of the June 2020 Rule's qualifying activities criteria in the final rule and returning to the definitions in the 1995 Rules.[45] Other commenters advocated retaining the June 2020 Rule's qualifying activities criteria, asserting that their elimination would negatively affect banks' communities. For example, one commenter asserted that the broader definition of qualifying activities in the June 2020 Rule provides an incentive for banks to engage in activities that benefit communities, including LMI and underserved persons, and that this result is consistent with the CRA's intent.[46] Another commenter suggested that retaining the June 2020 Rule's approach for qualifying activities would minimize disruptions in ongoing investment decisions. Other commenters supported retaining the current framework because of the burdens associated with changing regulatory regimes. One commenter suggested that the OCC give CRA consideration to any activity that qualifies under either the 1995 Rules or June 2020 Rule.

Many commenters expressed support for the proposal to provide consideration for activities based on whether they qualified at the time the activities were conducted or subject to a legally binding commitment, with some commenters describing this approach as both reasonable and appropriate. One community group stated that it would be unfair to revoke consideration for activities that qualified at the time that the activities were conducted.

After considering the comments, the OCC is adopting the retail lending, CD, and related definitions as proposed and adopts the proposed treatment of consideration for activities under the CRA. This outcome ensures that, going forward, (1) banks will receive consideration for activities that the Agencies have collectively recognized help to meet community credit needs; (2) consistent rules will apply to all IDIs; (3) banks will receive credit for dollars that are already legally committed; and (4) the OCC is likely to be able to more effectively work with the Board and the FDIC to determine the types of activities that should receive consideration under an updated interagency CRA rule. The final rule includes a provision in subpart D that explains when activities qualify for CRA consideration in CRA examinations based on the rule in effect at the time that the activities were conducted.

Confirmation Process. The June 2020 Rule included a confirmation process for qualifying activities that permits banks and other interested parties to request OCC confirmation that a loan, investment, or service is consistent with that rule's qualifying activities criteria prior to engaging in the activity. Under the Proposed Rule, the OCC would have removed the qualifying activities confirmation process from the rule and replaced it with OCC procedures that would be operationally similar to the June 2020 Rule's confirmation process, but the OCC would have adapted the substance to conform to the 1995 Rules. The OCC requested comment on this approach.

Both industry and community group commenters expressed support for retaining a confirmation process. One industry commenter noted that, regardless of whether the process is included in the final rule, retaining a confirmation process would be the least disruptive outcome for banks and interested parties. A community organization noted that any confirmation process should be equally accessible to community-based organizations and banks. Another community group stated that any OCC delay in issuing guidance on the final rule's confirmation process should not affect banks' responsibilities to comply with the rule as of its effective date.

Given the broad support for a confirmation process in general and the clarity provided by the June 2020 Rule's confirmation process, the OCC is adopting the proposed approach and will provide guidance on the scope and mechanics of this CD activity confirmation process.[47]

Illustrative List. The June 2020 Rule provided an illustrative list of examples of CRA qualifying activities. The OCC indicated in the Proposal that it would maintain this list on its website to help banks determine whether activities conducted while the June 2020 Rule was in effect are eligible for CRA consideration. While the OCC received few comments on this topic, all of those who commented supported the proposed approach of continuing to maintain the list of examples.[48] The OCC believes that it may be useful to banks and other interested parties to continue to have access to the June 2020 Rule's illustrative list; therefore, the OCC will continue to make the list available on the Agency's website. After January 1, 2022, banks that newly engage in the activities on the illustrative list will only receive CRA consideration if the activities also meet the retail or CD definitions in the final rule.

Bank Asset-Size Thresholds. The June 2020 Rule increased the bank asset-size thresholds for determining small, intermediate, and general performance standards banks from the thresholds for determining small, ISB, and large banks under the 1995 Rules.[49] This increase

[44] *See* 12 CFR 25.21–27 of this final rule. *See also* Q&A § ____.23(e); Q&A § ____.26(b)–4.

[45] One commenter suggested that, if legally permissible, the OCC should retroactively discount the expanded activities under the June 2020 Rule, particularly if done in the normal course of business, and all expanded activities should be re-evaluated to assess whether they benefitted the intended beneficiaries of the CRA.

[46] One of these commenters specifically objected to reinstating the 1995 Rules' CD services definition, asserting that there are many CRA volunteer services that provide tremendous benefits to banks' communities but do not focus on providing financial services to these communities.

[47] As of January 1, 2022, confirmation letters issued under the June 2020 Rule for qualifying activities that a bank has not yet engaged in, or entered into a legally binding commitment for, would no longer serve as OCC confirmation that an activity qualifies for CRA consideration. Nonetheless, the activity may still receive CRA consideration if it meets the CD definitions and other requirements of the final rule.

[48] One commenter requested that the OCC preserve the four illustrative examples of qualifying activities that involve access to digital services as part of any amended guidance on CRA qualifying activities. These examples will remain on the illustrative list; however, new activities consistent with these examples that are conducted after January 1, 2022 will only receive consideration to the extent that they also are consistent with the retail or CD definitions in the final rule.

[49] Prior to the enactment of the June 2020 Rule, (1) small banks were banks with less than $326 million in assets; (2) ISBs were banks with assets between $326 million but less than $1.305 billion; and (3) large banks were banks with assets of $1.305 billion and above. Under the June 2020 Rule, (1) small banks are banks with assets up to $600 million; (2) intermediate banks are banks with assets of greater than $600 million and up to $2.5 billion; and (3) general performance banks (referred to as large banks under the 1995 Rules' framework) are banks with greater than $2.5 billion in assets. As proposed, (1) small banks would have been

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changed some banks' asset-size categories (*e.g.,* certain banks that were ISBs under the 1995 Rules are small banks under the 2020 Rule, and certain banks that were large banks under the 1995 Rules became intermediate banks under the June 2020 Rule). Under the Proposed Rule, the OCC would have reinstated the bank asset-size thresholds of the 1995 Rules.[50] For banks that would have transitioned from small banks to ISBs as a result of this, under the Proposal, the OCC would have considered this change in assessing the bank's performance context. Although the proposed reinstatement of bank asset-size thresholds would have applied as of January 1, 2022, the Proposal described a transition period for the new data collection, recordkeeping, and reporting requirements for intermediate banks that would return to being designated as large banks or newly become designated as large banks, which is addressed in more detail below.

The OCC received several comments on the proposed changes to the bank asset-size thresholds. Generally, industry commenters did not support the proposed changes, noting that banks recently adjusted their CRA programs to satisfy the June 2020 Rule and that the Proposed Rule would require another set of adjustments and associated burden (*e.g.,* small banks that become ISBs would be subject to a CD test; intermediate banks that become large banks would be subject to separate lending, investment, and service tests and to new or reinstated data collection, recordkeeping, and reporting requirements).

Commenters also noted that reinstating the 1995 Rules' bank asset-size thresholds and then revising them again in a future interagency rulemaking would both be wasteful and burdensome, in part due to institutions' limited staff. One commenter also asserted that the asset-size thresholds under the 1995 Rules were too low, do not reflect the current banking industry, and should not be reinstated. Another commenter noted that the proposed asset-size thresholds are problematic because many banks now have inflated balance sheets due to government programs related to the COVID–19 pandemic.

Other commenters stated that an immediate effective date for the reinstated asset-size thresholds would require banks to quickly modify their current procedures and processes (*e.g.,* purchasing CRA software; educating specific lines of business about the new requirements; updating job aids; and implementing new requirements and testing processes). Several commenters suggested that banks that would have to comply with new standards or tests under a final rule (*e.g.,* the ISB performance standards or large bank lending, investment, and services tests) should be provided with additional time to comply. One commenter supported a transition period for banks that were below the 1995 Rules' large bank asset-size threshold prior to the June 2020 Rule's effective date but now exceed the proposed large bank asset-size threshold. This commenter suggested a one-year transition, a two-year transition, or retaining the June 2020 Rule's bank asset-size thresholds for the duration of the interim period.

Community groups and other commenters generally supported the Proposal to revert to the 1995 Rules' asset-size thresholds. These commenters suggested that it should not be overly burdensome for banks to transition back to their former bank types because many banks likely retained their reporting infrastructure and software programs.

After considering these comments, the OCC is adopting the Proposed Rule's bank asset-size thresholds without modification. Therefore, any shift by banks to a new bank type (*i.e.,* small bank, ISB, or large bank) will be based on the final rule's definitions and effective January 1, 2022. Reinstating the 1995 Rules' asset-size thresholds is one way that the final rule establishes a consistent rule applicable to all IDIs, which, as discussed elsewhere in this preamble, will likely facilitate the interagency CRA rulemaking process. The final rule's consideration of performance context should provide sufficient flexibility to address commenters' concerns about the burden associated with being evaluated under new tests and standards. For example, the OCC will consider a bank's need to change its CRA procedures and processes (*e.g.,* reallocating staff and other resources; initiating or increasing its CD activities; or purchasing new software) when evaluating the bank under the final rule's applicable performance tests and standards. Furthermore, as discussed below, the OCC will provide banks that will be large banks for the first time under the final rule with additional time to comply with the rule's data requirements.

Data Collection, Recordkeeping, and Reporting Requirements for Banks Transitioning from Intermediate Banks to Large Banks. Under the June 2020 Rule, banks with assets between $1.305 billion and $2.5 billion changed bank type from large bank (their classification under the 1995 Rules) to intermediate bank. As a result, these banks were no longer subject to large bank data collection and recordkeeping requirements starting in 2021, and, under the June 2020 Rule, they would not have been subject to large bank data reporting requirements in 2022.

Under the Proposed Rule, the OCC would have (1) treated banks that exceeded the ISB asset-size threshold [51] as large banks and (2) applied the large bank data requirements to banks that were designated as intermediate banks under the June 2020 Rule beginning one year from the final rule's effective date (one-year proposed grace period).[52] This treatment is consistent with the OCC's general practice under the 1995 Rules.

As discussed above, industry commenters generally objected to the proposed changes to the bank asset-size thresholds largely because of the burden associated with the data requirements for the banks subject to new data requirements (*e.g.,* purchasing new software to comply with the applicable data requirements). Several commenters recommended that the OCC retain the June 2020 Rule's bank asset-size thresholds for the interim period. Others requested additional transition time to comply with the Proposed Rule's data requirements, or flexibility from the OCC when assessing an affected bank's data integrity. For example, one commenter suggested that the OCC apply a ''good faith'' standard in evaluating CRA performance during the interim period, including by (1) not issuing a ''Needs to Improve'' rating based on inaccuracies or deficiencies in

banks of less than $330 million in assets; (2) ISBs would have been banks with assets between $330 million and less than $1.322 billion; and (3) large banks would have been banks with assets of $1.322 billion and above.

[50] The bank asset-size thresholds in this final rule reflect the adjusted thresholds issued by the Board and FDIC on December 17, 2020, effective January 1, 2021. *See, e.g.,* FDIC PR 140–2020, Agencies Release Annual CRA Asset-Size Threshold Adjustments for Small and Intermediate Small Institutions, available at *https://www.fdic.gov/news/press-releases/2020/pr20140.html.* The Agencies make annual adjustments to the bank asset-size thresholds based on the change in the average of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI–W), not seasonally adjusted, for each 12-month period ending in November. The adjusted thresholds are typically available mid- to late-December and are effective January 1 of the following year. Once the Agencies determine the annual adjustment for calendar year 2022, the OCC will publicize the updated bank asset-size thresholds.

[51] *See supra* note 28.

[52] Under the June 2020 Rule, banks that exceeded the intermediate bank threshold remained subject to the 1995 Rules' data collection, recordkeeping, and reporting requirements, and, therefore, the Proposed Rule would not have imposed new requirements on these banks.

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an affected bank's data if the bank demonstrates its program was developed and administered in good faith and (2) giving the bank a reasonable period of time to correct inaccuracies or deficiencies prior to issuing the bank's final performance evaluation rating.

Conversely, community groups generally supported the immediate reinstatement of the 1995 Rules' large bank data requirements for all large banks as of the effective date of the final rule. One commenter noted that this data is critical for assessing whether the bank is meeting community needs, and there should be no delay in providing it to the public. The OCC also received a comment suggesting different treatment for those banks that were large banks prior to the June 2020 Rule (redesignated large banks) and those banks that would, under the Proposal, be large banks for the first time (newly designated large banks).[53]

Because redesignated large banks have prior experience with the data requirements in the 1995 Rules, it does not appear to be necessary to provide them with a grace period for compliance with the large bank data collection, recordkeeping, and reporting requirements. The OCC notes that, although the final rule requires redesignated large banks to report calendar year 2022 data by March 1, 2023—a period of 14 months from the final rule's effective date—it contains no specific date during 2022 by which redesignated large banks must actually commence the applicable data collection and recordkeeping. Therefore, a redesignated large bank does not need to have its data collection and recordkeeping systems in place by January 1, 2022, to be in compliance with the final rule.[54]

In addition, the OCC intends to work with these redesignated large banks over the next year to ensure they are on track to report calendar year 2022 data by March 1, 2023, and to provide them with any necessary flexibility in terms of missing information or other limited error tolerances for calendar year 2022 data. However, the error tolerances afforded these banks will only last one year and the data collection, recordkeeping, and reporting systems and processes of redesignated large banks must be fully functional by January 1, 2023, including with respect to data integrity. This approach should provide a sufficient transition period to appropriately balance the need for CRA data from redesignated large banks under the final rule with the practical challenges these banks may encounter.

In contrast, the OCC has determined it is appropriate to apply the proposed grace period approach to newly designated large banks. These banks do not have the same prior experience with the data collection, recordkeeping, and reporting requirements under the 1995 Rules, and it is reasonable to provide them with additional time to establish the systems and processes necessary to comply with the final rule's data requirements. Therefore, the OCC is providing these banks with a one-year grace period during which they will not be subject to the final rule's data requirements. Specifically, the OCC will require these banks to comply with the large bank data collection and recordkeeping requirements beginning on January 1, 2023, and report calendar year 2023 data consistent with the large bank reporting requirements by March 1, 2024. Additionally, the OCC will evaluate these banks under the final rule's ISB lending and CD tests until they report the data necessary to evaluate them under the rule's large bank lending, investment, and service tests.

Affiliate Activities. The June 2020 Rule does not specifically address how the CRA activities of bank affiliates are treated but states that only activities conducted by a bank qualify for CRA consideration. In January 2021, the OCC issued an interpretive letter that limited the consideration of affiliate activities (IL 1177).[55] Under the Proposed Rule, the OCC would have considered a bank's affiliate's CRA activities consistent with the affiliate treatment provisions in the 1995 Rules, which permitted banks to elect to include affiliate activities in their CRA evaluations, subject to certain limitations.[56] As explained in the Proposal, the OCC also would have rescinded IL 1177.

Commenters that addressed affiliate activities generally supported the OCC's proposed treatment of these activities, and the OCC adopts the Proposed Rule as final on this issue. This decision should be generally nondisruptive relative to the alternatives because it (1) enables banks to retain their existing business models for engaging in CRA activities; (2) ensures that banks receive consideration for CRA-qualifying activities; and (3) promotes banks' continued efforts to serve their communities. Consequently, as of January 1, 2022, this final rule supersedes IL 1177, and banks may receive consideration for affiliate activities as provided for in the final rule.[57]

Strategic Plans. As explained in the Proposal, the June 2020 Rule revised the requirements for strategic plans by, among other things, permitting banks to include target market assessment areas in their strategic plans. The OCC proposed to allow banks to maintain strategic plans that the Agency had approved under the June 2020 Rule, including plans that contained target market assessment areas.[58] Although not addressed in the Proposal, the OCC

[53] As of September 30, 2021, approximately 36 OCC-regulated redesignated large banks and 31 OCC-regulated newly designated large banks would exceed the ISB threshold of the final rule and, therefore, be considered large banks under the final rule.

[54] The OCC is not requiring data reporting for calendar year 2021 for any redesignated or newly designated large banks. OCC guidance provided that intermediate banks under the June 2020 Rule that were formerly large banks under the 1995 Rules were exempt from data collection and recording requirements for calendar year 2021 and reporting requirements for calendar year 2022. *See* OCC Bulletin 2020–99, Community Reinvestment Act: Key Provisions of the June 2020 CRA Rule and Frequently Asked Questions (Nov. 9, 2020), available at *https://www.occ.gov/news-issuances/bulletins/2020/bulletin-2020-99.html*. Therefore, although one commenter expressed an interest in having redesignated large banks report 2021 data, it would be unreasonable for banks expressly exempt from data collection and recordkeeping requirements in calendar year 2021 to be expected to report that data by March 1, 2022. This approach is consistent with the 1995 Rules, which did not require banks that were small banks or ISBs in the prior calendar year to report data.

[55] The policy announced in that interpretive letter was set to take effect April 1, 2022, and provided that a bank would not have received CRA consideration for affiliate activities (including activities conducted by the nonbank parent and sister companies of the bank) unless the bank could demonstrate that it provided financing for or otherwise supported the qualifying activities of the affiliates. *See* IL 1177, OCC Senior Deputy Comptroller and Chief Counsel's Interpretation: Community Reinvestment Act Qualifying (CRA) Activities Conducted by a National Bank's or Savings Association's Subsidiaries and Affiliates, Including Nonbank Parent and Sister Companies of a National Bank or Savings Association Under Certain Circumstances, Can Receive CRA Credit Under the June 2020 CRA Final Rule (Jan. 4, 2021), available at *https://www.occ.gov/topics/charters-and-licensing/interpretations-and-actions/2021/int1177.pdf*.

[56] *See* §§ 25.22(c), 25.23(c), 25.24(c), 25.25(d), and 25.27(c)(3) of the Proposed Rule. *See also* Q&A § ____.22(c)(2)(i)–1; Q&A § ____.22(c)(2)(ii)–1; Q&A § ____.22(c)(2)(ii)–2; Q&A § ____.24(e)–1; and Q&A § ____.26–1.

[57] Consistent with this statement, the OCC will officially rescind IL 1177 as of January 1, 2022.

[58] The OCC stated in the Proposal that permitting strategic plan banks to maintain their target market assessment areas was not inconsistent with proposed 12 CFR 25.41 and would cause the least disruption during the transition from the OCC's June 2020 Rule to any future interagency final rules. The OCC notes that there are currently no banks with strategic plans, or strategic plans pending OCC approval by December 31, 2021, that include goals established for target market assessment areas. As a result, the remaining discussion of strategic plan transition issues focuses on issues other than target market assessment areas.

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had provided in guidance regarding the June 2020 Rule that banks could establish goals for CRA-qualifying activities conducted outside of their assessment areas.[59]

Several commenters supported maintaining strategic plans approved under the June 2020 Rule with one commenter generally advocating for maintaining the status quo for portions of the June 2020 Rule. One commenter supported maintaining these plans but only if the strategic plan period is already in effect. A few commenters expressed concern about how these strategic plans would be affected if the final rule rescinds the June 2020 Rule's qualifying activities criteria, with some recommending that affected banks be permitted to continue to rely on those criteria while the plan is in effect.[60] In contrast, a community group commenter suggested that the OCC work with banks to modify strategic plans including target market assessment areas. The commenter noted that although this would put additional burden on the OCC and banks, it would not be unreasonable considering the circumstances and that it is not wholly sensible that banks would utilize strategic plans based on a rule that no longer applies.

Under the final rule, strategic plans approved under the June 2020 Rule may remain in effect but these plans must comply with the provisions of the final rule, as applicable.[61] This application of the final rule to strategic plans would put all banks—those with strategic plans and those without—on a level playing field. Because banks will be subject to the applicable aspects of the final rule, the guidance that permitted banks to develop outside of assessment areas goals is no longer applicable.[62] Specifically, for strategic plans, the final rule provides that the OCC will consider a bank's record of helping to meet the credit needs of its assessment area(s). Therefore, provisions in strategic plans that include goals for activities outside a bank's assessment area(s) will no longer be applicable, and the OCC will no longer evaluate these activities when assessing the bank's performance. Because the final rule does not address assessing performance outside of a bank's assessment area(s), the OCC will not rate a bank ''Needs to Improve'' or ''Substantial Noncompliance'' solely for failure to meet goals established under the June 2020 Rule for any area(s) outside of its assessment area(s).

In addition, the OCC is committed to minimizing burden on banks transitioning to the final rule by giving them the appropriate flexibility permitted under the final rule, Q&As and other CRA guidance, and longstanding OCC policy in evaluating their performance relative to the goals outlined in strategic plans approved under the June 2020 Rule. Therefore, the OCC will continue to consider a bank's activities in the broader statewide or regional area(s) that include a bank's assessment area(s), consistent with the guidance in the Q&As.[63]

Nonetheless, if a bank is concerned that it will not be able to meet the measurable goals specified in its strategic plan due to the regulatory changes in the final rule, the bank may request to amend its strategic plan based on the process outlined in § 25.27(h) of the final rule. While the OCC will not require any bank to amend its strategic plan, the OCC will work expeditiously with banks that request amendments. This approach will enable the OCC to balance its interest in reestablishing consistency with respect to the CRA rules with banks' individual circumstances.

CRA Activities Outside of a Bank's Assessment Area(s). The June 2020 Rule provides for nationwide consideration of qualifying activities for banks evaluated under the general performance standards. As explained in guidance addressing implementation of the June 2020 Rule, if certain conditions are met during the period transitioning from the 1995 Rules to the June 2020 Rule, an OCC-regulated bank could receive consideration for qualifying activities conducted outside of its assessment area(s), even if those activities do not directly or indirectly serve its assessment area(s).[64]

Under the Proposed Rule, the OCC would have considered a bank's activities outside of its assessment area(s) in limited circumstances and generally not on a nationwide basis, consistent with the 1995 Rules and the Q&As. The OCC requested comment, however, on whether it should continue to consider bank activities that do not directly or indirectly serve either a bank's assessment area(s) or the broader statewide or regional area(s) that include the bank's assessment area(s). For commenters who supported consideration for those activities, the OCC also requested comment on what conditions, if any, should apply.

Several community group commenters supported limiting consideration for activities that do not directly or indirectly serve either a bank's assessment area(s) or the broader statewide or regional area(s) that include a bank's assessment area(s). The commenters noted that the Agencies should have the same rules and apply the same standards to activities conducted outside of the assessment areas of the IDIs they supervise. One community group commenter also stated that consideration of these activities should end on the effective date of the final rule. In contrast, some industry commenters asserted that the OCC should continue to consider activities conducted outside of banks' assessment areas.

The final rule does not provide for consideration of activities that do not directly or indirectly serve either a bank's assessment area(s) or the broader statewide or regional area(s) that include a bank's assessment area(s). This approach is more consistent with the approach taken by the 1995 Rules and likely will enable the OCC to work more effectively with the Board and the FDIC in the interagency rulemaking process on a consistent approach for the geographic consideration of CD activities.[65]

Public File. The June 2020 Rule included requirements for the content and location of a bank's public file that differed from those in the 1995 Rules. The Proposed Rule would have restored the public file content and location requirements in the 1995 Rules. As such, the Proposed Rule would have required banks to (1) include additional information in their public files; (2) make all the information in their public file available at their main offices and, if an interstate bank, at one branch office in each State; and (3) make more limited information available at each

[59] Pursuant to OCC Bulletin 2020–99, a bank operating under an approved strategic plan could receive consideration for qualifying activities conducted outside of its assessment area(s) by establishing a separate goal for those activities. The OCC would judge the goal for outside qualifying activities independently of the goals established for delineated assessment area(s). These outside activities could elevate bank performance from satisfactory to outstanding but could not compensate for less than satisfactory overall performance inside a bank's assessment area(s). Poor performance in one area could not be offset by performance that exceeds plan goals in another area.

[60] The challenges associated with meeting strategic plan goals was one reason commenters requested that, during the interim period, the OCC retain either (1) the provisions of the June 2020 Rule with an October 1, 2020, compliance date or (2) the qualifying activities criteria and related definitions.

[61] Approved strategic plans will remain in effect for the duration of the term set out in the plan, unless otherwise amended.

[62] *See supra* note 59.

[63] Q&A § ____.12(h)–6.

[64] *See* OCC Bulletin 2020–99.

[65] Under the final rule, banks may receive consideration for investments in nationwide funds consistent with the guidance in Q&A § ____.23(a)–2.

branch. Because the Proposed Rule would have imposed these additional public file content and location requirements, the OCC requested comment on whether banks would need additional time to comply and, if so, whether three months after the final rule's effective date would be sufficient time.

Some industry commenters suggested that, under the final rule, banks should be given the flexibility to comply with the public file requirements of either the 1995 Rules or June 2020 Rule. They argued that this flexibility would reduce the burden for banks that very recently transitioned to the June 2020 Rule's public file requirements. One industry commenter suggested that banks should have four months to comply if the rules are finalized as proposed. In contrast, other commenters suggested that three months was sufficient for banks to make these changes, with some noting that the proposed approach was to revert to a well understood and established process.

The final rule adopts the three-month transition provision for compliance with the final rule's public file requirements as proposed. Therefore, banks will be required to comply with the final rule's public file requirements by April 1, 2022. This transition period should strike an appropriate balance between providing community groups and other interested parties with access to the information that banks will have to provide in their public files under the final rule and ensuring that banks have adequate time to update their public files in accordance with the requirements of the final rule.

Public Notice. The June 2020 Rule's public notice requirements differed from the 1995 Rules' requirements. Under the Proposed Rule, the 1995 Rules' public notice content and location requirements would have been restored, requiring each bank to provide the public notice content set out in appendix B of the Proposed Rule and place the notice in (1) the public lobby of its main office and (2) each branch, if any. Although the Proposed Rule would not have provided a transition period for complying with this provision, the OCC requested comment on this issue.

Some industry commenters suggested that the OCC should permit banks to comply with the public notice requirements under either the 1995 Rules or June 2020 Rule because it would be burdensome for banks that already transitioned to the June 2020 Rule's public notice requirement. One commenter requested four months for banks to make necessary changes, to the extent the OCC does not permit banks to use either the June 2020 Rule's or 1995 Rules' requirements as requested. In contrast, one commenter opposed any transition period.

The OCC agrees that it would be unduly burdensome to require banks to comply with the public notice requirements as of the January 1, 2022, effective date. Therefore, banks will be required to comply with the public notice requirements three months after the effective date of the final rule, April 1, 2022. The three-month delayed compliance date for the final rule's public notice provisions will mitigate burden associated with the revised content and location requirements while ensuring that interested parties are appropriately provided with the requisite notice.

DOICP. Prior to issuing the June 2020 Rule, OCC policy provided that the Agency would consider a bank's violation of the MLA or SCRA in its CRA examination of that bank.[66] The June 2020 Rule codified this policy by including MLA and SCRA violations in the non-exhaustive, enumerated list of DOICPs included in the rule that the OCC considers in evaluating a bank's CRA performance.

Under the Proposed Rule, the codification of this policy would be rescinded. The OCC did not intend, however, for this change to have a substantive effect. Because the list of violations included in the Proposed Rule is non-exhaustive, the OCC would have continued to consider violations of the MLA and SCRA consistent with its longstanding policy.[67]

The OCC received only one comment on this issue that opposed the change. This commenter stated that MLA and SCRA are designed to create a national standard of conduct and CRA evaluations should assess banks' compliance with these laws. As noted above, the OCC would have continued to consider MLA and SCRA violations under the Proposed Rule. Because one of the OCC's primary goals in issuing the Proposed Rule was to re-establish consistent rules for all IDIs, and because it is not necessary to include MLA and SCRA violations in the rule for the appropriate Federal banking agency to consider them in CRA examinations, the OCC adopts the Proposed Rule as final on this issue.

Publication of CRA Performance Evaluations. One community group commenter suggested that the OCC should instruct banks to make CRA exams more prominent on their websites and that all applications for new charters or for a change in control include publicly released CRA plans available from the banks and the regulatory agencies. The OCC has elected not to make this change at this time given the interest in reestablishing consistent requirements for all IDIs.

Integration of National Bank and Savings Association Rules. Under the June 2020 Rule, there is currently a single CRA rule that applies to both national banks and savings associations, located at 12 CFR part 25. The Proposed Rule would have reverted back to separate CRA rules for national banks and savings associations, 12 CFR part 25 and 12 CFR part 195, respectively, as was the case under the 1995 Rules. These separate rules, originally issued on an interagency basis, are materially the same, with only a few differences, described below.

The OCC sought input from commenters on whether it should retain the integrated rule or reinstate separate rules. Commenters did not provide significant input on this issue. One industry commenter opposed integration if it would prevent or deter the Agency from implementing a final rule that would allow OCC-regulated banks to continue to operate under the June 2020 Rule, and a member of the public expressed general support for separate rules. The OCC notes that integrating the national bank and savings association CRA rules will not affect the timing of the final rule's implementation.

As a general matter, the OCC has integrated many of its national bank and savings association rules for a variety of reasons, including to reduce regulatory duplication and clarify when the same substantive rule applies to both types of entities.[68] For these same reasons, the final rule maintains the integration of the national bank and savings association CRA rules in a single CRA rule. Furthermore, keeping an integrated rule will cause less confusion for stakeholders. The OCC also notes that integrating the CRA rules in this final rule will simplify the process of amending the OCC's CRA rule during the interagency rulemaking process and negate the need for OCC-specific integration provisions in the updated interagency rulemaking. Therefore, the OCC is not adopting the proposed separate rules for national banks and savings associations but is instead adopting an integrated CRA rule. Specifically, the final rule sets out, in 12

[66] *See supra* note 38.

[67] *Id.*

[68] *See, e.g.,* 79 FR 28393 (May 16, 2014); 80 FR 43240 (July 21, 2015).

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CFR part 25, subparts A through E [69] and appendices A and B, the CRA rule applicable to both national banks and savings associations. This integration should not have a material impact on any bank or any other person or entity.

Parts 25 and 195 under the 1995 Rules contained two substantive differences that were retained in the Proposed Rule. First, the Proposed Rule contained a small difference with respect to the effect of a national bank's CRA performance on an application for a deposit facility compared to a savings association's application. Under the CRA statute, the Agencies must take into account an institution's CRA performance record when evaluating an ''application for a deposit facility.'' [70] The statute defines an ''application for a deposit facility'' to include the ''establishment of a domestic branch or other facility with the ability to accept deposits.'' [71] Consistent with the 1995 Rules, proposed § 25.29(a)(1) stated that the OCC would take into account an applicant bank's CRA performance record in considering an application to establish a ''domestic branch,'' while proposed § 195.29(a)(1) would have permitted the appropriate Federal banking agency to consider this record in a savings association's application to establish a ''domestic branch or other facility that would be authorized to take deposits.'' Second, proposed § 25.29(b) would have required an application for a national bank charter filed by an applicant other than an IDI to include a description of the how the applicant will meet its CRA objectives and the OCC to take into account this description in considering the application. The Proposed Rule did not include a similar requirement for an IDI applicant for a national bank charter. The Proposed Rule for savings associations, § 195.29(b), differed from the Proposed Rule for national banks by including this requirement for every applicant for a savings association charter, not just non-IDI applicants. The OCC is including in the final rule separate provisions to reflect these differences for national banks and savings associations.

The final rule also includes a number of non-substantive or technical changes to proposed part 25 and its appendices to reflect the integration of the national bank and savings association rules. For example, § 25.11(c)(1)(ii) of the final rule explains that the OCC has the authority to prescribe these rules for national banks, Federal savings associations, and State savings associations and to enforce these rules for national banks and Federal savings associations. It further explains that the FDIC has the authority to enforce these rules for State savings associations. Section 25.11(c)(1)(iii) of the final rule explains that the phrase ''appropriate Federal banking agency'' will mean the OCC when the institution is a national bank or Federal savings association and the FDIC when the institution is a State savings association. This allows a single rule to apply to different institutions.

The final rule also revises the proposed definition of ''bank'' in § 25.12(e) to include a definition of ''banks or savings associations'' and a definition of ''banks and savings associations.'' Revising the proposed definition of the term ''bank,'' as opposed to adding a separate definition for ''savings associations,'' preserves in the final rule the numbering convention that is used in the Q&As. However, because ''bank'' and ''savings association'' are not separately defined, the final rule also revises §§ 25.29 and 25.44 to use the terms ''insured national bank'' and ''savings association'' in the parts of those section that apply to only one type of institution. Lastly, the final rule does not include proposed 12 CFR part 195.

Interagency Rulemaking. The OCC received a number of comments on the June 2020 Rule and recommendations and ideas for the Agencies' efforts to develop updated interagency CRA rules. Such comments are outside the scope of the current rulemaking. The OCC will share these comments with the Board and FDIC, as they are more relevant to the interagency rulemaking process.

Technical Changes. The OCC proposed a technical correction to an error in the 1995 Rules' cross-reference to the definition of ''foreign bank'' at 12 CFR 25.62(a)(2) by replacing ''12 CFR 28.11(j)'' with ''12 CFR 28.11(i).'' The Agency received no comments on this change and adopts the correction as proposed.

The final rule also includes three other technical corrections. First, the final rule corrects the 1995 Rules' cross-reference to the definition of ''Federal branch'' in 12 CFR 25.62(c) by replacing ''12 CFR 28.11(i)'' with ''12 CFR 28.11(h).'' Second, the final rule corrects the 1995 Rules' cross-reference to the definition of the ''home State of the foreign bank'' in 12 CFR 25.62(d)(4)(i) by replacing ''12 CFR 28.11(o)'' with ''12 CFR 28.11(n).'' Third, in appendix B, the final rule replaces (1) the reference to ''Comptroller of the Currency'' with ''Office of the Comptroller of the Currency (OCC)'' and (2) references to the ''Comptroller'' and ''Deputy Comptroller'' with ''OCC.''

IV. The Final Rule

For the reasons discussed above, the OCC finalizes the rule as proposed, except as discussed above.[72]

V. Regulatory Analyses

A. Paperwork Reduction Act

Certain provisions of the final rule contain ''collection of information'' requirements within the meaning of the Paperwork Reduction Act (PRA) of 1995.[73] In accordance with the requirements of the PRA, the OCC may not conduct or sponsor, and a respondent is not required to respond to, an information collection unless it displays a currently valid Office of Management and Budget (OMB) control number. The OCC submitted the information collection requirements to OMB in connection with the Proposed Rule and received pre-approval under OMB Control No. 1557–0160.

Under the final rule:

- 12 CFR 25.25(b)—Requests for designation as a wholesale or limited-purpose bank shall be made in writing with the OCC at least three months prior to the proposed effective date of the designation.
- 12 CFR 25.27—Strategic plans shall be submitted at least three months prior to proposed effective dates. Plans shall include measurable goals and address all the performance categories. Plans shall include a description of informal efforts to solicit public suggestions, any written public comments received, and if revised pursuant to public comment, a copy of the initial plan. Amendments to plans shall be submitted in the case of a change in material circumstances.
- 12 CFR 25.42(a)—Large banks shall collect and maintain certain small business and small farm loan data in a machine-readable form and report it annually pursuant to 12 CFR 25.42(b)(1).
- 12 CFR 25.42(b)(2)—Large banks shall report annually in machine readable form the aggregate number and aggregate amount of community development loans originated or purchased.
- 12 CFR 25.42(b)(3)—A large bank, if subject to reporting under HMDA, shall report the location of each home mortgage loan application, origination,

[69] Subpart E, Prohibition Against Use of Interstate Branches Primarily for Deposit Production, only applies to national banks.

[70] 12 U.S.C. 2903(a)(2).

[71] 12 U.S.C. 2902(3).

[72] As referenced throughout this preamble, the final rule incorporates the guidance in the Q&As and any other applicable guidance related to the 1995 Rules.

[73] 44 U.S.C. 3501 *et seq.*

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or purchase outside the MSAs where the bank has a home or branch office.

- 12 CFR 25.42(c)(1)—Each bank shall collect and maintain in machine readable form certain data for consumer loans originated or purchased by the bank for consideration under the lending test. Under 12 CFR 25.42(c)(2)–(4), other information shall be included concerning a bank's lending performance, including additional loan distribution data.
- 12 CFR 25.42(d)—A bank that elects to have the OCC consider loans by an affiliate, for purposes of the lending or community development test or an approved strategic plan, shall collect, maintain, and report the data that the bank would have collected, maintained, and reported pursuant to 12 CFR 25.42(a)–(c), had the loans been originated or purchased by the bank. For home mortgage loans, the bank shall also be prepared to identify the home mortgage loans reported under HMDA by the affiliate.
- 12 CFR 25.42(e)—A bank that elects to have the OCC consider community development loans by a consortium or a third party, for purposes of the lending or community development tests or an approved strategic plan, shall report for those loans the data that the bank would have reported under 12 CFR 25.42(b)(2), had the loans been originated or purchased by the bank.
- 12 CFR 25.42(f)—Small banks that qualify for evaluation under the small bank performance standards but elect evaluation under the lending, investment, and service tests shall collect, maintain, and report the data required for other banks under 12 CFR 25.42(a) and 25.42(b).
- 12 CFR 25.42(g)—A bank, except a bank that was a small bank during the prior calendar year, shall collect and report to the OCC by March 1 of each year a list for each assessment area showing the geographies within the area.
- 12 CFR 25.43(a)—A bank shall maintain a public file that contains certain specified details: All written comments and responses; a copy of the public section of the bank's most recent CRA performance evaluation; a list of the bank's branches; a list of the branches opened or closed; a list of services offered; and a map of each assessment area delineated by the bank.
- 12 CFR 25.43(b)—A large bank shall include in its public files certain information pertaining to the institution and its affiliates, if applicable, for each of the prior two calendar years. If the bank has elected to have one or more categories of its consumer loans considered under the lending test, for each of these categories, it shall include the number and amount of loans: To low-, moderate-, middle-, and upper-income individuals; located in low-, moderate-, middle-, and upper-income census tracts; and located inside and outside the bank's assessment area(s); and its CRA Disclosure Statement. A bank required to report home mortgage loan data pursuant to 12 CFR part 1003 shall include a written notice that the institution's HMDA Disclosure Statement may be obtained on the Consumer Financial Protection Bureau's (Bureau's) website. A bank that elected to have the OCC consider the mortgage lending of an affiliate shall include the name of the affiliate and a written notice that the affiliate's HMDA Disclosure Statement may be obtained at the Bureau's website. A small bank or a bank that was a small bank during the prior calendar year shall include: Its loan-to-deposit ratio for each quarter of the prior calendar year and, at its option, additional data on its loan-to-deposit ratio; and the information required for other banks by 12 CFR 24.43(b)(1), if it has elected to be evaluated under the lending, investment, and service tests. A bank that has been approved to be assessed under a strategic plan shall include in its public file a copy of that plan. A bank that received a less than ''Satisfactory'' rating during its most recent examination shall include in its public file a description of its current efforts to improve its performance in helping to meet the credit needs of its entire community. The bank shall update the description quarterly.
- 12 CFR 25.43(c)–(e)—A bank shall make available to the public for inspection upon request and at no cost to the public the information required in these provisions at the main office or branch as specified. Upon request, a bank shall provide copies, either on paper or in another form acceptable to the person making the request, of the information in its public file. A bank shall ensure that this information is current as of April 1 of each year.

OCC Title of Information Collection: Community Reinvestment Act.

Frequency: On Occasion.

Affected Public: Businesses or other for-profit.

Total estimated annual burden: 113,351 hours.

Comments continue to be invited on:

a. Whether the collections of information are necessary for the proper performance of the OCC's functions, including whether the information has practical utility;

b. The accuracy or the estimate of the burden of the information collections, including the validity of the methodology and assumptions used;

c. Ways to enhance the quality, utility, and clarity of the information to be collected;

d. Ways to minimize the burden of the information collections on respondents, including through the use of automated collection techniques or other forms of information technology; and

e. Estimates of capital or startup costs and costs of operation, maintenance, and purchase of services to provide information.

B. Regulatory Flexibility Act

The Regulatory Flexibility Act (RFA) [74] requires an agency, in connection with a final rule, to prepare a Final Regulatory Flexibility Analysis describing the impact of the rule on small entities (defined by the Small Business Administration for purposes of the RFA to include commercial banks and savings institutions with total assets of $600 million or less and trust companies with total assets of $41.5 million or less) or to certify that the rule will not have a significant economic impact on a substantial number of small entities. The RFA does not required this analysis, however, if the agency certifies that the final rule will not have a significant economic impact on a substantial number of small entities and publishes its certification and a short explanatory statement in the **Federal Register**, along with its rule.

The final rule will impact approximately 669 small entities. The OCC estimates the annual cost for small entities to comply with the final rule will be approximately $1,824 per bank ($114 per hour × 16 hours). In general, the OCC classifies the economic impact on an individual small entity as significant if the total estimated impact in one year is greater than 5 percent of the small entity's total annual salaries and benefits or greater than 2.5 percent of the small entity's total non-interest expense. Based on these thresholds, the OCC estimates that, if implemented, the final rule will have a significant economic impact on zero small entities, which is not a substantial number. Therefore, the OCC certifies that the final rule will not have a significant economic impact on a substantial number of small entities.

C. Unfunded Mandates Reform Act of 1995

Pursuant to the Unfunded Mandates Reform Act of 1995,[75] the OCC considers whether a final rule includes

[74] 5 U.S.C. 601 *et seq.*

[75] 2 U.S.C. 1532.

a Federal mandate that may result in the expenditure by State, local, and tribal governments, in the aggregate, or by the private sector, of $100 million or more in any one year (adjusted for inflation). The OCC estimates that expenditures associated with the mandates in the final rule will be roughly $6.2 million and, therefore, concludes the rule will not result in an expenditure of $100 million or more annually (adjusted for inflation) by State, local, and tribal governments, or by the private sector.

D. Administrative Procedure Act

Pursuant to section 553(b)(3)(B) of the Administrative Procedure Act (APA),[76] general notice and the opportunity for public comment are not required with respect to a rulemaking when an ''agency for good cause finds (and incorporates the finding and a brief statement of reasons therefor in the rules issued) that notice and public procedure thereon are impracticable, unnecessary, or contrary to the public interest.'' [77] As described in the final rule's **SUPPLEMENTARY INFORMATION** section, the final rule includes a few technical amendments that the OCC did not include in its Proposed Rule. Because these amendments are not substantive and merely correct cross-references and a reference to the OCC, the OCC believes that public notice of these changes is unnecessary and, therefore, that it has good cause to adopt these changes without notice and comment.

Under the APA, an agency is required to provide a 30-day delayed effective date when publishing a substantive rule, with certain exceptions including for good cause.[78] The OCC believes it has good cause to issue this final rule without a 30-day delayed effective date for several reasons.

First, the OCC's CRA evaluations for banks consider CRA activities in full calendar year increments (*i.e.,* January 1–December 31). A 30-day delayed effective date would cause the final rule to take effect after the start of the 2022 calendar year. This would cause a bank to be subject to two different regulatory regimes during any three-year examination period that includes 2022, including different approaches to the activities that receive consideration in CRA evaluations and different data collection, recordkeeping, and reporting requirements. As was the OCC's experience with the June 2020 Rule, this would result in more complicated written CRA performance evaluations, create confusion for banks and other stakeholders reviewing CRA performance evaluations, and make it more difficult to compare CRA performance across the banking industry.[79] Second, data collected on a calendar-year basis is more useful to stakeholders than data collected for a partial year. Finally, banks currently are required to comply with many of the provisions in the 1995 Rules, which this final rule reinstates, because the June 2020 Rule is only partially in effect. Therefore, banks will not have to make changes to adjust to these provisions of the final rule.

For these reasons, the OCC finds that there is good cause to publish this rule without a 30-day delayed effective date.

E. Riegle Community Development and Regulatory Improvement Act of 1994

Under the Riegle Community Development and Regulatory Improvement Act of 1994 (RCDRIA), in determining the effective date and administrative compliance requirements for new rules that impose additional reporting, disclosure, or other requirements on IDIs, the OCC must consider, consistent with principles of safety and soundness and the public interest, any administrative burdens that such rules will place on depository institutions, including small depository institutions, and customers of depository institutions, as well as the benefits of such rules.[80] In addition, the RCDRIA requires new rules and amendments to rules that impose additional reporting, disclosure, or other new requirements on IDIs generally to take effect on the first day of a calendar quarter that begins on or after the date on which the rules are published in final form.[81] The OCC has determined that this final rule will impose additional reporting, disclosure, or other new requirements on IDIs and considered the rule's burdens and benefits in determining its effective date and the administrative compliance requirements. The final rule's effective date provisions are consistent with the requirements of the RCDRIA.

F. Congressional Review Act

The Congressional Review Act provides that if the OMB makes a determination that a final rule constitutes a ''major rule,'' the rule may not take effect until at least 60 days following its publication.[82] The Congressional Review Act defines ''major rule'' as any rule that the Administrator of the Office of Information and Regulatory Affairs of the OMB finds has resulted in or is likely to result in—(A) an annual effect on the economy of $100,000,000 or more; (B) a major increase in costs or prices for consumers, individual industries, Federal, State, or local government agencies or geographic regions; or (C) significant adverse effects on competition, employment, investment, productivity, innovation, or on the ability of United States-based enterprises to compete with foreign based enterprises in domestic and export markets.[83] The OCC has submitted the final rule to the OMB for this major rule determination. As required by the Congressional Review Act, the OCC will also submit the final rule and other appropriate reports to Congress and the Government Accountability Office for review.[84]

List of Subjects in 12 CFR Part 25

Community development, Credit, Investments, National banks, Reporting and recordkeeping requirements, Savings associations.

Authority and Issuance

■ For the reasons discussed in the preamble, and under the authority of 12 U.S.C. 93a, the Office of the Comptroller of the Currency revises 12 CFR part 25 as follows:

PART 25—COMMUNITY REINVESTMENT ACT AND INTERSTATE DEPOSIT PRODUCTION REGULATIONS

Subpart A—General

Sec.
25.11 Authority, purposes, and scope.
25.12 Definitions.

Subpart B—Standards for Assessing Performance

25.21 Performance tests, standards, and ratings, in general.
25.22 Lending test.
25.23 Investment test.
25.24 Service test.
25.25 Community development test for wholesale or limited purpose banks and savings associations.
25.26 Small bank and savings association performance standards.
25.27 Strategic plan.
25.28 Assigned ratings.
25.29 Effect of CRA performance on applications.

Subpart C—Records, Reporting, and Disclosure Requirements

25.41 Assessment area delineation.

[76] 5 U.S.C. 551 *et seq.*
[77] 5 U.S.C. 553(b)(3)(B).
[78] 5 U.S.C. 553(d).
[79] The June 2020 Rule had an effective date of October 1, 2020, which resulted in two regulatory regimes applying during calendar year 2020.
[80] 12 U.S.C. 4802(a).
[81] 12 U.S.C. 4802(b).
[82] 5 U.S.C. 801.
[83] 5 U.S.C. 804(2).
[84] 5 U.S.C. 801.

25.42 Data collection, reporting, and disclosure.
25.43 Content and availability of public file.
25.44 Public notice by banks and savings associations.
25.45 Publication of planned examination schedule.

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Appendix A to Part 25—Ratings

Appendix B to Part 25—CRA Notice

Authority: 12 U.S.C. 21, 22, 26, 27, 30, 36, 93a, 161, 215, 215a, 481, 1462a, 1463, 1464, 1814, 1816, 1828(c), 1835a, 2901 through 2908, 3101 through 3111, and 5412(b)(2)(B).

Subpart A—General

§ 25.11 Authority, purposes, and scope.

(a) *Authority and OMB control number*—(1) *Authority.* The authority for subparts A, B, C, D, and E is 12 U.S.C. 21, 22, 26, 27, 30, 36, 93a, 161, 215, 215a, 481, 1462a, 1463, 1464, 1814, 1816, 1828(c), 1835a, 2901 through 2908, 3101 through 3111, and 5412(b)(2)(B).

(2) *OMB control number.* The information collection requirements contained in this part were approved by the Office of Management and Budget under the provisions of 44 U.S.C. 3501 *et seq.* and have been assigned OMB control number 1557–0160.

(b) *Purposes.* In enacting the Community Reinvestment Act (CRA), the Congress required each appropriate Federal financial supervisory agency to assess an institution's record of helping to meet the credit needs of the local communities in which the institution is chartered, consistent with the safe and sound operation of the institution, and to take this record into account in the agency's evaluation of an application for a deposit facility by the institution. This part is intended to carry out the purposes of the CRA by:

(1) Establishing the framework and criteria by which the Office of the Comptroller of the Currency (OCC) or the Federal deposit Insurance Corporation (FDIC), as appropriate, assesses a bank's or savings association's record of helping to meet the credit needs of its entire community, including low- and moderate-income neighborhoods, consistent with the safe and sound operation of the bank or savings association; and

(2) Providing that the OCC takes that record into account in considering certain applications.

(c) *Scope*—(1) *General.* (i) Subparts A, B, C, and D, and Appendices A and B, apply to all banks and savings associations except as provided in paragraphs (c)(2) and (3) of this section. Subpart E only applies to banks.

(ii) With respect to subparts A, B, C, and D, and Appendices A and B—

(A) The OCC has the authority to prescribe these regulations for national banks, Federal savings associations, and State savings associations and has the authority to enforce these regulations for national banks and Federal savings associations.

(B) The FDIC has the authority to enforce these regulations for State savings associations.

(iii) With respect to subparts A, B, C, and D, and appendix A, references to appropriate Federal banking agency will mean the OCC when the institution is a national bank or Federal savings association and the FDIC when the institution is a State savings association.

(2) *Federal branches and agencies.* (i) This part applies to all insured Federal branches and to any Federal branch that is uninsured that results from an acquisition described in section 5(a)(8) of the International Banking Act of 1978 (12 U.S.C. 3103(a)(8)).

(ii) Except as provided in paragraph (c)(2)(i) of this section, this part does not apply to Federal branches that are uninsured, limited Federal branches, or Federal agencies, as those terms are defined in part 28 of this chapter.

(3) *Certain special purpose banks and savings associations.* This part does not apply to special purpose banks or special purpose savings associations that do not perform commercial or retail banking services by granting credit to the public in the ordinary course of business, other than as incident to their specialized operations. These banks or savings associations include banker's banks, as defined in 12 U.S.C. 24 (Seventh), and banks or savings associations that engage only in one or more of the following activities: Providing cash management controlled disbursement services or serving as correspondent banks or savings associations, trust companies, or clearing agents.

§ 25.12 Definitions.

For purposes of subparts A, B, C, and D, and Appendices A and B, of this part, the following definitions apply:

(a) *Affiliate* means any company that controls, is controlled by, or is under common control with another company. The term ''control'' has the meaning given to that term in 12 U.S.C. 1841(a)(2), and a company is under common control with another company if both companies are directly or indirectly controlled by the same company.

(b) *Area median income* means:

(1) The median family income for the MSA, if a person or geography is located in an MSA, or for the metropolitan division, if a person or geography is located in an MSA that has been subdivided into metropolitan divisions; or

(2) The statewide nonmetropolitan median family income, if a person or geography is located outside an MSA.

(c) *Assessment area* means a geographic area delineated in accordance with § 25.41.

(d) *Automated teller machine (ATM)* means an automated, unstaffed banking facility owned or operated by, or operated exclusively for, the bank or savings association at which deposits are received, cash dispersed, or money lent.

(e)(1) *Bank or savings association* means, except as provided in § 25.11(c), a national bank (including a Federal branch as defined in part 28 of this chapter) with Federally insured deposits or a savings association;

(2) *Bank and savings association* means, except as provided in § 25.11(c), a national bank (including a Federal branch as defined in part 28 of this chapter) with Federally insured deposits and a savings association.

(f) *Branch* means a staffed banking facility authorized as a branch, whether shared or unshared, including, for example, a mini-branch in a grocery store or a branch operated in conjunction with any other local business or nonprofit organization.

(g) *Community development* means:

(1) Affordable housing (including multifamily rental housing) for low- or moderate-income individuals;

(2) Community services targeted to low- or moderate-income individuals;

(3) Activities that promote economic development by financing businesses or farms that meet the size eligibility standards of the Small Business Administration's Development Company or Small Business Investment Company programs (13 CFR 121.301) or have gross annual revenues of $1 million or less; or

(4) Activities that revitalize or stabilize—

(i) Low-or moderate-income geographies;

(ii) Designated disaster areas; or

(iii) Distressed or underserved nonmetropolitan middle-income

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geographies designated by the Board of Governors of the Federal Reserve System, FDIC, and the OCC, based on—

(A) Rates of poverty, unemployment, and population loss; or

(B) Population size, density, and dispersion. Activities revitalize and stabilize geographies designated based on population size, density, and dispersion if they help to meet essential community needs, including needs of low- and moderate-income individuals.

(h) *Community development loan* means a loan that:

(1) Has as its primary purpose community development; and

(2) Except in the case of a wholesale or limited purpose bank or savings association:

(i) Has not been reported or collected by the bank or savings association or an affiliate for consideration in the bank's or savings association's assessment as a home mortgage, small business, small farm, or consumer loan, unless the loan is for a multifamily dwelling (as defined in § 1003.2(n) of this title); and

(ii) Benefits the bank's or savings association's assessment area(s) or a broader statewide or regional area(s) that includes the bank's or savings association's assessment area(s).

(i) *Community development service* means a service that:

(1) Has as its primary purpose community development;

(2) Is related to the provision of financial services; and

(3) Has not been considered in the evaluation of the bank's or savings association's retail banking services under § 25.24(d).

(j) *Consumer loan* means a loan to one or more individuals for household, family, or other personal expenditures. A consumer loan does not include a home mortgage, small business, or small farm loan. Consumer loans include the following categories of loans:

(1) *Motor vehicle loan,* which is a consumer loan extended for the purchase of and secured by a motor vehicle;

(2) *Credit card loan,* which is a line of credit for household, family, or other personal expenditures that is accessed by a borrower's use of a ''credit card,'' as this term is defined in § 1026.2 of this title;

(3) *Other secured consumer loan,* which is a secured consumer loan that is not included in one of the other categories of consumer loans; and

(4) *Other unsecured consumer loan,* which is an unsecured consumer loan that is not included in one of the other categories of consumer loans.

(k) *Geography* means a census tract delineated by the United States Bureau of the Census in the most recent decennial census.

(l) *Home mortgage loan* means a closed-end mortgage loan or an open-end line of credit as these terms are defined under § 1003.2 of this title, and that is not an excluded transaction under § 1003.3(c)(1) through (10) and (13) of this title.

(m) *Income level* includes:

(1) *Low-income,* which means an individual income that is less than 50 percent of the area median income, or a median family income that is less than 50 percent, in the case of a geography.

(2) *Moderate-income,* which means an individual income that is at least 50 percent and less than 80 percent of the area median income, or a median family income that is at least 50 and less than 80 percent, in the case of a geography.

(3) *Middle-income,* which means an individual income that is at least 80 percent and less than 120 percent of the area median income, or a median family income that is at least 80 and less than 120 percent, in the case of a geography.

(4) *Upper-income,* which means an individual income that is 120 percent or more of the area median income, or a median family income that is 120 percent or more, in the case of a geography.

(n) *Limited purpose bank* or savings association means a bank or savings association that offers only a narrow product line (such as credit card or motor vehicle loans) to a regional or broader market and for which a designation as a limited purpose bank or savings association is in effect, in accordance with § 25.25(b).

(o) *Loan location.* A loan is located as follows:

(1) A consumer loan is located in the geography where the borrower resides;

(2) A home mortgage loan is located in the geography where the property to which the loan relates is located; and

(3) A small business or small farm loan is located in the geography where the main business facility or farm is located or where the loan proceeds otherwise will be applied, as indicated by the borrower.

(p) *Loan production office* means a staffed facility, other than a branch, that is open to the public and that provides lending-related services, such as loan information and applications.

(q) *Metropolitan division* means a metropolitan division as defined by the Director of the Office of Management and Budget.

(r) *MSA* means a metropolitan statistical area as defined by the Director of the Office of Management and Budget.

(s) *Nonmetropolitan area* means any area that is not located in an MSA.

(t) *Qualified investment* means a lawful investment, deposit, membership share, or grant that has as its primary purpose community development.

(u) *Small bank or savings association*—(1) *Definition. Small bank or savings association* means a bank or savings association that, as of December 31 of either of the prior two calendar years, had assets of less than $1.322 billion. *Intermediate small bank or savings association* means a small bank or savings association with assets of at least $330 million as of December 31 of both of the prior two calendar years and less than $1.322 billion as of December 31 of either of the prior two calendar years.

(2) *Adjustment.* The dollar figures in paragraph (u)(1) of this section shall be adjusted annually and published by the appropriate Federal banking agency, based on the year-to-year change in the average of the Consumer Price Index for Urban Wage Earners and Clerical Workers, not seasonally adjusted, for each twelve-month period ending in November, with rounding to the nearest million.

(v) *Small business loan* means a loan included in ''loans to small businesses'' as defined in the instructions for preparation of the Consolidated Report of Condition and Income.

(w) *Small farm loan* means a loan included in ''loans to small farms'' as defined in the instructions for preparation of the Consolidated Report of Condition and Income.

(x) *Wholesale bank or savings association* means a bank or savings association that is not in the business of extending home mortgage, small business, small farm, or consumer loans to retail customers, and for which a designation as a wholesale bank or savings association is in effect, in accordance with § 25.25(b).

Subpart B—Standards for Assessing Performance

§ 25.21 Performance tests, standards, and ratings, in general.

(a) *Performance tests and standards.* The appropriate Federal banking agency assesses the CRA performance of a bank or savings association in an examination as follows:

(1) *Lending, investment, and service tests.* The appropriate Federal banking agency applies the lending, investment, and service tests, as provided in §§ 25.22 through 25.24, in evaluating the performance of a bank or savings association, except as provided in

paragraphs (a)(2), (3), and (4) of this section.

(2) *Community development test for wholesale or limited purpose banks and savings associations.* The appropriate Federal banking agency applies the community development test for a wholesale or limited purpose bank or savings association, as provided in § 25.25, except as provided in paragraph (a)(4) of this section.

(3) *Small bank and savings association performance standards.* The appropriate Federal banking agency applies the small bank or savings association performance standards as provided in § 25.26 in evaluating the performance of a small bank or savings association or a bank or savings association that was a small bank or savings association during the prior calendar year, unless the bank or savings association elects to be assessed as provided in paragraphs (a)(1), (2), or (4) of this section. The bank or savings association may elect to be assessed as provided in paragraph (a)(1) of this section only if it collects and reports the data required for other banks or savings associations under § 25.42.

(4) *Strategic plan.* The appropriate Federal banking agency evaluates the performance of a bank or savings association under a strategic plan if the bank or savings association submits, and the appropriate Federal banking agency approves, a strategic plan as provided in § 25.27.

(b) *Performance context.* The appropriate Federal banking agency applies the tests and standards in paragraph (a) of this section and also considers whether to approve a proposed strategic plan in the context of:

(1) Demographic data on median income levels, distribution of household income, nature of housing stock, housing costs, and other relevant data pertaining to a bank's or savings association's assessment area(s);

(2) Any information about lending, investment, and service opportunities in the bank's or savings association's assessment area(s) maintained by the bank or savings association or obtained from community organizations, state, local, and tribal governments, economic development agencies, or other sources;

(3) The bank's or savings association's product offerings and business strategy as determined from data provided by the bank or savings association;

(4) Institutional capacity and constraints, including the size and financial condition of the bank or savings association, the economic climate (national, regional, and local), safety and soundness limitations, and any other factors that significantly affect the bank's or savings association's ability to provide lending, investments, or services in its assessment area(s);

(5) The bank's or savings association's past performance and the performance of similarly situated lenders;

(6) The bank's or savings association's public file, as described in § 25.43, and any written comments about the bank's or savings association's CRA performance submitted to the bank or savings association or the appropriate Federal banking agency; and

(7) Any other information deemed relevant by the appropriate Federal banking agency.

(c) *Assigned ratings.* The appropriate Federal banking agency assigns to a bank or savings association one of the following four ratings pursuant to § 25.28 and appendix A of this part: ''outstanding''; ''satisfactory''; ''needs to improve''; or ''substantial noncompliance'' as provided in 12 U.S.C. 2906(b)(2). The rating assigned by the appropriate Federal banking agency reflects the bank's or savings association's record of helping to meet the credit needs of its entire community, including low- and moderate-income neighborhoods, consistent with the safe and sound operation of the bank or savings association.

(d) *Safe and sound operations.* This part and the CRA do not require a bank or savings association to make loans or investments or to provide services that are inconsistent with safe and sound operations. To the contrary, the appropriate Federal banking agency anticipates banks and savings associations can meet the standards of this part with safe and sound loans, investments, and services on which the banks and savings associations expect to make a profit. Banks and savings associations are permitted and encouraged to develop and apply flexible underwriting standards for loans that benefit low- or moderate-income geographies or individuals, only if consistent with safe and sound operations.

(e) *Low-cost education loans provided to low-income borrowers.* In assessing and taking into account the record of a bank or savings association under this part, the appropriate Federal banking agency considers, as a factor, low-cost education loans originated by the bank or savings association to borrowers, particularly in its assessment area(s), who have an individual income that is less than 50 percent of the area median income. For purposes of this paragraph, ''low-cost education loans'' means any education loan, as defined in section 140(a)(7) of the Truth in Lending Act (15 U.S.C. 1650(a)(7)) (including a loan under a State or local education loan program), originated by the bank or savings association for a student at an ''institution of higher education,'' as that term is generally defined in sections 101 and 102 of the Higher Education Act of 1965 (20 U.S.C. 1001 and 1002) and the implementing regulations published by the U.S. Department of Education, with interest rates and fees no greater than those of comparable education loans offered directly by the U.S. Department of Education. Such rates and fees are specified in section 455 of the Higher Education Act of 1965 (20 U.S.C. 1087e).

(f) *Activities in cooperation with minority- or women-owned financial institutions and low-income credit unions.* In assessing and taking into account the record of a nonminority-owned and nonwomen-owned bank or savings association under this part, the appropriate Federal banking agency considers as a factor capital investment, loan participation, and other ventures undertaken by the bank or savings association in cooperation with minority- and women-owned financial institutions and low-income credit unions. Such activities must help meet the credit needs of local communities in which the minority- and women-owned financial institutions and low-income credit unions are chartered. To be considered, such activities need not also benefit the bank's or savings association's assessment area(s) or the broader statewide or regional area(s) that includes the bank's or savings association's assessment area(s).

§ 25.22 Lending test.

(a) *Scope of test.* (1) The lending test evaluates a bank's or savings association's record of helping to meet the credit needs of its assessment area(s) through its lending activities by considering a bank's or savings association's home mortgage, small business, small farm, and community development lending. If consumer lending constitutes a substantial majority of a bank's or savings association's business, the appropriate Federal banking agency will evaluate the bank's or savings association's consumer lending in one or more of the following categories: motor vehicle, credit card, other secured, and other unsecured loans. In addition, at a bank's or savings association's option, the appropriate Federal banking agency will evaluate one or more categories of consumer lending, if the bank or savings association has collected and maintained, as required in § 25.42(c)(1),

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the data for each category that the bank or savings association elects to have the appropriate Federal banking agency evaluate.

(2) The appropriate Federal banking agency considers originations and purchases of loans. The appropriate Federal banking agency will also consider any other loan data the bank or savings association may choose to provide, including data on loans outstanding, commitments and letters of credit.

(3) A bank or savings association may ask the appropriate Federal banking agency to consider loans originated or purchased by consortia in which the bank or savings association participates or by third parties in which the bank or savings association has invested only if the loans meet the definition of community development loans and only in accordance with paragraph (d) of this section. The appropriate Federal banking agency will not consider these loans under any criterion of the lending test except the community development lending criterion.

(b) *Performance criteria.* The appropriate Federal banking agency evaluates a bank's or savings association's lending performance pursuant to the following criteria:

(1) *Lending activity.* The number and amount of the bank's or savings association's home mortgage, small business, small farm, and consumer loans, if applicable, in the bank's or savings association's assessment area(s);

(2) *Geographic distribution.* The geographic distribution of the bank's or savings association's home mortgage, small business, small farm, and consumer loans, if applicable, based on the loan location, including:

(i) The proportion of the bank's or savings association's lending in the bank's or savings association's assessment area(s);

(ii) The dispersion of lending in the bank's or savings association's assessment area(s); and

(iii) The number and amount of loans in low-, moderate-, middle-, and upper-income geographies in the bank's or savings association's assessment area(s);

(3) *Borrower characteristics.* The distribution, particularly in the bank's or savings association's assessment area(s), of the bank's or savings association's home mortgage, small business, small farm, and consumer loans, if applicable, based on borrower characteristics, including the number and amount of:

(i) Home mortgage loans to low-, moderate-, middle-, and upper-income individuals;

(ii) Small business and small farm loans to businesses and farms with gross annual revenues of $1 million or less;

(iii) Small business and small farm loans by loan amount at origination; and

(iv) Consumer loans, if applicable, to low-, moderate-, middle-, and upper-income individuals;

(4) *Community development lending.* The bank's or savings association's community development lending, including the number and amount of community development loans, and their complexity and innovativeness; and

(5) *Innovative or flexible lending practices.* The bank's or savings association's use of innovative or flexible lending practices in a safe and sound manner to address the credit needs of low- or moderate-income individuals or geographies.

(c) *Affiliate lending.* (1) At a bank's or savings association's option, the appropriate Federal banking agency will consider loans by an affiliate of the bank or savings association, if the bank or savings association provides data on the affiliate's loans pursuant to § 25.42.

(2) The appropriate Federal banking agency considers affiliate lending subject to the following constraints:

(i) No affiliate may claim a loan origination or loan purchase if another institution claims the same loan origination or purchase; and

(ii) If a bank or savings association elects to have the appropriate Federal banking agency consider loans within a particular lending category made by one or more of the bank's or savings association's affiliates in a particular assessment area, the bank or savings association shall elect to have the appropriate Federal banking agency consider, in accordance with paragraph (c)(1) of this section, all the loans within that lending category in that particular assessment area made by all of the bank's or savings association's affiliates.

(3) The appropriate Federal banking agency does not consider affiliate lending in assessing a bank's or savings association's performance under paragraph (b)(2)(i) of this section.

(d) *Lending by a consortium or a third party.* Community development loans originated or purchased by a consortium in which the bank or savings association participates or by a third party in which the bank or savings association has invested:

(1) Will be considered, at the bank's or savings association's option, if the bank or savings association reports the data pertaining to these loans under § 25.42(b)(2); and

(2) May be allocated among participants or investors, as they choose, for purposes of the lending test, except that no participant or investor:

(i) May claim a loan origination or loan purchase if another participant or investor claims the same loan origination or purchase; or

(ii) May claim loans accounting for more than its percentage share (based on the level of its participation or investment) of the total loans originated by the consortium or third party.

(e) *Lending performance rating.* The appropriate Federal banking agency rates a bank's or savings association's lending performance as provided in appendix A of this part.

§ 25.23 Investment test.

(a) *Scope of test.* The investment test evaluates a bank's or savings association's record of helping to meet the credit needs of its assessment area(s) through qualified investments that benefit its assessment area(s) or a broader statewide or regional area that includes the bank's or savings association's assessment area(s).

(b) *Exclusion.* Activities considered under the lending or service tests may not be considered under the investment test.

(c) *Affiliate investment.* At a bank's or savings association's option, the appropriate Federal banking agency will consider, in its assessment of a bank's or savings association's investment performance, a qualified investment made by an affiliate of the bank or savings association, if the qualified investment is not claimed by any other institution.

(d) *Disposition of branch premises.* Donating, selling on favorable terms, or making available on a rent-free basis a branch of the bank or savings association that is located in a predominantly minority neighborhood to a minority depository institution or women's depository institution (as these terms are defined in 12 U.S.C. 2907(b)) will be considered as a qualified investment.

(e) *Performance criteria.* The appropriate Federal banking agency evaluates the investment performance of a bank or savings association pursuant to the following criteria:

(1) The dollar amount of qualified investments;

(2) The innovativeness or complexity of qualified investments;

(3) The responsiveness of qualified investments to credit and community development needs; and

(4) The degree to which the qualified investments are not routinely provided by private investors.

(f) *Investment performance rating.* The appropriate Federal banking agency

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rates a bank's or savings association's investment performance as provided in appendix A of this part.

§ 25.24 Service test.

(a) *Scope of test.* The service test evaluates a bank's or savings association's record of helping to meet the credit needs of its assessment area(s) by analyzing both the availability and effectiveness of a bank's or savings association's systems for delivering retail banking services and the extent and innovativeness of its community development services.

(b) *Area(s) benefitted.* Community development services must benefit a bank's or savings association's assessment area(s) or a broader statewide or regional area that includes the bank's or savings association's assessment area(s).

(c) *Affiliate service.* At a bank's or savings association's option, the appropriate Federal banking agency will consider, in its assessment of a bank's or savings association's service performance, a community development service provided by an affiliate of the bank or savings association, if the community development service is not claimed by any other institution.

(d) *Performance criteria—retail banking services.* The appropriate Federal banking agency evaluates the availability and effectiveness of a bank's or savings association's systems for delivering retail banking services, pursuant to the following criteria:

(1) The current distribution of the bank's or savings association's branches among low-, moderate-, middle-, and upper-income geographies;

(2) In the context of its current distribution of the bank's or savings association's branches, the bank's or savings association's record of opening and closing branches, particularly branches located in low- or moderate-income geographies or primarily serving low- or moderate-income individuals;

(3) The availability and effectiveness of alternative systems for delivering retail banking services (*e.g.,* ATMs, ATMs not owned or operated by or exclusively for the bank or savings association, banking by telephone or computer, loan production offices, and bank-at-work or bank-by-mail programs) in low- and moderate-income geographies and to low- and moderate-income individuals; and

(4) The range of services provided in low-, moderate-, middle-, and upper-income geographies and the degree to which the services are tailored to meet the needs of those geographies.

(e) *Performance criteria—community development services.* The appropriate Federal banking agency evaluates community development services pursuant to the following criteria:

(1) The extent to which the bank or savings association provides community development services; and

(2) The innovativeness and responsiveness of community development services.

(f) *Service performance rating.* The appropriate Federal banking agency rates a bank's or savings association's service performance as provided in appendix A of this part.

§ 25.25 Community development test for wholesale or limited purpose banks and savings associations.

(a) *Scope of test.* The appropriate Federal banking agency assesses a wholesale or limited purpose bank's or savings association's record of helping to meet the credit needs of its assessment area(s) under the community development test through its community development lending, qualified investments, or community development services.

(b) *Designation as a wholesale or limited purpose bank or savings association.* In order to receive a designation as a wholesale or limited purpose bank or savings association, a bank or savings association shall file a request, in writing, with the appropriate Federal banking agency, at least three months prior to the proposed effective date of the designation. If the appropriate Federal banking agency approves the designation, it remains in effect until the bank or savings association requests revocation of the designation or until one year after the appropriate Federal banking agency notifies the bank or savings association that the it has revoked the designation on its own initiative.

(c) *Performance criteria.* The appropriate Federal banking agency evaluates the community development performance of a wholesale or limited purpose bank or savings association pursuant to the following criteria:

(1) The number and amount of community development loans (including originations and purchases of loans and other community development loan data provided by the bank or savings association, such as data on loans outstanding, commitments, and letters of credit), qualified investments, or community development services;

(2) The use of innovative or complex qualified investments, community development loans, or community development services and the extent to which the investments are not routinely provided by private investors; and

(3) The bank's or savings association's responsiveness to credit and community development needs.

(d) *Indirect activities.* At a bank's or savings association's option, the appropriate Federal banking agency will consider in its community development performance assessment:

(1) Qualified investments or community development services provided by an affiliate of the bank or savings association, if the investments or services are not claimed by any other institution; and

(2) Community development lending by affiliates, consortia and third parties, subject to the requirements and limitations in § 25.22(c) and (d).

(e) *Benefit to assessment area(s)*—(1) *Benefit inside assessment area(s).* The appropriate Federal banking agency considers all qualified investments, community development loans, and community development services that benefit areas within the bank's or savings association's assessment area(s) or a broader statewide or regional area that includes the bank's or savings association's assessment area(s).

(2) *Benefit outside assessment area(s).* The appropriate Federal banking agency considers the qualified investments, community development loans, and community development services that benefit areas outside the bank's or savings association's assessment area(s), if the bank or savings association has adequately addressed the needs of its assessment area(s).

(f) *Community development performance rating.* The appropriate Federal banking agency rates a bank's or savings association's community development performance as provided in appendix A of this part.

§ 25.26 Small bank and savings association performance standards.

(a) *Performance criteria*—(1) *Small banks and savings associations that are not intermediate small banks or savings associations.* The appropriate Federal banking agency evaluates the record of a small bank or savings association that is not, or that was not during the prior calendar year, an intermediate small bank or savings association, of helping to meet the credit needs of its assessment area(s) pursuant to the criteria set forth in paragraph (b) of this section.

(2) *Intermediate small banks and savings associations.* The appropriate Federal banking agency evaluates the record of a small bank or savings association that is, or that was during the prior calendar year, an intermediate small bank or savings association, of helping to meet the credit needs of its

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assessment area(s) pursuant to the criteria set forth in paragraphs (b) and (c) of this section.

(b) *Lending test.* A small bank's or savings association's lending performance is evaluated pursuant to the following criteria:

(1) The bank's or savings association's loan-to-deposit ratio, adjusted for seasonal variation, and, as appropriate, other lending-related activities, such as loan originations for sale to the secondary markets, community development loans, or qualified investments;

(2) The percentage of loans and, as appropriate, other lending-related activities located in the bank's or savings association's assessment area(s);

(3) The bank's or savings association's record of lending to and, as appropriate, engaging in other lending-related activities for borrowers of different income levels and businesses and farms of different sizes;

(4) The geographic distribution of the bank's or savings association's loans; and

(5) The bank's or savings association's record of taking action, if warranted, in response to written complaints about its performance in helping to meet credit needs in its assessment area(s).

(c) *Community development test.* An intermediate small bank's or savings association's community development performance also is evaluated pursuant to the following criteria:

(1) The number and amount of community development loans;

(2) The number and amount of qualified investments;

(3) The extent to which the bank or savings association provides community development services; and

(4) The bank's or savings association's responsiveness through such activities to community development lending, investment, and services needs.

(d) *Small bank or savings association performance rating.* The appropriate Federal banking agency rates the performance of a bank or savings association evaluated under this section as provided in appendix A of this part.

§ 25.27 Strategic plan.

(a) *Alternative election.* The appropriate Federal banking agency will assess a bank's or savings association's record of helping to meet the credit needs of its assessment area(s) under a strategic plan if:

(1) The bank or savings association has submitted the plan to the appropriate Federal banking agency as provided for in this section;

(2) The appropriate Federal banking agency has approved the plan;

(3) The plan is in effect; and

(4) The bank or savings association has been operating under an approved plan for at least one year.

(b) *Data reporting.* The appropriate Federal banking agency 's approval of a plan does not affect the bank's or savings association's obligation, if any, to report data as required by § 25.42.

(c) *Plans in general*—(1) *Term.* A plan may have a term of no more than five years, and any multi-year plan must include annual interim measurable goals under which the appropriate Federal banking agency will evaluate the bank's or savings association's performance.

(2) *Multiple assessment areas.* A bank or savings association with more than one assessment area may prepare a single plan for all of its assessment areas or one or more plans for one or more of its assessment areas.

(3) *Treatment of affiliates.* Affiliated institutions may prepare a joint plan if the plan provides measurable goals for each institution. Activities may be allocated among institutions at the institutions' option, provided that the same activities are not considered for more than one institution.

(d) *Public participation in plan development.* Before submitting a plan to the appropriate Federal banking agency for approval, a bank or savings association shall:

(1) Informally seek suggestions from members of the public in its assessment area(s) covered by the plan while developing the plan;

(2) Once the bank or savings association has developed a plan, formally solicit public comment on the plan for at least 30 days by publishing notice in at least one newspaper of general circulation in each assessment area covered by the plan; and

(3) During the period of formal public comment, make copies of the plan available for review by the public at no cost at all offices of the bank or savings association in any assessment area covered by the plan and provide copies of the plan upon request for a reasonable fee to cover copying and mailing, if applicable.

(e) *Submission of plan.* The bank or savings association shall submit its plan to the appropriate Federal banking agency at least three months prior to the proposed effective date of the plan. The bank or savings association shall also submit with its plan a description of its informal efforts to seek suggestions from members of the public, any written public comment received, and, if the plan was revised in light of the comment received, the initial plan as released for public comment.

(f) *Plan content*—(1) *Measurable goals.* (i) A bank or savings association shall specify in its plan measurable goals for helping to meet the credit needs of each assessment area covered by the plan, particularly the needs of low- and moderate-income geographies and low- and moderate-income individuals, through lending, investment, and services, as appropriate.

(ii) A bank or savings association shall address in its plan all three performance categories and, unless the bank or savings association has been designated as a wholesale or limited purpose bank or savings association, shall emphasize lending and lending-related activities. Nevertheless, a different emphasis, including a focus on one or more performance categories, may be appropriate if responsive to the characteristics and credit needs of its assessment area(s), considering public comment and the bank's or savings association's capacity and constraints, product offerings, and business strategy.

(2) *Confidential information.* A bank or savings association may submit additional information to the appropriate Federal banking agency on a confidential basis, but the goals stated in the plan must be sufficiently specific to enable the public and the appropriate Federal banking agency to judge the merits of the plan.

(3) *Satisfactory and outstanding goals.* A bank or savings association shall specify in its plan measurable goals that constitute ''satisfactory'' performance. A plan may specify measurable goals that constitute ''outstanding'' performance. If a bank or savings association submits, and the appropriate Federal banking agency approves, both ''satisfactory'' and ''outstanding'' performance goals, the appropriate Federal banking agency will consider the bank or savings association eligible for an ''outstanding'' performance rating.

(4) *Election if satisfactory goals not substantially met.* A bank or savings association may elect in its plan that, if the bank or savings association fails to meet substantially its plan goals for a satisfactory rating, the appropriate Federal banking agency will evaluate the bank's or savings association's performance under the lending, investment, and service tests, the community development test, or the small bank or savings association performance standards, as appropriate.

(g) *Plan approval*—(1) *Timing.* The appropriate Federal banking agency will act upon a plan within 60 calendar days after the appropriate Federal banking agency receives the complete plan and other material required under paragraph

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(e) of this section. If the appropriate Federal banking agency fails to act within this time period, the plan shall be deemed approved unless the appropriate Federal banking agency extends the review period for good cause.

(2) *Public participation.* In evaluating the plan's goals, the appropriate Federal banking agency considers the public's involvement in formulating the plan, written public comment on the plan, and any response by the bank or savings association to public comment on the plan.

(3) *Criteria for evaluating plan.* The appropriate Federal banking agency evaluates a plan's measurable goals using the following criteria, as appropriate:

(i) The extent and breadth of lending or lending-related activities, including, as appropriate, the distribution of loans among different geographies, businesses and farms of different sizes, and individuals of different income levels, the extent of community development lending, and the use of innovative or flexible lending practices to address credit needs;

(ii) The amount and innovativeness, complexity, and responsiveness of the bank's or savings association's qualified investments; and

(iii) The availability and effectiveness of the bank's or savings association's systems for delivering retail banking services and the extent and innovativeness of the bank's or savings association's community development services.

(h) *Plan amendment.* During the term of a plan, a bank or savings association may request the appropriate Federal banking agency to approve an amendment to the plan on grounds that there has been a material change in circumstances. The bank or savings association shall develop an amendment to a previously approved plan in accordance with the public participation requirements of paragraph (d) of this section.

(i) *Plan assessment.* The appropriate Federal banking agency approves the goals and assesses performance under a plan as provided for in appendix A of this part.

§ 25.28 Assigned ratings.

(a) *Ratings in general.* Subject to paragraphs (b) and (c) of this section, the appropriate Federal banking agency assigns to a bank or savings association a rating of ''outstanding,'' ''satisfactory,'' ''needs to improve,'' or ''substantial noncompliance'' based on the bank's or savings association's performance under the lending, investment and service tests, the community development test, the small bank or savings association performance standards, or an approved strategic plan, as applicable.

(b) *Lending, investment, and service tests.* The appropriate Federal banking agency assigns a rating for a bank or savings association assessed under the lending, investment, and service tests in accordance with the following principles:

(1) A bank or savings association that receives an ''outstanding'' rating on the lending test receives an assigned rating of at least ''satisfactory'';

(2) A bank or savings association that receives an ''outstanding'' rating on both the service test and the investment test and a rating of at least ''high satisfactory'' on the lending test receives an assigned rating of ''outstanding''; and

(3) No bank or savings association may receive an assigned rating of ''satisfactory'' or higher unless it receives a rating of at least ''low satisfactory'' on the lending test.

(c) *Effect of evidence of discriminatory or other illegal credit practices.* (1) The appropriate Federal banking agency 's evaluation of a bank's or savings association's CRA performance is adversely affected by evidence of discriminatory or other illegal credit practices in any geography by the bank or savings association or in any assessment area by any affiliate whose loans have been considered as part of the bank's or savings association's lending performance. In connection with any type of lending activity described in § 25.22(a), evidence of discriminatory or other credit practices that violate an applicable law, rule, or regulation includes, but is not limited to:

(i) Discrimination against applicants on a prohibited basis in violation, for example, of the Equal Credit Opportunity Act or the Fair Housing Act;

(ii) Violations of the Home Ownership and Equity Protection Act;

(iii) Violations of section 5 of the Federal Trade Commission Act;

(iv) Violations of section 8 of the Real Estate Settlement Procedures Act; and

(v) Violations of the Truth in Lending Act provisions regarding a consumer's right of rescission.

(2) In determining the effect of evidence of practices described in paragraph (c)(1) of this section on the bank's or savings association's assigned rating, the appropriate Federal banking agency considers the nature, extent, and strength of the evidence of the practices; the policies and procedures that the bank or savings association (or affiliate, as applicable) has in place to prevent the practices; any corrective action that the bank or savings association (or affiliate, as applicable) has taken or has committed to take, including voluntary corrective action resulting from self-assessment; and any other relevant information.

§ 25.29 Effect of CRA performance on applications.

(a) *CRA performance.* Among other factors, the appropriate Federal banking agency takes into account the record of performance under the CRA of each applicant bank or savings association, and for applications under 10(e) of the Home Owners' Loan Act (12 U.S.C. 1467a(e)), of each proposed subsidiary savings association, in considering an application for:

(1) The establishment of:

(i) A domestic branch for insured national banks; or

(ii) A domestic branch or other facility that would be authorized to take deposits for savings associations;

(2) The relocation of the main office or a branch;

(3) The merger or consolidation with or the acquisition of assets or assumption of liabilities of an insured depository institution requiring approval under the Bank Merger Act (12 U.S.C. 1828(c)); and

(4) The conversion of an insured depository institution to a national bank or Federal savings association charter; and

(5) Acquisitions subject to section 10(e) of the Home Owners' Loan Act (12 U.S.C. 1467a(e)).

(b) *Charter application.* (1) An applicant (other than an insured depository institution) for a national bank charter shall submit with its application a description of how it will meet its CRA objectives. The OCC takes the description into account in considering the application and may deny or condition approval on that basis.

(2) An applicant for a Federal savings association charter shall submit with its application a description of how it will meet its CRA objectives. The appropriate Federal banking agency takes the description into account in considering the application and may deny or condition approval on that basis.

(c) *Interested parties.* The appropriate Federal banking agency takes into account any views expressed by interested parties that are submitted in accordance with the applicable comment procedures in considering CRA performance in an application listed in paragraphs (a) and (b) of this section.

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(d) *Denial or conditional approval of application.* A bank's or savings association's record of performance may be the basis for denying or conditioning approval of an application listed in paragraph (a) of this section.

(e) *Insured depository institution.* For purposes of this section, the term ''insured depository institution'' has the meaning given to that term in 12 U.S.C. 1813.

Subpart C—Records, Reporting, and Disclosure Requirements

§ 25.41 Assessment area delineation.

(a) *In general.* A bank or savings association shall delineate one or more assessment areas within which the appropriate Federal banking agency evaluates the bank's or savings association's record of helping to meet the credit needs of its community. The appropriate Federal banking agency does not evaluate the bank's or savings association's delineation of its assessment area(s) as a separate performance criterion, but the appropriate Federal banking agency reviews the delineation for compliance with the requirements of this section.

(b) *Geographic area(s) for wholesale or limited purpose banks or savings associations.* The assessment area(s) for a wholesale or limited purpose bank or savings association must consist generally of one or more MSAs or metropolitan divisions (using the MSA or metropolitan division boundaries that were in effect as of January 1 of the calendar year in which the delineation is made) or one or more contiguous political subdivisions, such as counties, cities, or towns, in which the bank or savings association has its main office, branches, and deposit-taking ATMs.

(c) *Geographic area(s) for other banks and savings association.* The assessment area(s) for a bank or savings association other than a wholesale or limited purpose bank or savings association must:

(1) Consist generally of one or more MSAs or metropolitan divisions (using the MSA or metropolitan division boundaries that were in effect as of January 1 of the calendar year in which the delineation is made) or one or more contiguous political subdivisions, such as counties, cities, or towns; and

(2) Include the geographies in which the bank or savings association has its main office, its branches, and its deposit-taking ATMs, as well as the surrounding geographies in which the bank or savings association has originated or purchased a substantial portion of its loans (including home mortgage loans, small business and small farm loans, and any other loans the bank or savings association chooses, such as those consumer loans on which the bank or savings association elects to have its performance assessed).

(d) *Adjustments to geographic area(s).* A bank or savings association may adjust the boundaries of its assessment area(s) to include only the portion of a political subdivision that it reasonably can be expected to serve. An adjustment is particularly appropriate in the case of an assessment area that otherwise would be extremely large, of unusual configuration, or divided by significant geographic barriers.

(e) *Limitations on the delineation of an assessment area.* Each bank's or savings associations assessment area(s):

(1) Must consist only of whole geographies;

(2) May not reflect illegal discrimination;

(3) May not arbitrarily exclude low- or moderate-income geographies, taking into account the bank's or savings association's size and financial condition; and

(4) May not extend substantially beyond an MSA boundary or beyond a state boundary unless the assessment area is located in a multistate MSA. If a bank or savings association serves a geographic area that extends substantially beyond a state boundary, the bank or savings association shall delineate separate assessment areas for the areas in each state. If a bank or savings association serves a geographic area that extends substantially beyond an MSA boundary, the bank or savings association shall delineate separate assessment areas for the areas inside and outside the MSA.

(f) *Banks and savings association serving military personnel.* Notwithstanding the requirements of this section, a bank or savings association whose business predominantly consists of serving the needs of military personnel or their dependents who are not located within a defined geographic area may delineate its entire deposit customer base as its assessment area.

(g) *Use of assessment area(s).* The appropriate Federal banking agency uses the assessment area(s) delineated by a bank or savings association in its evaluation of the bank's or savings association's CRA performance unless the appropriate Federal banking agency determines that the assessment area(s) do not comply with the requirements of this section.

§ 25.42 Data collection, reporting, and disclosure.

(a) *Loan information required to be collected and maintained.* A bank or savings association, except a small bank or savings association, shall collect, and maintain in machine readable form (as prescribed by the appropriate Federal banking agency) until the completion of its next CRA examination, the following data for each small business or small farm loan originated or purchased by the bank or savings association:

(1) A unique number or alpha-numeric symbol that can be used to identify the relevant loan file;

(2) The loan amount at origination;

(3) The loan location; and

(4) An indicator whether the loan was to a business or farm with gross annual revenues of $1 million or less.

(b) *Loan information required to be reported.* A bank or savings association, except a small bank or savings association or a bank or savings association that was a small bank or savings association during the prior calendar year, shall report annually by March 1 to the appropriate Federal banking agency in machine readable form (as prescribed by the appropriate Federal banking agency) the following data for the prior calendar year:

(1) *Small business and small farm loan data.* For each geography in which the bank or savings association originated or purchased a small business or small farm loan, the aggregate number and amount of loans:

(i) With an amount at origination of $100,000 or less;

(ii) With amount at origination of more than $100,000 but less than or equal to $250,000;

(iii) With an amount at origination of more than $250,000; and

(iv) To businesses and farms with gross annual revenues of $1 million or less (using the revenues that the bank or savings association considered in making its credit decision);

(2) *Community development loan data.* The aggregate number and aggregate amount of community development loans originated or purchased; and

(3) *Home mortgage loans.* If the bank or savings association is subject to reporting under part 1003 of this title, the location of each home mortgage loan application, origination, or purchase outside the MSAs in which the bank or savings association has a home or branch office (or outside any MSA) in accordance with the requirements of part 1003 of this title.

(c) *Optional data collection and maintenance*—(1) *Consumer loans.* A bank or savings association may collect

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and maintain in machine readable form (as prescribed by the appropriate Federal banking agency) data for consumer loans originated or purchased by the bank or savings association for consideration under the lending test. A bank or savings association may maintain data for one or more of the following categories of consumer loans: Motor vehicle, credit card, other secured, and other unsecured. If the bank or savings association maintains data for loans in a certain category, it shall maintain data for all loans originated or purchased within that category. The bank or savings association shall maintain data separately for each category, including for each loan:

(i) A unique number or alpha-numeric symbol that can be used to identify the relevant loan file;

(ii) The loan amount at origination or purchase;

(iii) The loan location; and

(iv) The gross annual income of the borrower that the bank or savings association considered in making its credit decision.

(2) *Other loan data.* At its option, a bank or savings association may provide other information concerning its lending performance, including additional loan distribution data.

(d) *Data on affiliate lending.* A bank or savings association that elects to have the appropriate Federal banking agency consider loans by an affiliate, for purposes of the lending or community development test or an approved strategic plan, shall collect, maintain, and report for those loans the data that the bank or savings association would have collected, maintained, and reported pursuant to paragraphs (a), (b), and (c) of this section had the loans been originated or purchased by the bank or savings association. For home mortgage loans, the bank or savings association shall also be prepared to identify the home mortgage loans reported under part 1003 of this title by the affiliate.

(e) *Data on lending by a consortium or a third party.* A bank or savings association that elects to have the appropriate Federal banking agency consider community development loans by a consortium or third party, for purposes of the lending or community development tests or an approved strategic plan, shall report for those loans the data that the bank or savings association would have reported under paragraph (b)(2) of this section had the loans been originated or purchased by the bank or savings association.

(f) *Small banks and savings associations electing evaluation under the lending, investment, and service tests.* A bank or savings association that qualifies for evaluation under the small bank or savings association performance standards but elects evaluation under the lending, investment, and service tests shall collect, maintain, and report the data required for other banks or savings association pursuant to paragraphs (a) and (b) of this section.

(g) *Assessment area data.* A bank or savings association, except a small bank or savings association or a bank or savings association that was a small bank or savings association during the prior calendar year, shall collect and report to the appropriate Federal banking agency by March 1 of each year a list for each assessment area showing the geographies within the area.

(h) *CRA Disclosure Statement.* The appropriate Federal banking agency prepares annually for each bank or savings association that reports data pursuant to this section a CRA Disclosure Statement that contains, on a state-by-state basis:

(1) For each county (and for each assessment area smaller than a county) with a population of 500,000 persons or fewer in which the bank or savings association reported a small business or small farm loan:

(i) The number and amount of small business and small farm loans reported as originated or purchased located in low-, moderate-, middle-, and upper-income geographies;

(ii) A list grouping each geography according to whether the geography is low-, moderate-, middle-, or upper-income;

(iii) A list showing each geography in which the bank or savings association reported a small business or small farm loan; and

(iv) The number and amount of small business and small farm loans to businesses and farms with gross annual revenues of $1 million or less;

(2) For each county (and for each assessment area smaller than a county) with a population in excess of 500,000 persons in which the bank or savings association reported a small business or small farm loan:

(i) The number and amount of small business and small farm loans reported as originated or purchased located in geographies with median income relative to the area median income of less than 10 percent, 10 or more but less than 20 percent, 20 or more but less than 30 percent, 30 or more but less than 40 percent, 40 or more but less than 50 percent, 50 or more but less than 60 percent, 60 or more but less than 70 percent, 70 or more but less than 80 percent, 80 or more but less than 90 percent, 90 or more but less than 100 percent, 100 or more but less than 110 percent, 110 or more but less than 120 percent, and 120 percent or more;

(ii) A list grouping each geography in the county or assessment area according to whether the median income in the geography relative to the area median income is less than 10 percent, 10 or more but less than 20 percent, 20 or more but less than 30 percent, 30 or more but less than 40 percent, 40 or more but less than 50 percent, 50 or more but less than 60 percent, 60 or more but less than 70 percent, 70 or more but less than 80 percent, 80 or more but less than 90 percent, 90 or more but less than 100 percent, 100 or more but less than 110 percent, 110 or more but less than 120 percent, and 120 percent or more;

(iii) A list showing each geography in which the bank or savings association reported a small business or small farm loan; and

(iv) The number and amount of small business and small farm loans to businesses and farms with gross annual revenues of $1 million or less;

(3) The number and amount of small business and small farm loans located inside each assessment area reported by the bank or savings association and the number and amount of small business and small farm loans located outside the assessment area(s) reported by the bank or savings association; and

(4) The number and amount of community development loans reported as originated or purchased.

(i) *Aggregate disclosure statements.* The OCC, in conjunction with the Board of Governors of the Federal Reserve System and the FDIC, prepares annually, for each MSA or metropolitan division (including an MSA or metropolitan division that crosses a state boundary) and the nonmetropolitan portion of each state, an aggregate disclosure statement of small business and small farm lending by all institutions subject to reporting under this part or parts 228 or 345 of this title. These disclosure statements indicate, for each geography, the number and amount of all small business and small farm loans originated or purchased by reporting institutions, except that the appropriate Federal banking agency may adjust the form of the disclosure if necessary, because of special circumstances, to protect the privacy of a borrower or the competitive position of an institution.

(j) *Central data depositories.* The appropriate Federal banking agency makes the aggregate disclosure statements, described in paragraph (i) of

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this section, and the individual bank or savings association CRA Disclosure Statements, described in paragraph (h) of this section, available to the public at central data depositories. The appropriate Federal banking agency publishes a list of the depositories at which the statements are available.

§ 25.43 Content and availability of public file.

(a) *Information available to the public.* A bank or savings association shall maintain a public file that includes the following information:

(1) All written comments received from the public for the current year and each of the prior two calendar years that specifically relate to the bank's or savings association's performance in helping to meet community credit needs, and any response to the comments by the bank or savings association, if neither the comments nor the responses contain statements that reflect adversely on the good name or reputation of any persons other than the bank or savings association or publication of which would violate specific provisions of law;

(2) A copy of the public section of the bank's or savings association's most recent CRA Performance Evaluation prepared by the appropriate Federal banking agency. The bank or savings association shall place this copy in the public file within 30 business days after its receipt from the appropriate Federal banking agency;

(3) A list of the bank's or savings association's branches, their street addresses, and geographies;

(4) A list of branches opened or closed by the bank or savings association during the current year and each of the prior two calendar years, their street addresses, and geographies;

(5) A list of services (including hours of operation, available loan and deposit products, and transaction fees) generally offered at the bank's or savings association's branches and descriptions of material differences in the availability or cost of services at particular branches, if any. At its option, a bank or savings association may include information regarding the availability of alternative systems for delivering retail banking services (*e.g.,* ATMs, ATMs not owned or operated by or exclusively for the bank or savings association, banking by telephone or computer, loan production offices, and bank-at-work or bank-by-mail programs);

(6) A map of each assessment area showing the boundaries of the area and identifying the geographies contained within the area, either on the map or in a separate list; and

(7) Any other information the bank or savings association chooses.

(b) *Additional information available to the public*—(1) *Banks and savings associations other than small banks or savings associations.* A bank or savings association, except a small bank or savings association or a bank or savings association that was a small bank or savings association during the prior calendar year, shall include in its public file the following information pertaining to the bank or savings association and its affiliates, if applicable, for each of the prior two calendar years:

(i) If the bank or savings association has elected to have one or more categories of its consumer loans considered under the lending test, for each of these categories, the number and amount of loans:

(A) To low-, moderate-, middle-, and upper-income individuals;

(B) Located in low-, moderate-, middle-, and upper-income census tracts; and

(C) Located inside the bank's or savings association's assessment area(s) and outside the bank's or savings association's assessment area(s); and

(ii) The bank's or savings association's CRA Disclosure Statement. The bank or savings association shall place the statement in the public file within three business days of its receipt from the appropriate Federal banking agency.

(2) *Banks and savings associations required to report Home Mortgage Disclosure Act (HMDA) data.* A bank or savings association required to report home mortgage loan data pursuant part 1003 of this title shall include in its public file a written notice that the institution's HMDA Disclosure Statement may be obtained on the Consumer Financial Protection Bureau's (Bureau's) website at *www.consumerfinance.gov/hmda.* In addition, a bank or savings association that elected to have the appropriate Federal banking agency consider the mortgage lending of an affiliate shall include in its public file the name of the affiliate and a written notice that the affiliate's HMDA Disclosure Statement may be obtained at the Bureau's website. The bank or savings association shall place the written notice(s) in the public file within three business days after receiving notification from the Federal Financial Institutions Examination Council of the availability of the disclosure statement(s).

(3) *Small banks and savings associations.* A small bank or savings association or a bank or savings association that was a small bank or savings association during the prior calendar year shall include in its public file:

(i) The bank's or savings association's loan-to-deposit ratio for each quarter of the prior calendar year and, at its option, additional data on its loan-to-deposit ratio; and

(ii) The information required for other banks or savings associations by paragraph (b)(1) of this section, if the bank or savings association has elected to be evaluated under the lending, investment, and service tests.

(4) *Banks and savings associations with strategic plans.* A bank or savings association that has been approved to be assessed under a strategic plan shall include in its public file a copy of that plan. A bank or savings association need not include information submitted to the appropriate Federal banking agency on a confidential basis in conjunction with the plan.

(5) *Banks and savings associations with less than satisfactory ratings.* A bank or savings association that received a less than satisfactory rating during its most recent examination shall include in its public file a description of its current efforts to improve its performance in helping to meet the credit needs of its entire community. The bank or savings association shall update the description quarterly.

(c) *Location of public information.* A bank or savings association shall make available to the public for inspection upon request and at no cost the information required in this section as follows:

(1) At the main office and, if an interstate bank or savings association, at one branch office in each state, all information in the public file; and

(2) At each branch:

(i) A copy of the public section of the bank's or savings association's most recent CRA Performance Evaluation and a list of services provided by the branch; and

(ii) Within five calendar days of the request, all the information in the public file relating to the assessment area in which the branch is located.

(d) *Copies.* Upon request, a bank or savings association shall provide copies, either on paper or in another form acceptable to the person making the request, of the information in its public file. The bank or savings association may charge a reasonable fee not to exceed the cost of copying and mailing (if applicable).

(e) *Updating.* Except as otherwise provided in this section, a bank or savings association shall ensure that the information required by this section is current as of April 1 of each year.

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§ 25.44 Public notice by banks and savings associations.

A bank or savings association shall provide in the public lobby of its main office and each of its branches the appropriate public notice set forth in appendix B of this part. Only a branch of a bank or savings association having more than one assessment area shall include the bracketed material in the notice for branch offices. Only an insured national bank that is an affiliate of a holding company shall include the next to the last sentence of the notices. An insured national bank shall include the last sentence of the notices only if it is an affiliate of a holding company that is not prevented by statute from acquiring additional banks. Only a savings association that is an affiliate of a holding company shall include the last two sentences of the notices.

§ 25.45 Publication of planned examination schedule.

The appropriate Federal banking agency publishes at least 30 days in advance of the beginning of each calendar quarter a list of banks and savings associations scheduled for CRA examinations in that quarter.

Subpart D—Transition Provisions

§ 25.51 Consideration of Bank Activities.

(a) In assessing a bank's CRA performance, the appropriate Federal banking agency will consider any loan, investment, or service that was eligible for CRA consideration at the time the bank conducted the activity.

(b) Notwithstanding paragraph (a), in assessing a bank's CRA performance, the appropriate Federal banking agency will consider any loan or investment that was eligible for CRA consideration at the time the bank entered into a legally binding commitment to make the loan or investment.

§ 25.52 Strategic Plan Retention.

A bank or savings association strategic plan approved by the appropriate Federal banking agency and in effect as of December 31, 2021, remains in effect, except that provisions of the plan that are not consistent with this part in effect as of January 1, 2022, are void, unless amended pursuant to § 25.27.

Subpart E—Prohibition Against Use of Interstate Branches Primarily for Deposit Production

§ 25.61 Purpose and scope.

(a) *Purpose.* The purpose of this subpart is to implement section 109 (12 U.S.C. 1835a) of the Riegle-Neal Interstate Banking and Branching Efficiency Act of 1994 (Interstate Act).

(b) *Scope.* (1) This subpart applies to any national bank that has operated a covered interstate branch for a period of at least one year, and any foreign bank that has operated a covered interstate branch that is a Federal branch for a period of at least one year.

(2) This subpart describes the requirements imposed under 12 U.S.C. 1835a, which requires the appropriate Federal banking agencies (the OCC, the Board of Governors of the Federal Reserve System, and the FDIC) to prescribe uniform rules that prohibit a bank from using any authority to engage in interstate branching pursuant to the Interstate Act, or any amendment made by the Interstate Act to any other provision of law, primarily for the purpose of deposit production.

§ 25.62 Definitions.

For purposes of this subpart, the following definitions apply:

(a) *Bank* means, unless the context indicates otherwise:

(1) A national bank; and

(2) A foreign bank as that term is defined in 12 U.S.C. 3101(7) and 12 CFR 28.11(i).

(b) *Covered interstate branch* means:

(1) Any branch of a national bank, and any Federal branch of a foreign bank, that:

(i) Is established or acquired outside the bank's home State pursuant to the interstate branching authority granted by the Interstate Act or by any amendment made by the Interstate Act to any other provision of law; or

(ii) Could not have been established or acquired outside of the bank's home State but for the establishment or acquisition of a branch described in paragraph (b)(1)(i) of this section; and

(2) Any bank or branch of a bank controlled by an out-of-State bank holding company.

(c) *Federal branch* means Federal branch as that term is defined in 12 U.S.C. 3101(6) and 12 CFR 28.11(h).

(d) *Home State* means:

(1) With respect to a State bank, the State that chartered the bank;

(2) With respect to a national bank, the State in which the main office of the bank is located;

(3) With respect to a bank holding company, the State in which the total deposits of all banking subsidiaries of such company are the largest on the later of:

(i) July 1, 1966; or

(ii) The date on which the company becomes a bank holding company under the Bank Holding Company Act;

(4) With respect to a foreign bank:

(i) For purposes of determining whether a U.S. branch of a foreign bank is a covered interstate branch, the home State of the foreign bank as determined in accordance with 12 U.S.C. 3103(c) and 12 CFR 28.11(n); and

(ii) For purposes of determining whether a branch of a U.S. bank controlled by a foreign bank is a covered interstate branch, the State in which the total deposits of all banking subsidiaries of such foreign bank are the largest on the later of:

(A) July 1, 1966; or

(B) The date on which the foreign bank becomes a bank holding company under the Bank Holding Company Act.

(e) *Host State* means a State in which a covered interstate branch is established or acquired.

(f) *Host state loan-to-deposit ratio* generally means, with respect to a particular host state, the ratio of total loans in the host state relative to total deposits from the host state for all banks (including institutions covered under the definition of ''bank'' in 12 U.S.C. 1813(a)(1)) that have that state as their home state, as determined and updated periodically by the appropriate Federal banking agencies and made available to the public.

(g) *Out-of-State bank holding company* means, with respect to any State, a bank holding company whose home State is another State.

(h) *State* means state as that term is defined in 12 U.S.C. 1813(a)(3).

(i) *Statewide loan-to-deposit ratio* means, with respect to a bank, the ratio of the bank's loans to its deposits in a state in which the bank has one or more covered interstate branches, as determined by the OCC.

§ 25.63 Loan-to-deposit ratio screen.

(a) *Application of screen.* Beginning no earlier than one year after a covered interstate branch is acquired or established, the OCC will consider whether the bank's statewide loan-to-deposit ratio is less than 50 percent of the relevant host State loan-to-deposit ratio.

(b) *Results of screen.* (1) If the OCC determines that the bank's statewide loan-to-deposit ratio is 50 percent or more of the host state loan-to-deposit ratio, no further consideration under this subpart is required.

(2) If the OCC determines that the bank's statewide loan-to-deposit ratio is less than 50 percent of the host state loan-to-deposit ratio, or if reasonably available data are insufficient to calculate the bank's statewide loan-to-deposit ratio, the OCC will make a credit needs determination for the bank as provided in § 25.64.

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§ 25.64 Credit needs determination.

(a) *In general.* The OCC will review the loan portfolio of the bank and determine whether the bank is reasonably helping to meet the credit needs of the communities in the host state that are served by the bank.

(b) *Guidelines.* The OCC will use the following considerations as guidelines when making the determination pursuant to paragraph (a) of this section:

(1) Whether covered interstate branches were formerly part of a failed or failing depository institution;

(2) Whether covered interstate branches were acquired under circumstances where there was a low loan-to-deposit ratio because of the nature of the acquired institution's business or loan portfolio;

(3) Whether covered interstate branches have a high concentration of commercial or credit card lending, trust services, or other specialized activities, including the extent to which the covered interstate branches accept deposits in the host state;

(4) The CRA ratings received by the bank, if any;

(5) Economic conditions, including the level of loan demand, within the communities served by the covered interstate branches;

(6) The safe and sound operation and condition of the bank; and

(7) The OCC's CRA regulations (subparts A through D of this part) and interpretations of those regulations.

§ 25.65 Sanctions.

(a) *In general.* If the OCC determines that a bank is not reasonably helping to meet the credit needs of the communities served by the bank in the host state, and that the bank's statewide loan-to-deposit ratio is less than 50 percent of the host state loan-to-deposit ratio, the OCC:

(1) May order that a bank's covered interstate branch or branches be closed unless the bank provides reasonable assurances to the satisfaction of the OCC, after an opportunity for public comment, that the bank has an acceptable plan under which the bank will reasonably help to meet the credit needs of the communities served by the bank in the host state; and

(2) Will not permit the bank to open a new branch in the host state that would be considered to be a covered interstate branch unless the bank provides reasonable assurances to the satisfaction of the OCC, after an opportunity for public comment, that the bank will reasonably help to meet the credit needs of the community that the new branch will serve.

(b) *Notice prior to closure of a covered interstate branch.* Before exercising the OCC's authority to order the bank to close a covered interstate branch, the OCC will issue to the bank a notice of the OCC's intent to order the closure and will schedule a hearing within 60 days of issuing the notice.

(c) *Hearing.* The OCC will conduct a hearing scheduled under paragraph (b) of this section in accordance with the provisions of 12 U.S.C. 1818(h) and 12 CFR part 19.

Appendix A to Part 25—Ratings

(a) *Ratings in general.* (1) In assigning a rating, the appropriate Federal banking agency evaluates a bank's or savings association's performance under the applicable performance criteria in this part, in accordance with §§ 25.21 and 25.28. This includes consideration of low-cost education loans provided to low-income borrowers and activities in cooperation with minority- or women-owned financial institutions and low-income credit unions, as well as adjustments on the basis of evidence of discriminatory or other illegal credit practices.

(2) A bank's or savings association's performance need not fit each aspect of a particular rating profile in order to receive that rating, and exceptionally strong performance with respect to some aspects may compensate for weak performance in others. The bank's or savings association's overall performance, however, must be consistent with safe and sound banking practices and generally with the appropriate rating profile as follows.

(b) *Banks and savings associations evaluated under the lending, investment, and service tests*—(1) *Lending performance rating.* The appropriate Federal banking agency assigns each bank's or savings association's lending performance one of the five following ratings.

(i) *Outstanding.* The appropriate Federal banking agency rates a bank's or savings association's lending performance ''outstanding'' if, in general, it demonstrates:

(A) Excellent responsiveness to credit needs in its assessment area(s), taking into account the number and amount of home mortgage, small business, small farm, and consumer loans, if applicable, in its assessment area(s);

(B) A substantial majority of its loans are made in its assessment area(s);

(C) An excellent geographic distribution of loans in its assessment area(s);

(D) An excellent distribution, particularly in its assessment area(s), of loans among individuals of different income levels and businesses (including farms) of different sizes, given the product lines offered by the bank or savings association;

(E) An excellent record of serving the credit needs of highly economically disadvantaged areas in its assessment area(s), low-income individuals, or businesses (including farms) with gross annual revenues of $1 million or less, consistent with safe and sound operations;

(F) Extensive use of innovative or flexible lending practices in a safe and sound manner to address the credit needs of low- or moderate-income individuals or geographies; and

(G) It is a leader in making community development loans.

(ii) *High satisfactory.* The appropriate Federal banking agency rates a bank's or savings association's lending performance ''high satisfactory'' if, in general, it demonstrates:

(A) Good responsiveness to credit needs in its assessment area(s), taking into account the number and amount of home mortgage, small business, small farm, and consumer loans, if applicable, in its assessment area(s);

(B) A high percentage of its loans are made in its assessment area(s);

(C) A good geographic distribution of loans in its assessment area(s);

(D) A good distribution, particularly in its assessment area(s), of loans among individuals of different income levels and businesses (including farms) of different sizes, given the product lines offered by the bank or savings association;

(E) A good record of serving the credit needs of highly economically disadvantaged areas in its assessment area(s), low-income individuals, or businesses (including farms) with gross annual revenues of $1 million or less, consistent with safe and sound operations;

(F) Use of innovative or flexible lending practices in a safe and sound manner to address the credit needs of low- or moderate-income individuals or geographies; and

(G) It has made a relatively high level of community development loans.

(iii) *Low satisfactory.* The appropriate Federal banking agency rates a bank's or savings association's lending performance ''low satisfactory'' if, in general, it demonstrates:

(A) Adequate responsiveness to credit needs in its assessment area(s), taking into account the number and amount of home mortgage, small business, small farm, and consumer loans, if applicable, in its assessment area(s);

(B) An adequate percentage of its loans are made in its assessment area(s);

(C) An adequate geographic distribution of loans in its assessment area(s);

(D) An adequate distribution, particularly in its assessment area(s), of loans among individuals of different income levels and businesses (including farms) of different sizes, given the product lines offered by the bank or savings association;

(E) An adequate record of serving the credit needs of highly economically disadvantaged areas in its assessment area(s), low-income individuals, or businesses (including farms) with gross annual revenues of $1 million or less, consistent with safe and sound operations;

(F) Limited use of innovative or flexible lending practices in a safe and sound manner to address the credit needs of low- or moderate-income individuals or geographies; and

(G) It has made an adequate level of community development loans.

(iv) *Needs to improve.* The appropriate Federal banking agency rates a bank's or

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savings association's lending performance ''needs to improve'' if, in general, it demonstrates:

(A) Poor responsiveness to credit needs in its assessment area(s), taking into account the number and amount of home mortgage, small business, small farm, and consumer loans, if applicable, in its assessment area(s);

(B) A small percentage of its loans are made in its assessment area(s);

(C) A poor geographic distribution of loans, particularly to low- or moderate-income geographies, in its assessment area(s);

(D) A poor distribution, particularly in its assessment area(s), of loans among individuals of different income levels and businesses (including farms) of different sizes, given the product lines offered by the bank or savings association;

(E) A poor record of serving the credit needs of highly economically disadvantaged areas in its assessment area(s), low-income individuals, or businesses (including farms) with gross annual revenues of $1 million or less, consistent with safe and sound operations;

(F) Little use of innovative or flexible lending practices in a safe and sound manner to address the credit needs of low- or moderate-income individuals or geographies; and

(G) It has made a low level of community development loans.

(v) *Substantial noncompliance.* The appropriate Federal banking agency rates a bank's or savings association's lending performance as being in ''substantial noncompliance'' if, in general, it demonstrates:

(A) A very poor responsiveness to credit needs in its assessment area(s), taking into account the number and amount of home mortgage, small business, small farm, and consumer loans, if applicable, in its assessment area(s);

(B) A very small percentage of its loans are made in its assessment area(s);

(C) A very poor geographic distribution of loans, particularly to low- or moderate-income geographies, in its assessment area(s);

(D) A very poor distribution, particularly in its assessment area(s), of loans among individuals of different income levels and businesses (including farms) of different sizes, given the product lines offered by the bank or savings association;

(E) A very poor record of serving the credit needs of highly economically disadvantaged areas in its assessment area(s), low-income individuals, or businesses (including farms) with gross annual revenues of $1 million or less, consistent with safe and sound operations;

(F) No use of innovative or flexible lending practices in a safe and sound manner to address the credit needs of low- or moderate-income individuals or geographies; and

(G) It has made few, if any, community development loans.

(2) *Investment performance rating.* The appropriate Federal banking agency assigns each bank's or savings association's investment performance one of the five following ratings.

(i) *Outstanding.* The appropriate Federal banking agency rates a bank's or savings association's investment performance ''outstanding'' if, in general, it demonstrates:

(A) An excellent level of qualified investments, particularly those that are not routinely provided by private investors, often in a leadership position;

(B) Extensive use of innovative or complex qualified investments; and

(C) Excellent responsiveness to credit and community development needs.

(ii) *High satisfactory.* The appropriate Federal banking agency rates a bank's or savings association's investment performance ''high satisfactory'' if, in general, it demonstrates:

(A) A significant level of qualified investments, particularly those that are not routinely provided by private investors, occasionally in a leadership position;

(B) Significant use of innovative or complex qualified investments; and

(C) Good responsiveness to credit and community development needs.

(iii) *Low satisfactory.* The appropriate Federal banking agency rates a bank's or savings association's investment performance ''low satisfactory'' if, in general, it demonstrates:

(A) An adequate level of qualified investments, particularly those that are not routinely provided by private investors, although rarely in a leadership position;

(B) Occasional use of innovative or complex qualified investments; and

(C) Adequate responsiveness to credit and community development needs.

(iv) *Needs to improve.* The appropriate Federal banking agency rates a bank's or savings association's investment performance ''needs to improve'' if, in general, it demonstrates:

(A) A poor level of qualified investments, particularly those that are not routinely provided by private investors;

(B) Rare use of innovative or complex qualified investments; and

(C) Poor responsiveness to credit and community development needs.

(v) *Substantial noncompliance.* The appropriate Federal banking agency rates a bank's or savings association's investment performance as being in ''substantial noncompliance'' if, in general, it demonstrates:

(A) Few, if any, qualified investments, particularly those that are not routinely provided by private investors;

(B) No use of innovative or complex qualified investments; and

(C) Very poor responsiveness to credit and community development needs.

(3) *Service performance rating.* The appropriate Federal banking agency assigns each bank's or savings association's service performance one of the five following ratings.

(i) *Outstanding.* The appropriate Federal banking agency rates a bank's or savings association's service performance ''outstanding'' if, in general, the bank or savings association demonstrates:

(A) Its service delivery systems are readily accessible to geographies and individuals of different income levels in its assessment area(s);

(B) To the extent changes have been made, its record of opening and closing branches has improved the accessibility of its delivery systems, particularly in low- or moderate-income geographies or to low- or moderate-income individuals;

(C) Its services (including, where appropriate, business hours) are tailored to the convenience and needs of its assessment area(s), particularly low- or moderate-income geographies or low- or moderate-income individuals; and

(D) It is a leader in providing community development services.

(ii) *High satisfactory.* The appropriate Federal banking agency rates a bank's or savings association's service performance ''high satisfactory'' if, in general, the bank or savings association demonstrates:

(A) Its service delivery systems are accessible to geographies and individuals of different income levels in its assessment area(s);

(B) To the extent changes have been made, its record of opening and closing branches has not adversely affected the accessibility of its delivery systems, particularly in low- and moderate-income geographies and to low- and moderate-income individuals;

(C) Its services (including, where appropriate, business hours) do not vary in a way that inconveniences its assessment area(s), particularly low- and moderate-income geographies and low- and moderate-income individuals; and

(D) It provides a relatively high level of community development services.

(iii) *Low satisfactory.* The appropriate Federal banking agency rates a bank's or savings association's service performance ''low satisfactory'' if, in general, the bank or savings association demonstrates:

(A) Its service delivery systems are reasonably accessible to geographies and individuals of different income levels in its assessment area(s);

(B) To the extent changes have been made, its record of opening and closing branches has generally not adversely affected the accessibility of its delivery systems, particularly in low- and moderate-income geographies and to low- and moderate-income individuals;

(C) Its services (including, where appropriate, business hours) do not vary in a way that inconveniences its assessment area(s), particularly low- and moderate-income geographies and low- and moderate-income individuals; and

(D) It provides an adequate level of community development services.

(iv) *Needs to improve.* The appropriate Federal banking agency rates a bank's or savings association's service performance ''needs to improve'' if, in general, the bank or savings association demonstrates:

(A) Its service delivery systems are unreasonably inaccessible to portions of its assessment area(s), particularly to low- or moderate-income geographies or to low- or moderate-income individuals;

(B) To the extent changes have been made, its record of opening and closing branches has adversely affected the accessibility its delivery systems, particularly in low- or moderate-income geographies or to low- or moderate-income individuals;

(C) Its services (including, where appropriate, business hours) vary in a way

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that inconveniences its assessment area(s), particularly low- or moderate-income geographies or low- or moderate-income individuals; and

(D) It provides a limited level of community development services.

(v) *Substantial noncompliance.* The appropriate Federal banking agency rates a bank's or savings association's service performance as being in ''substantial noncompliance'' if, in general, the bank or savings association demonstrates:

(A) Its service delivery systems are unreasonably inaccessible to significant portions of its assessment area(s), particularly to low- or moderate-income geographies or to low- or moderate-income individuals;

(B) To the extent changes have been made, its record of opening and closing branches has significantly adversely affected the accessibility of its delivery systems, particularly in low- or moderate-income geographies or to low- or moderate-income individuals;

(C) Its services (including, where appropriate, business hours) vary in a way that significantly inconveniences its assessment area(s), particularly low- or moderate-income geographies or low- or moderate-income individuals; and

(D) It provides few, if any, community development services.

(c) *Wholesale or limited purpose banks.* The appropriate Federal banking agency assigns each wholesale or limited purpose bank's or savings association's community development performance one of the four following ratings.

(1) *Outstanding.* The appropriate Federal banking agency rates a wholesale or limited purpose bank's or savings association's community development performance ''outstanding'' if, in general, it demonstrates:

(i) A high level of community development loans, community development services, or qualified investments, particularly investments that are not routinely provided by private investors;

(ii) Extensive use of innovative or complex qualified investments, community development loans, or community development services; and

(iii) Excellent responsiveness to credit and community development needs in its assessment area(s).

(2) *Satisfactory.* The appropriate Federal banking agency rates a wholesale or limited purpose bank's or savings association's community development performance ''satisfactory'' if, in general, it demonstrates:

(i) An adequate level of community development loans, community development services, or qualified investments, particularly investments that are not routinely provided by private investors;

(ii) Occasional use of innovative or complex qualified investments, community development loans, or community development services; and

(iii) Adequate responsiveness to credit and community development needs in its assessment area(s).

(3) *Needs to improve.* The appropriate Federal banking agency rates a wholesale or limited purpose bank's or savings association's community development performance as ''needs to improve'' if, in general, it demonstrates:

(i) A poor level of community development loans, community development services, or qualified investments, particularly investments that are not routinely provided by private investors;

(ii) Rare use of innovative or complex qualified investments, community development loans, or community development services; and

(iii) Poor responsiveness to credit and community development needs in its assessment area(s).

(4) *Substantial noncompliance.* The appropriate Federal banking agency rates a wholesale or limited purpose bank's or savings association's community development performance in ''substantial noncompliance'' if, in general, it demonstrates:

(i) Few, if any, community development loans, community development services, or qualified investments, particularly investments that are not routinely provided by private investors;

(ii) No use of innovative or complex qualified investments, community development loans, or community development services; and

(iii) Very poor responsiveness to credit and community development needs in its assessment area(s).

(d) *Banks and savings associations evaluated under the small bank and savings association performance standards*—(1) *Lending test ratings.* (i) *Eligibility for a satisfactory lending test rating.* The appropriate Federal banking agency rates a small bank's or savings association's lending performance ''satisfactory'' if, in general, the bank or savings association demonstrates:

(A) A reasonable loan-to-deposit ratio (considering seasonal variations) given the bank's or savings association's size, financial condition, the credit needs of its assessment area(s), and taking into account, as appropriate, other lending-related activities such as loan originations for sale to the secondary markets and community development loans and qualified investments;

(B) A majority of its loans and, as appropriate, other lending-related activities, are in its assessment area;

(C) A distribution of loans to and, as appropriate, other lending-related activities for individuals of different income levels (including low- and moderate-income individuals) and businesses and farms of different sizes that is reasonable given the demographics of the bank's or savings association's assessment area(s);

(D) A record of taking appropriate action, when warranted, in response to written complaints, if any, about the bank's or savings association's performance in helping to meet the credit needs of its assessment area(s); and

(E) A reasonable geographic distribution of loans given the bank's or savings association's assessment area(s).

(ii) *Eligibility for an ''outstanding'' lending test rating.* A small bank or savings association that meets each of the standards for a ''satisfactory'' rating under this paragraph and exceeds some or all of those standards may warrant consideration for a lending test rating of ''outstanding.''

(iii) *Needs to improve or substantial noncompliance ratings.* A small bank or savings association may also receive a lending test rating of ''needs to improve'' or ''substantial noncompliance'' depending on the degree to which its performance has failed to meet the standard for a ''satisfactory'' rating.

(2) *Community development test ratings for intermediate small banks and savings associations*—(i) *Eligibility for a satisfactory community development test rating.* The appropriate Federal banking agency rates an intermediate small bank's or savings association's community development performance ''satisfactory'' if the bank or savings association demonstrates adequate responsiveness to the community development needs of its assessment area(s) through community development loans, qualified investments, and community development services. The adequacy of the bank's or savings association's response will depend on its capacity for such community development activities, its assessment area's need for such community development activities, and the availability of such opportunities for community development in the bank's or savings association's assessment area(s).

(ii) *Eligibility for an outstanding community development test rating.* The appropriate Federal banking agency rates an intermediate small bank's or savings association's community development performance ''outstanding'' if the bank or savings association demonstrates excellent responsiveness to community development needs in its assessment area(s) through community development loans, qualified investments, and community development services, as appropriate, considering the bank's or savings association's capacity and the need and availability of such opportunities for community development in the bank's or savings association's assessment area(s).

(iii) *Needs to improve or substantial noncompliance ratings.* An intermediate small bank or savings association may also receive a community development test rating of ''needs to improve'' or ''substantial noncompliance'' depending on the degree to which its performance has failed to meet the standards for a ''satisfactory'' rating.

(3) *Overall rating*—(i) *Eligibility for a satisfactory overall rating.* No intermediate small bank or savings association may receive an assigned overall rating of ''satisfactory'' unless it receives a rating of at least ''satisfactory'' on both the lending test and the community development test.

(ii) *Eligibility for an outstanding overall rating.* (A) An intermediate small bank or savings association that receives an ''outstanding'' rating on one test and at least ''satisfactory'' on the other test may receive an assigned overall rating of ''outstanding.''

(B) A small bank or savings association that is not an intermediate small bank or savings association that meets each of the standards for a ''satisfactory'' rating under the lending test and exceeds some or all of those

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standards may warrant consideration for an overall rating of ''outstanding.'' In assessing whether a bank's or savings association's performance is ''outstanding,'' the appropriate Federal banking agency considers the extent to which the bank or savings association exceeds each of the performance standards for a ''satisfactory'' rating and its performance in making qualified investments and its performance in providing branches and other services and delivery systems that enhance credit availability in its assessment area(s).

(iii) *Needs to improve or substantial noncompliance overall ratings.* A small bank or savings association may also receive a rating of ''needs to improve'' or ''substantial noncompliance'' depending on the degree to which its performance has failed to meet the standards for a ''satisfactory'' rating.

(e) *Strategic plan assessment and rating*—(1) *Satisfactory goals.* The appropriate Federal banking agency approves as ''satisfactory'' measurable goals that adequately help to meet the credit needs of the bank's or savings association's assessment area(s).

(2) *Outstanding goals.* If the plan identifies a separate group of measurable goals that substantially exceed the levels approved as ''satisfactory,'' the appropriate Federal banking agency will approve those goals as ''outstanding.''

(3) *Rating.* The appropriate Federal banking agency assesses the performance of a bank or savings association operating under an approved plan to determine if the bank or savings association has met its plan goals:

(i) If the bank or savings association substantially achieves its plan goals for a satisfactory rating, the appropriate Federal banking agency will rate the bank's or savings association's performance under the plan as ''satisfactory.''

(ii) If the bank or savings association exceeds its plan goals for a satisfactory rating and substantially achieves its plan goals for an outstanding rating, the appropriate Federal banking agency will rate the bank's or savings association's performance under the plan as ''outstanding.''

(iii) If the bank or savings association fails to meet substantially its plan goals for a satisfactory rating, the appropriate Federal banking agency will rate the bank or savings association as either ''needs to improve'' or ''substantial noncompliance,'' depending on the extent to which it falls short of its plan goals, unless the bank or savings association elected in its plan to be rated otherwise, as provided in § 25.27(f)(4).

Appendix B to Part 25—CRA Notice

(a) *Notice for main offices and, if an interstate bank and savings association, one branch office in each state.*

Community Reinvestment Act Notice

Under the Federal Community Reinvestment Act (CRA), the [Office of the Comptroller of the Currency (OCC) or Federal Deposit Insurance Corporation (FDIC), as appropriate] evaluates our record of helping to meet the credit needs of this community consistent with safe and sound operations. The [OCC or FDIC, as appropriate] also takes this record into account when deciding on certain applications submitted by us.

Your Involvement is Encouraged

You are entitled to certain information about our operations and our performance under the CRA, including, for example, information about our branches, such as their location and services provided at them; the public section of our most recent CRA Performance Evaluation, prepared by the [OCC or FDIC, as appropriate]; and comments received from the public relating to our performance in helping to meet community credit needs, as well as our responses to those comments. You may review this information today.

At least 30 days before the beginning of each quarter, the [OCC or FDIC, as appropriate] publishes a nationwide list of the banks and savings associations that are scheduled for CRA examination in that quarter. This list is available from the [OCC or FDIC, as appropriate], at [address]. You may send written comments about our performance in helping to meet community credit needs to [name and address of official at bank or savings association] and to the [OCC or FDIC, as appropriate], at [address]. Your letter, together with any response by us, will be considered by the [OCC or FDIC, as appropriate] in evaluating our CRA performance and may be made public.

You may ask to look at any comments received by the [OCC or FDIC, as appropriate]. You may also request from the [OCC or FDIC, as appropriate] an announcement of our applications covered by the CRA filed with the [OCC or FDIC, as appropriate]. We are an affiliate of [name of holding company], a [bank holding company or savings and loan holding company, as appropriate]. You may request from the [title of responsible official], Federal Reserve Bank of [_] [address] an announcement of applications covered by the CRA filed by [bank holding companies or savings and loan holding companies, as appropriate].

(b) *Notice for branch offices.*

Community Reinvestment Act Notice

Under the Federal Community Reinvestment Act (CRA), the [Comptroller of the Currency (OCC) and Federal Deposit Insurance Corporation (FDIC), as appropriate] evaluates our record of helping to meet the credit needs of this community consistent with safe and sound operations. The [OCC or FDIC, as appropriate] also takes this record into account when deciding on certain applications submitted by us.

Your Involvement is Encouraged

You are entitled to certain information about our operations and our performance under the CRA. You may review today the public section of our most recent CRA evaluation, prepared by the [OCC or FDIC, as appropriate], and a list of services provided at this branch. You may also have access to the following additional information, which we will make available to you at this branch within five calendar days after you make a request to us: (1) A map showing the assessment area containing this branch, which is the area in which the [OCC or FDIC, as appropriate] evaluates our CRA performance in this community; (2) information about our branches in this assessment area; (3) a list of services we provide at those locations; (4) data on our lending performance in this assessment area; and (5) copies of all written comments received by us that specifically relate to our CRA performance in this assessment area, and any responses we have made to those comments. If we are operating under an approved strategic plan, you may also have access to a copy of the plan.

[If you would like to review information about our CRA performance in other communities served by us, the public file for our entire [bank or savings association, as appropriate] is available at [name of office located in state], located at [address].]

At least 30 days before the beginning of each quarter, the [OCC or FDIC, as appropriate] publishes a nationwide list of the banks and savings associations that are scheduled for CRA examination in that quarter. This list is available from the [OCC or FDIC, as appropriate] at [address]. You may send written comments about our performance in helping to meet community credit needs to [name and address of official at bank or savings association, as appropriate] and to the [OCC or FDIC, as appropriate] at [address]. Your letter, together with any response by us, will be considered by the [OCC or FDIC, as appropriate] in evaluating our CRA performance and may be made public.

You may ask to look at any comments received by the [OCC or FDIC, as appropriate]. You may also request from the [OCC or FDIC, as appropriate] an announcement of our applications covered by the CRA filed with the [OCC or FDIC, as appropriate]. We are an affiliate of [name of holding company], a [bank holding company or savings and loan holding company, as appropriate]. You may request from the [title of responsible official], Federal Reserve Bank of [_], [address], an announcement of applications covered by the CRA filed by [bank holding companies or savings and loan holding companies, as appropriate].

Michael J. Hsu,

Acting Comptroller of the Currency.

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Community Reinvestment Act Report Summaries and Home Mortgage Disclosure Act Data for Financial Institutions in Leon County

CRA Report

Bank Name:	American Commerce
Regulatory Agency:	Office of the Comptroller of the Currency
Bank Size:	Intermediate Small Bank
Reporting Period:	January 1, 2018 – December 31, 2020
Institution Overall Rating:	Satisfactory

Source: Office of the Comptroller of the Currency, COMMUNITY REINVESTMENT ACT PERFORMANCE EVALUATION, January 18, 2022

Overall Performance

- American Commerce's loan-to-deposit ratio (LTD) is more than reasonable.
- A substantial portion of American Commerce's loans were originated outside of its assessment areas.
- The geographic distribution of small business loans reflects excellent distribution in the Georgia assessment area and reasonable distribution in the Florida assessment area.
- The distribution of loans to small businesses of different sizes is excellent throughout the assessment areas.
- American Commerce reflected adequate responsiveness to the community development lending needs of low-and moderate- income (LMI) individuals and families in the bank's assessment areas.
- Community Development investments and services reflected poor responsiveness to the community development needs of the bank's assessment areas.

Tallahassee Metropolitan Assessment Area

American Commerce Bank has one full-service branch in Florida, located in Leon County, which is in the Tallahassee MSA.

Lending Test: *Satisfactory (Tallahassee MSA)*

Based on a full-scope review, the bank's lending performance in the State of Florida is reasonable. The geographic distribution of loans to small businesses reflects reasonable distribution within the Tallahassee MSA. The bank exhibits an excellent distribution of loans to small businesses of different sizes.

Community Development Test: *Satisfactory (Tallahassee MSA)*

Based on a full-scope review, the bank exhibits adequate responsiveness to community development needs in the state through community development loans, qualified investments, and community development services. American Commerce demonstrated satisfactory responsiveness to community development needs when offering qualifying services to LMI individuals within the assessment area. An employee provided technical assistance by serving on the board of a community services organization.

American Commerce Bank HMDA loan data

There was no 2022 HMDA data provided by the Shimberg Center for this bank.

CRA Report

Bank Name:	Bank of America
Regulatory Agency:	Office of the Comptroller of the Currency
Bank Size:	Large Bank
Reporting Period:	January 1, 2017-December 31, 2020
Institution rating:	Outstanding

Source: Office of the Comptroller of the Currency Large Bank Supervision, COMMUNITY REINVESTMENT ACT PERFORMANCE EVALUATION, January 3, 2022

Overall Performance

- Lending levels reflected excellent responsiveness to Assessment Area credit needs.
- The bank exhibited good geographic distribution of loans in its Assessment Areas.
- The bank exhibited a good distribution of loans among individuals of different income levels and businesses and farms of different sizes.
- The bank is a leader in making CD loans. CD lending had a positive effect on the Lending Test conclusion.
- The bank had an excellent level of qualified CD investments and grants, occasionally in a leadership position, particularly those that are not routinely provided by private investors.
- Service delivery systems were accessible to geographies and individuals of different income levels in the bank's Assessment Areas. Performance in the limited-scope areas had a negative effect on the overall Service Test rating.
- The bank was a leader in providing CD service.

Tallahassee Assessment Area

Lending Test: *Outstanding (Florida)*

The Tallahassee Assessment Area was consistent with the bank's overall performance under the Lending Test in the full-scope area.

Bank of America originated 2,680 loans totaling $171,146 in the full-scope Tallahassee Assessment Area. There were 663 in home mortgages, 1,992 in small businesses, 17 in small farms, and 8 in community development.

Investment Test: *Outstanding (Florida)*

The Tallahassee Assessment Area was consistent with the bank's overall performance under the Investment Test in the full-scope area.

During the evaluation period, Bank of America made 23 CD investments totaling $14,473 million.

Service Test: *High Satisfactory (Florida)*

Bank of America operated seven branches in the Tallahassee Assessment Area. As of this evaluation period, the bank had 1.1% in deposits in this assessment area, with 14% in low-income areas, 57% in middle-income areas, and 29% in upper-income areas.

The bank's performance under the Service Test in the Tallahassee Assessment Area was weaker than the bank's overall performance under the Service Test in the full-scope area due to weaker accessibility of retail banking services.

Bank of America HMDA Loan Data

In 2022 Bank of America processed 236 mortgage loan applications in Leon County (230 conventional, 5 FHA-insured, 1 VA-guaranteed). Of the total applications, 91 (39%) resulted in loans originated, 94 (40%) were denied by the financial institution, 18 (8%) were withdrawn by the applicant, 24 (10%) were closed for incompleteness, 7 (3%) were approved but not accepted, and 2 (<1%) were purchased by the institution.

Table 3. Bank of America Home Mortgage Disclosure Data for Leon Co.

Action Taken	# of Loan Applications	Applicant Race % of Action Subtotal
Application approved but not accepted		
Asian	*1*	*14%*
Black or African American	*2*	*29%*
White	*4*	*57%*
Action Subtotal	***7***	***100%***
Application denied by financial institution		
2 or more minority races	*1*	*1%*
American Indian or Alaska Native	*1*	*1%*
Asian	*3*	*3%*
Black or African American	*25*	*27%*
Joint	*2*	*2%*
Race Not Available	*10*	*11%*
White	*52*	*55%*
Action Subtotal	***94***	***100%***
Application withdrawn by applicant		
Black or African American	*1*	6%
Race Not Available	*5*	*28%*
White	*12*	*67%*
Action Subtotal	***18***	***100%***
File closed for incompleteness		
American Indian or Alaska Native	*1*	*4%*
Black or African American	*4*	*17%*
Race Not Available	*3*	*13%*
White	*16*	*67%*
Action Subtotal	***24***	***100%***
Loan originated		
Asian	*4*	*4%*
Black or African American	*15*	*16%*
Joint	*2*	*2%*
Race Not Available	*5*	*5%*
White	*65*	*71%*
Action Subtotal	***91***	***100%***
Loan purchased by the institution		
Race Not Available	*2*	*100%*
Action Subtotal	***2***	***100%***
Grand Total	**236**	

CRA Report

Bank Name:	Capital City Bank
Regulatory Agency:	Federal Reserve Bank of Atlanta
Bank Size:	Large Bank
Reporting Period:	November 2018, 2016 – September 30, 2019
Institution rating:	Satisfactory

Source: Federal Reserve Bank of Atlanta, Community Reinvestment Act Performance Evaluation, September 30, 2019

Overall Performance

- Lending levels reflect good responsiveness to assessment area credit needs relative to the bank's market share of HMDA-reportable and small business loans;
- A substantial majority of loans were made inside the assessment areas;
- The overall geographic distribution of loans reflects adequate penetration throughout the assessment areas;
- The distribution of borrowers reflects good penetration among customers of different income levels and businesses of different sizes;
- The bank makes a relatively high level of community development loans;
- The bank makes a significant level of qualified community development investments and grants;
- Retail delivery systems are reasonably accessible to geographies and individuals of different income levels in the bank's assessment areas and
- The bank provides a relatively high level of community development services throughout its assessment areas.

Tallahassee Assessment Area

The Tallahassee, Florida assessment area is located in the eastern part of the Florida panhandle. The assessment area includes Leon, Gadsden, Jefferson, and Wakulla counties, which comprise the Tallahassee MSA. As of December 31, 2017, CCB operated its main office and 17 branches in the assessment area, representing 35.0 percent of its Florida branches. The Tallahassee assessment area had the greatest concentration of combined HMDA-reportable and CRA small business lending in the state of Florida at approximately 55.0 percent of total lending by number of loans.

Lending Test: Good

CCB's investment performance in the Tallahassee assessment area is good. Combined investment and contribution activity inside the assessment area totaled approximately $2.4 million, or 37.9 percent of total investment activity for the state. This amount reflects a significant increase from the previous CRA evaluation.

The bank made investments (excluding contributions) totaling $2.3 million in the Tallahassee assessment area during the current review period. The bank was responsive to the need across the region for affordable housing, including $2.2 million for 17 investments in mortgage-backed securities. Additionally, the bank invested $68,343 in SBA loan pools to help finance small

businesses in the assessment area. Capital City Bank also contributed $65,400 in grants to nonprofit organizations during the review period. Specifically, the bank provided $54,400 for community services benefiting low- and moderate-income individuals, and $11,000 for affordable housing initiatives.

Investment Test: Good

CCB's investment performance in the Tallahassee assessment area is good. Combined investment and contribution activity inside the assessment area totaled approximately $2.4 million, or 37.9 percent of total investment activity for the state. This amount reflects a significant increase from the previous CRA evaluation.

The bank made investments (excluding contributions) totaling $2.3 million in the Tallahassee assessment area during the current review period. The bank was responsive to the need across the region for affordable housing, including $2.2 million for 17 investments in mortgage-backed securities. Additionally, the bank invested $68,343 in SBA loan pools to help finance small businesses in the assessment area. Capital City Bank also contributed $65,400 in grants to nonprofit organizations during the review period. Specifically, the bank provided $54,400 for community services benefiting low- and moderate-income individuals, and $11,000 for affordable housing initiatives.

Retail Services

CCB's delivery systems are reasonably accessible to the bank's geographies and individuals of different income levels in the assessment area. The distribution of 18 branch offices as of December 31, 2017, was compared to the distribution of households and businesses among the tract categories within the assessment area. The bank's offices in low- and moderate-income (LMI) census tracts represent 38.9 percent of offices in the Tallahassee assessment area. This is greater than the percentage of households (35.8 percent) and businesses (25.7 percent) in LMI census tracts. The bank's record of opening and closing branches generally does not adversely affect the accessibility of its delivery systems, particularly to LMI geographies and/or LMI individuals. During the review period, the bank had one branch opening and one branch closing located in a middle-income census tract in the Tallahassee assessment area. Bank management indicated that this office was relocated on April 1, 2017 to the Downtown main office, which opened on April 3, 2017. Finally, banking services and business hours do not vary in a way that inconveniences CCB's assessment areas, including low- and moderate-income geographies and individuals.

Capital City Bank HMDA Loan Data

In 2022 Capital City Bank processed 551 mortgage loan applications in Leon County (477 conventional, 60 FHA-insured, 9 FSA/RHS, 5 VA-guaranteed). Of the total applications, 351 (64%) resulted in loans originated, 86 (16%) were purchased by the institution, 57 (10%) were denied by the financial institution, 38 (7%) were withdrawn by the applicant, 11 (2%) were approved but not accepted, and 8 (1%) were closed for incompleteness.

Table 4. Capital City Bank Home Mortgage Disclosure Data for Leon Co.

Action Taken	# of Loan Applications	Applicant Race % of Action Subtotal
Application approved but not accepted		
Asian	*1*	*9%*
Black or African American	*2*	*18%*
White	*8*	*73%*
Action Subtotal	***11***	***100%***
Application denied by financial institution		
Asian	*4*	*7%*
Black or African American	*14*	*25%*
Joint	*1*	*2%*
Race Not Available	*7*	*12%*
White	*31*	*54%*
Action Subtotal	***57***	***100%***
Application withdrawn by applicant		
Asian	*1*	*3%*
Black or African American	*6*	*16%*
Joint	*2*	*5%*
Native Hawaiian or Other Pacific Islander	*1*	*3%*
Race Not Available	*3*	*8%*
White	*25*	*66%*
Action Subtotal	***38***	***100%***
File closed for incompleteness		
Asian	*1*	*13%*
Black or African American	*3*	*38%*
Race Not Available	*1*	*13%*
White	*3*	*38%*
Action Subtotal	***8***	***100%***
Loan originated		
American Indian or Alaska Native	*2*	*1%*
Asian	*22*	*6%*
Black or African American	*44*	*13%*
Joint	*10*	*3%*
Native Hawaiian or Other Pacific Islander	*1*	*<1%*
Race Not Available	*48*	*14%*
White	*224*	*64%*
Action Subtotal	***351***	***100%***
Loan purchased by the institution		
Race Not Available	*86*	*100%*
Action Subtotal	***86***	***100%***
Grand Total	**551**	

CRA Report

Bank Name:	Centennial Bank
Regulatory Agency:	Federal Reserve Bank of St. Louis
Bank Size:	Large Bank
Reporting Period:	September 11, 2018 to December 31, 2022
Institution rating:	Satisfactory

Source: Federal Reserve Bank of St. Louis, COMMUNITY REINVESTMENT ACT PERFORMANCE EVALUATION, April 3, 2023

Overall Performance

- The bank's lending levels reflect good responsiveness to the credit needs of its assessment areas.
- A substantial majority of loans are made within the bank's assessment areas.
- The distribution of loans by borrower's income/revenue profile reflects good penetration among customers of different income levels and businesses and farms of different sizes.
- The geographic distribution of loans reflects good penetration throughout the bank's assessment areas.
- The bank makes an adequate level of community development loans.
- The bank makes use of innovative and/or flexible lending practices in serving the credit needs of its assessment areas.
- The bank makes a significant level of community development investments and grants. Service delivery systems are reasonably accessible to the geographies and individuals of different income levels in the assessment areas. The bank's record of opening and closing branches has not adversely affected the accessibility of its service delivery systems, particularly to low- and moderate-income (LMI) geographies and/or LMI individuals. Reasonableness of business hours and services do not vary in a way that inconveniences assessment areas, particularly LMI geographies and/or LMI individuals.
- The bank provides an adequate level of community development services.

Tallahassee Assessment Area

The Tallahassee MSA assessment area consists of the entirety of Gadsden, Jefferson, Leon and Wakulla counties, which comprise the entirety of the MSA. The bank operates eight branches within this assessment area and did not have any branch structure changes during the review period. Bank branches are primarily located in the northern half of the assessment area, with the majority of the eight branches in the city of Tallahassee, in Leon County.

Lending Test: *High Satisfactory (Florida)*

The bank's lending performance in this assessment area is consistent with the bank's Lending Test performance in the state of Florida. The lending criteria for the lending test performance were Lending Activity, Distribution of Loans by Borrower's Profile, Geographic Distribution of Loans and Community Development Lending. During the review period, the bank originated one community development loan in this assessment. area totaling $1.1 million.

Investment Test: ***High Satisfactory (Florida)***

The bank's Investment Test performance in this assessment area exceeds the performance in the state of Florida. The bank made 17 new investments in MBS totaling $9.8 million in addition to seven investments totaling $269,779 that were made prior to this review period but still outstanding. All investments were made in MBS supporting affordable housing. Additionally, the
bank made 58 donations totaling $72,550 to different organizations providing community services for the benefit of the LMI population in the assessment area.

Service Test: ***Low Satisfactory (Florida)***

The bank's performance in the assessment area is consistent with the Service Test performance in the state of Florida, as detailed in the following: accessibility of delivery systems, change in branch locations, reasonableness of business hours and services, and community development services. During the review period, bank personnel provided community development services to five organizations, totaling 302 hours of service.

Table 5. Centennial Bank HDMA Loan Data

In 2022 Centennial Bank processed 92 mortgage loan applications in Leon County (68 conventional, 20 FHA-insured, 3 VA-guaranteed, 1 FSA/RHS). Of the total applications, 52 (57%) resulted in loans originated, 19 (21%) were withdrawn by the applicant, 15 (16%) were denied by the financial institution, and 6 (7%) were closed for incompleteness.

Table 5. Centennial Bank Home Mortgage Disclosure Data for Leon Co.

Action Taken	# of Loan Applications	Applicant Race % of Action Subtotal
Application denied by financial institution		
American Indian or Alaska Native	*1*	*7%*
Asian	*1*	*7%*
Black or African American	*4*	*27%*
White	*9*	*60%*
Action Subtotal	***15***	***100%***
Application withdrawn by applicant		
Black or African American	*2*	*11%*
Race Not Available	*4*	*21%*
White	*13*	*68%*
Action Subtotal	***19***	***100%***
File closed for incompleteness		
Asian	*3*	*50%*
Black or African American	*1*	*17%*
Race Not Available	*1*	*17%*
White	*1*	*17%*
Action Subtotal	***6***	***100%***
Loan originated		
Asian	*3*	*6%*
Black or African American	*7*	*13%*
Race Not Available	*6*	*12%*
White	*36*	*69%*
Action Subtotal	***52***	***100%***
Grand Total	**92**	

CRA Report

Bank Name:	Hancock Whitney Bank
Regulatory Agency:	Federal Deposit Insurance Corporation
Bank Size:	Large Bank
Reporting Period:	10/22/2018 – 07/12/2021
Institution rating:	Satisfactory

Source: Federal Deposit Insurance Corporation, Division of Depositor and Consumer Protection, Dallas Region, CRA Performance Evaluation for Hancock Whitney Bank, July 12, 2021

Overall Performance

- Florida accounts for 29.7% ($2.35 billion) of the Hancock Whitney Bank's loans, 16.2% ($4.46 billion) of deposits, and 17.4% (34) of its branches.
- The institution made a low level of community development loans in the State of Florida. The bank's performance is relatively consistent throughout the assessment areas. Since the previous evaluation, the bank granted 70 community development loans totaling $117.5 million statewide, including five community development loans totaling $8.3 million in the Tallahassee Assessment Area.
- The institution makes extensive use of innovative or flexible lending practices in the State of Florida. Since the previous evaluation, the bank originated 797 innovative or flexible loans totaling $298.4 million in Florida, with 38 such loans ($8.6 million) granted in the Tallahassee Assessment Area.
- Hancock Whitney Bank's major qualified investments included: affordable housing needs, with $84.6 million in the purchase of mortgage-backed securities with underlying loans to low- and moderate-income individuals, $426,000 to a statewide affordable housing corporation; and community service needs, with a $269,250 donation to provide food and masks for community relief from the COVID-19 pandemic.

Tallahassee Assessment Area

Hancock Whitney Bank has nine assessment areas in Florida, with the Tallahassee Assessment Area among the seven areas subject to limited-scope review. Hancock Whitney has loans of nearly $166.7 million and deposits of $408.7 million in the Tallahassee Assessment Area, accounting for 7.1% of the bank's Florida loans and 9.2% of its Florida deposits. Activities during the assessment period included 883 home mortgage loans ($159.7 million), 473 small business loans ($30.2 million), and five community development loans ($34.5 million).

Lending Test: *Low Satisfactory (Florida)*

The Lending Test rating for Florida is Low Satisfactory. Excellent lending levels, combined with adequate performance records regarding borrower profile loan distribution and geographic distribution loan distribution, outweighed low levels of community development loans to primarily support this conclusion.

Investment Test: *High Satisfactory (Florida)*

Hancock Whitney Bank demonstrated a high satisfactory record in the State of Florida regarding the Investment Test. The assessment areas in this state generally reflect consistent performance that exceeded overall performance for the state. The significant level of qualified investments

outweighed the good responsiveness to community development needs and occasional use of complex and innovative qualified investments to support this conclusion.

Hancock Whitney Bank made 506 qualified investments totaling approximately $136.4 million in the State of Florida. By dollar volume, this equates to 18.6% of the bank's total qualified investments as compared to 16.2% of total deposits in this rated area. The Tallahassee Assessment Area accounted for 40 of the qualified investments, totaling $1.9 million.

Service Test: ***Low Satisfactory (Florida)***

Hancock Whitney Bank demonstrated a low satisfactory record for the State of Florida regarding the Service Test. The relatively high level regarding the bank's community development services lifted the limited accessibility of its delivery systems, its changes in branch locations, and its reasonableness of business hours and services to support this conclusion. The Tallahassee Assessment Area reflected performance below that of the state level.

Hancock Whitney Bank HDMA Loan Data

In 2022 Hancock Whitney Bank processed 138 mortgage loan applications in Leon County (126 conventional, 9 FHA-insured, 3 VA-guaranteed). Of the total applications, 85 (62%) resulted in loans originated, 18 (13%) were purchased by the institution, 17 (12%) were denied by the financial institution, 13 (9%) were withdrawn by the applicant, 3 (2%) were approved but not accepted, and 2 (1%) were closed for incompleteness.

Table 5. Hancock Whitney Bank Home Mortgage Disclosure Data for Leon Co.

Action Taken	# of Loan Applications	Applicant Race % of Action Subtotal
Application approved but not accepted		
Black or African American	*1*	*33%*
White	*2*	*67%*
Action Subtotal	***3***	***100%***
Application denied by financial institution		
Black or African American	*5*	*29%*
Race Not Available	*1*	*6%*
White	*11*	*65%*
Action Subtotal	***17***	***100%***
Application withdrawn by applicant		
Race Not Available	*6*	*46%*
White	*7*	*54%*
Action Subtotal	***13***	***100%***
File closed for incompleteness		
Black or African American	*1*	*50%*
Race Not Available	*1*	*50%*
Action Subtotal	***2***	***100%***
Loan originated		
Asian	*2*	*2%*
Black or African American	*11*	*13%*
Joint	*3*	*4%*
Race Not Available	*6*	*7%*
White	*63*	*74%*
Action Subtotal	***85***	***100%***
Loan purchased by the institution		
Black or African American	*7*	*39%*
Race Not Available	*2*	*11%*
White	*9*	*50%*
Action Subtotal	***18***	***100%***
Grand Total	**138**	

CRA Report

Bank Name:	JP Morgan Chase Bank, N.A.
Regulatory Agency:	Office of the Comptroller of the Currency
Bank Size:	Large Bank
Reporting Period:	January 1, 2014 - December 31, 2019
Institution Overall Rating:	Outstanding

Source: Office of the Comptroller of the Currency, Large Bank Supervision, March 2, 2020

Overall Performance

- Chase's overall lending performance is rated High Satisfactory based on good lending performance in 17 of the 30 rated areas, which included two of the bank's most significant markets. Lending performance was excellent in 10 rated areas and adequate in the three remaining rated areas.
- Chase achieved excellent or good distribution of loans to borrowers and small businesses of different income levels in all 30 rating areas. Distribution of loans to borrowers in different geographies was excellent or good in 18 of Chase's rating areas, including a majority of the markets where the bank has the most significant presence.
- Chase's lending levels reflect excellent responsiveness to the credit needs in the majority of assessment areas. In a majority of assessment areas, Chase's lending market share, as measured by its ranking or percentage, exceeds its ranking or percentage market share of deposits.
- The institution is a leader in making community development loans. Chase's volume and nature of community development lending has a significantly positive influence on the Lending Test performance. Community development lending has a significantly positive influence on 12 of the 30 rating areas and a positive influence on 7 of the 30 rating areas.
- Chase makes significant use of innovative and/or flexible loan products to meet the assessment areas' credit needs.
- Chase's overall investment performance is rated High Satisfactory based on excellent investment performance in 20 of the 30 rated areas. Investment performance was good in the 9 of the 30 rated areas.
- Chase's overall service performance is rated High Satisfactory based on excellent service performance in 14 of the 30 rated areas and good service in 13 of the 30 rated areas.
- Retail delivery systems are readily accessible in a majority of the rating areas.
- In a majority of the rating areas, Chase provides banking services through a number of alternative delivery systems, including full-service deposit-taking ATMs, mobile banking, telephone banking, and online banking.
- In 21 of 30 rating areas including the largest rating areas, Chase is a leader the bank is a leader in providing CD services. In the other rating areas, CD services are good or adequate.

JP Morgan Chase Bank HDMA Loan Data

In 2022 JP Morgan Chase Bank processed 92 mortgage loan applications in Leon County (85 conventional, 5 FHA-insured, 2 VA-guaranteed). Of the total applications, 48 (52%) resulted in loans originated, 16 (17%) were purchased by the institution, 16 (17%) were withdrawn by the applicant, 10 (11%) were denied by the financial institution, and 2 (1%) were closed for incompleteness.

Table 6. JP Morgan Bank Home Mortgage Disclosure Data for Leon Co.

Action Taken	# of Loan Applications	Applicant Race % of Action Subtotal
Application denied by financial institution		
Asian	*1*	*10%*
Black or African American	*4*	*40%*
Race Not Available	*2*	*20%*
White	*3*	*30%*
Action Subtotal	***10***	***100%***
Application withdrawn by applicant		
American Indian or Alaska Native	*1*	*6%*
Asian	*1*	*6%*
Black or African American	*2*	*13%*
Race Not Available	*2*	*13%*
White	*10*	*63%*
Action Subtotal	***16***	***100%***
File closed for incompleteness		
Black or African American	*2*	*100%*
Action Subtotal	***2***	***100%***
Loan originated		
2 or more minority races	*1*	*2%*
Asian	*2*	*4%*
Black or African American	*6*	*13%*
Joint	*1*	*2%*
Race Not Available	*7*	*15%*
White	*31*	*65%*
Action Subtotal	***48***	***100%***
Loan purchased by the institution		
Black or African American	1	6%
Race Not Available	5	31%
White	*10*	*63%*
Action Subtotal	***16***	***100%***
Grand Total	**92**	

CRA Report

Bank Name:	MidSouth Bank
Regulatory Agency:	FDIC
Bank Size:	Intermediate Small Bank
Reporting Period:	February 5, 2018- February 16, 2021
Institution rating:	Satisfactory

Source: Federal Deposit Insurance Corporation, Division of Depositor and Consumer Protection, Atlanta Regional Office February 16, 2021

Overall Performance

- MidSouth Bank ranks 166th in the state in deposit market share at less than 0.1 percent and 869th in the state in home mortgage loan market share at less than percent.
- MidSouth Bank made 20 qualified investments, totaling $1.3 million, during the evaluation period in Florida. This total includes five new investments, totaling $1.2 million, and 15 donations, totaling $12,250, to organizations that support community development initiatives.

Tallahassee Assessment Area (there was no reference to Tallahassee Assessment Area in this report).

Lending Test: *Satisfactory (Florida)*
MidSouth Bank received a rating of Satisfactory for the lending test for the State of Florida. The bank originated 180 community development loans totaling $ 16.7 million in the State of Florida.

Community Development Test: *Satisfactory (Florida)*
For the Community Development Test, MidSouth received a rating of satisfactory for the State of Florida.

MidSouth Bank's community development performance demonstrates adequate responsiveness to community development needs in Florida through community development loans, qualified investments, and community development services, as appropriate, considering the bank's capacity and the need and availability of such opportunities for community development in the assessment area.

MidSouth Bank HMDA Loan Data
There was no 2022 HMDA data provided by the Shimberg Center for this bank.

CRA Report

Bank Name:	Prime Meridian Bank
Regulatory Agency:	Federal Deposit Insurance Corporation
Bank Size:	Intermediate Small Bank
Reporting Period:	January 22, 2019 – August 24, 2021
Institution Overall Rating:	Satisfactory

Source: Federal Deposit Insurance Corporation, Division of Depositor and Consumer Protection Atlanta Regional Office, August 24, 2021

Overall Performance

- Prime Meridian's loan-to-deposit ratio is reasonable given the institution's size, financial condition, and assessment areas' credit needs.
- Prime Meridian originated a majority of its loans within the assessment areas.
- The geographic distribution of the loans reflects a reasonable dispersion throughout the assessment areas.
- The distribution of borrowers reflects a reasonable penetration among businesses of different sizes and individuals of different income levels.
- Prime Meridian has not received any CRA-related complaints since the previous evaluation. Therefore, this factor did not affect the Lending Test rating.
- Prime Meridian's Community Development Test performance demonstrates an adequate responsiveness to the community development needs of the assessment area. Prime Meridian met these needs through community development loans, qualified investments, and community development services.

Tallahassee Metropolitan Assessment Area

Prime Meridian Bank defined its Tallahassee MSA assessment area to include all census tracts within Leon, Gadsden, Jefferson, and Wakulla Counties, Florida. These counties are adjacent to each other and comprise the Tallahassee MSA. The bank's main office and two branches are located in this assessment area, representing 75.0 percent of total offices. The bank operates its main office and one branch in Leon County and one branch in Wakulla County. No branches in this assessment area have opened or closed since the last evaluation.

Lending Test: *Satisfactory (Tallahassee MSA)*

Prime Meridian Bank demonstrates reasonable lending performance in the Tallahassee MSA. The bank's geographic distribution and borrower profile criteria's reasonable performance supports this conclusion.

Community *Development Test: Satisfactory (Tallahassee MSA)*

Prime Meridian Bank's Community Development Test performance demonstrates an adequate responsiveness to the community development needs of the Tallahassee MSA. The bank met these needs through community development loans, qualified donations, and community development services.

Prime Meridian Bank HMDA loan data

In 2022, Prime Meridian Bank processed 110 mortgage loan applications in Leon County (all 110 conventional loans). Of the total applications, 91 (83%) resulted in loans originated, 6 (5%) were withdrawn by the applicant, 6 (5%) were approved but not accepted, 3 (3%) were denied by the financial institution, 2 (2%) were closed for incompleteness, and 2 (2%) were purchased by the institution.

Table 7. Prime Meridian Bank Home Mortgage Disclosure Data for Leon Co.

Action Taken	# of Loan Applications	Applicant Race % of Action Subtotal
Application approved but not accepted		
Race Not Available	*4*	*67%*
White	*2*	*33%*
Action Subtotal	***6***	***100%***
Application denied by financial institution		
Black or African American	*1*	*33%*
Race Not Available	*1*	*33%*
White	*1*	*33%*
Action Subtotal	***3***	***100%***
Application withdrawn by applicant		
Race Not Available	*1*	*17%*
White	*5*	*83%*
Action Subtotal	***6***	***100%***
File closed for incompleteness		
Asian	*1*	*50%*
White	*1*	*50%*
Action Subtotal	***2***	***100%***
Loan originated		
Asian	*3*	*3%*
Black or African American	*5*	*5%*
Joint	*1*	*1%*
Race Not Available	*44*	*48%*
White	*38*	*42%*
Action Subtotal	***91***	***100%***
Loan purchased by the institution		
Race Not Available	*2*	*100%*
Action Subtotal	***2***	***100%***
Grand Total	**110**	

CRA Report

Bank Name:	Regions Bank
Regulatory Agency:	Federal Reserve Bank of Atlanta
Bank Size:	Large Bank
Reporting Period:	01/01/2019 – 12/31/2021
Institution rating:	Satisfactory

Source: Federal Reserve Bank of Atlanta, COMMUNITY REINVESTMENT ACT PERFORMANCE EVALUATION, April 25, 2022

Overall Performance

- The overall geographic distribution of HMDA-reportable lending reflects adequate penetration in low- and moderate-income geographies.
- The overall geographic distribution of small business lending reflects good penetration in low- and moderate-income geographies.
- The overall distribution of HMDA-reportable lending among borrowers of different income levels is adequate.
- The overall distribution of small business lending among businesses of different sizes is good.
- The bank makes a relatively high level of community development loans.
- The bank makes an excellent level of qualified community development investments in response to assessment area community development needs.
- Retail delivery systems are reasonably accessible to the geographies and individuals of different income levels in the bank's assessment areas.
- The bank provides a relatively high level of community development services.

Tallahassee Assessment Area

As of December 31, 2020, Regions Bank operated four branches in the Tallahassee Assessment Area (Leon County), representing 1.4% of its branches in Florida. As of June 30, 2020, the bank had $548.0 million in deposits in this assessment area, representing a market share of 6.4%, and 2.4% of Regions Bank's total deposits in Florida.

Lending Test: *High Satisfactory (Florida)*

Regions Bank received a rating of **High Satisfactory** for the lending test, for the State of Florida. Lending performance was low ($4.2 million) in the Tallahassee metropolitan assessment area and not-consistent with the state rating of High Satisfactory.

Investment Test: *High Satisfactory (Florida)*

Regions Bank received a rating of High Satisfactory for the State of Florida for the Investment Test. On a scale that ranges from Excellent, Significant, Adequate to Poor; investment levels were significant in Tallahassee.

Regions Bank HDMA Loan Data

In 2022, Regions Bank processed 208 mortgage loan applications in Leon County (202 conventional, 6 FHA-insured). Of the total applications, 84 (40%) resulted in loans originated, 71 (34%) were denied by the financial institution, 23 (11%) were withdrawn by the applicant, 22 (11%) were closed for incompleteness, and 8 (4%) were approved but not accepted.

Table 8. Regions Bank Home Mortgage Disclosure Data for Leon Co.

Action Taken	# of Loan Applications	Applicant Race % of Action Subtotal
Application approved but not accepted		
Black or African American	*1*	*13%*
White	*7*	*88%*
Action Subtotal	***8***	***100%***
Application denied by financial institution		
2 or more minority races	*1*	*1%*
American Indian or Alaska Native	*2*	*3%*
Asian	*2*	*3%*
Black or African American	*27*	*38%*
Joint	*2*	*3%*
Race Not Available	*3*	*4%*
White	*34*	*48%*
Action Subtotal	***71***	***100%***
Application withdrawn by applicant		
Black or African American	*3*	*13%*
Race Not Available	*6*	*26%*
White	*14*	*61%*
Action Subtotal	***23***	***100%***
File closed for incompleteness		
Black or African American	*4*	*18%*
Race Not Available	*2*	*9%*
White	*16*	*73%*
Action Subtotal	***22***	***100%***
Loan originated		
Asian	*4*	*5%*
Black or African American	*21*	*25%*
Joint	*1*	*1%*
Race Not Available	*2*	*2%*
White	*56*	*67%*
Action Subtotal	***84***	***100%***
Grand Total	**208**	

CRA Report

Bank Name:	Synovus
Regulatory Agency:	Federal Reserve Bank of Atlanta
Bank Size:	Large Bank
Reporting Period:	January 1, 2018 – December 31, 2019
Institution Overall Rating:	Satisfactory

Source: Federal Reserve Bank of Atlanta, Community Reinvestment Act Performance Evaluation, January 25, 2021

Overall Performance

- The geographic distribution of loans reflects good penetration throughout the Florida assessment areas, and the distribution of loans by borrower income reflects adequate penetration among customers of different income levels and businesses of different revenue sizes.
- Lending activity reflects adequate responsiveness to assessment area credit needs.
- The bank makes an adequate level of community development loans within the Florida assessment areas.
- The bank provides a significant level of qualified community development investments and grants that exhibit good responsiveness to several identified community development needs in the Florida assessment areas.
- Retail services are reasonably accessible to the bank's geographies and individuals of different income levels in the Florida assessment areas.
- The bank provides a relatively high level of community development services throughout the Florida assessment areas.

Tallahassee Metropolitan Assessment Area

As of December 31, 2019, Synovus Bank operated four branches in the assessment area, representing 4.1 percent of its branches in Florida. As of June 30, 2019, the bank had $332.6 million in deposits in this assessment area, representing a market share of 4.2 percent and 2.5 percent of Synovus Bank's total deposits in Florida. Tallahassee was given a limited scope review.

Lending Test: *Low Satisfactory (Florida)*

Synovus Bank's performance for the lending test was low satisfactory for the state of Florida. Performance in the Tallahassee limited-scope assessment area was consistent with the bank's performance for the state.

Investment Test: *High Satisfactory (Florida)*

Synovus Bank's performance for the investment test was high satisfactory for the state of Florida. Performance in the Tallahassee limited-scope assessment area was consistent with the bank's performance for the state.

Service Test: ***Low Satisfactory (Florida)***

Synovus Bank's performance for the service test was low satisfactory for the state of Florida. Performance in the Tallahassee limited-scope assessment area was consistent with the bank's performance for the state.

Synovus Bank HMDA loan data

In 2022 Synovus Bank processed 100 mortgage loan applications in Leon County (88 conventional, 10 FHA-insured, 2 VA-guaranteed). Of the total applications, 59 (59%) resulted in loans originated, 17 (17%) were withdrawn by the applicant, 16 (16%) were denied by the financial institution, 6 (6%) were approved but not accepted, and 2 (2%) were closed for incompleteness.

Table 9. Synovus Bank Home Mortgage Disclosure Data for Leon Co.

Action Taken	# of Loan Applications	Applicant Race % of Action Subtotal
Application approved but not accepted		
Race Not Available	*2*	*33%*
White	*4*	*67%*
Action Subtotal	***6***	***100%***
Application denied by financial institution		
American Indian or Alaska Native	*1*	*6%*
Asian	*1*	*6%*
Black or African American	*6*	*38%*
White	*8*	*50%*
Action Subtotal	***16***	***100%***
Application withdrawn by applicant		
Asian	*1*	*6%*
Black or African American	*6*	*35%*
Race Not Available	*1*	*6%*
White	*9*	*53%*
Action Subtotal	***17***	***100%***
File closed for incompleteness		
Joint	*1*	*50%*
Race Not Available	*1*	*50%*
Action Subtotal	***2***	***100%***
Loan originated		
American Indian or Alaska Native	*1*	*2%*
Asian	*1*	*2%*
Black or African American	*9*	*15%*
Joint	*1*	*2%*
Race Not Available	*12*	*20%*
White	*35*	*59%*
Action Subtotal	***59***	***100%***
Grand Total	**100**	

CRA Report

Bank Name:	TC Federal Bank
Regulatory Agency:	Office of the Comptroller of the Currency
Bank Size:	Small Bank
Reporting Period:	01/01/2019 – 12/31/2021
Institution rating:	Satisfactory

Source: Office of the Comptroller of the Currency, CRA Performance Evaluation for TC Federal Bank, November 28, 2022

Overall Performance

- TC Federal Bank has one full-service branch in Leon County. The branch has one ATM, and it is deposit-taking. The total dollar volume of deposits is $88 million, which is a 0.67% share in the Leon County, FL market, given the bank's ranking of number 17 out of 28 in the market by deposits. There are 27 competitor banks in the assessment area, with a combined 75 branch offices. Among the competitor banks in the assessment area, 15 are much larger than TC Federal Bank with respect to branch networks, total deposits, and asset size.
- Neither TC Federal Bank nor the OCC received complaints related to the bank's CRA performance since the prior CRA examination.

Tallahassee Assessment Area

TC Federal Bank is subject to full-scope review in the Tallahassee Assessment Area.

Lending Test: *Satisfactory (Florida)*

The bank's performance in Leon County is good. The bank's lending performance in the State of Florida is reasonable. The bank's lending performance includes a full-scope review of home mortgage loans as the bank's primary loan product. The bank's level of home mortgage loans to borrowers in low- and moderate-income geographies was reasonable during the evaluation period. The bank's level of home mortgage lending was above both the demographic data and the aggregate performance for low-income geographies. The bank's level of home mortgage lending was below both the demographic data and the aggregate performance for moderate-income geographies.

Community Development: *N/A*

The report did not have details on the community development test.

TC Federal Bank HDMA Loan Data

In 2022 TC Federal Bank processed 87 mortgage loan applications in Leon County (all 87 conventional loans). Of the total applications, 75 (86%) resulted in loans originated, 11 (13%) were withdrawn by the applicant, and 1 (1%) was denied by the financial institution.

Table 10. TC Federal Bank Home Mortgage Disclosure Data for Leon Co.

Action Taken	# of Loan Applications	Applicant Race % of Action Subtotal
Application denied by financial institution		
Race Not Available	*1*	*100%*
Action Subtotal	***1***	***100%***
Application withdrawn by applicant		
Asian	*1*	*6%*
Race Not Available	*1*	*6%*
White	*9*	*53%*
Action Subtotal	***11***	***100%***
Loan originated		
2 or more minority races	*1*	*1%*
Asian	*7*	*9%*
Black or African American	*3*	*4%*
Joint	*1*	*1%*
Race Not Available	*16*	*21%*
White	*47*	*63%*
Action Subtotal	***75***	***100%***
Grand Total	**87**	

CRA Report

Bank Name:	Truist Bank
Regulatory Agency:	Federal Deposit Insurance Corporation
Bank Size:	Large Bank
Reporting Period:	01/01/2017 – 12/31/2019
Institution rating:	Outstanding

Source: Federal Deposit Insurance Corporation, Division of Depositor and Consumer Protection, Atlanta Regional Office, CRA Performance Evaluation for Truist Bank, February 18, 2020

Overall Performance

- Truist Bank operates 262, or 14.9%, of its total branch offices in Florida. Florida accounts for 11.1% of the bank-wide deposits. Truist ranks 7th in the state in deposit market share at 3.1%. Competitor institutions in the Florida assessment areas include Bank of America, N.A., Wells Fargo Bank, N.A., and JPMorgan Chase Bank, N.A.
- Truist is a leader in providing community development services in Florida. Bank records show that employees participated in over 1,200 community development services since the last evaluation. This performance represents 14.5% of bank-wide activities, which is consistent with the statewide share of branches at 14.9%.
- According to the FDIC Deposit Market Share data as of June 30, 2019, 18 financial institutions operated 81 branches within the Tallahassee assessment area. Of these institutions, Truist ranked 5th with 9.7% deposit market share.

Tallahassee Assessment Area

Truist has 138 assessment areas, which are located in 13 states and 9 multistate metropolitan areas. There are 22 assessment areas in Florida, with the Tallahassee Assessment Area among the 17 areas subject to limited-scope review. Truist had loans of nearly $61 million and deposits of $497.5 million in the Tallahassee Assessment Area, accounting for 0.3% of Truist's loans and also 0.3% of Truist's deposits. Activities during the assessment period included 883 home mortgage loans ($159.7 million), 473 small business loans ($30.2 million), and five community development loans ($34.5 million).

Lending Test: *High Satisfactory (Florida)*

The Lending Test rating for Florida is High Satisfactory. The Tallahassee Assessment Area was rated Consistent with the statewide rating. The bank's lending levels reflect good responsiveness to the Florida assessment areas' credit needs. The geographic distribution reflects good penetration, and the borrower profile reflects a good distribution. In addition, the bank uses flexible lending practices and is a leader in making community development loans.

Investment Test: *Outstanding (Florida)*

For the investment test, Truist received a rating of Outstanding for the State of Florida. The level of investments and responsiveness to community needs is excellent. In addition, the bank makes significant use of complex investments, and occasionally serves in a leadership position. The Tallahassee Assessment Area was ranked as Below the statewide outstanding ranking, which did not alter the bank's overall performance rating.

Service Test: *Outstanding (Florida)*

For the service test, Truist received a rating of outstanding for the State of Florida. A High Satisfactory record of retail banking services and an Outstanding record of community development services support this conclusion. The Tallahassee Assessment Area was ranked as Below the statewide outstanding ranking, which did not alter the bank's overall performance rating.

Truist Bank HDMA Loan Data

In 2022 Truist Bank processed 360 mortgage loan applications in Leon County (333 conventional, 17 FHA-insured, 8 VA-guaranteed, 2 FSA/RHS). Of the total applications, 192 (53%) resulted in loans originated, 69 (19%) were denied by the financial institution, 49 (14%) were loans purchased by the institution, 22 (6%) were withdrawn by the applicant, 15 (4%) were approved but not accepted, and 13 (4%) were closed for incompleteness.

Table 11. Truist Bank Home Mortgage Disclosure Data for Leon Co.

Action Taken	# of Loan Applications	Applicant Race % of Action Subtotal
Application approved but not accepted		
Black or African American	*2*	*13%*
Race Not Available	*3*	*20%*
White	*10*	*67%*
Action Subtotal	***15***	***100%***
Application denied by financial institution		
Asian	*2*	*3%*
Black or African American	*9*	*13%*
Race Not Available	*11*	*16%*
White	*47*	*68%*
Action Subtotal	***69***	***100%***
Application withdrawn by applicant		
Black or African American	*5*	*23%*
Joint	*1*	*5%*
Race Not Available	*1*	*5%*
White	*15*	*68%*
Action Subtotal	***22***	***100%***
File closed for incompleteness		
Black or African American	*2*	*15%*
Race Not Available	*2*	*15%*
White	*9*	*69%*
Action Subtotal	***13***	***100%***
Loan originated		
Asian	*5*	*3%*
Black or African American	*18*	*9%*
Joint	*5*	*3%*
Race Not Available	*23*	*12%*
White	*141*	*73%*
Action Subtotal	***192***	***100%***
Loan purchased by the institution		
Race Not Available	*49*	*100%*
Action Subtotal	***49***	***100%***
Grand Total	**360**	

CRA Report

Bank Name:	Wells Fargo Bank
Regulatory Agency:	Office of the Comptroller of the Currency
Bank Size:	Large Bank
Reporting Period:	Lending Test: January 1, 2012-December 31, 2018 Investment & Service Test: January 1, 2013-December 31, 2018
Institution rating:	Outstanding

Source: Office of the Comptroller of the Currency, Large Bank Supervision, COMMUNITY REINVESTMENT ACT PERFORMANCE EVALUATION, February 4, 2019

Overall Performance

- Excellent lending activity;
- Good distribution of loans by borrower profile;
- Good geographic distribution of loans;
- WFBNA is a leader in providing CD loans, which has a significant positive impact on the Lending Test;
- WFBNA's use of flexible products has a positive impact on the Lending Test;
- Good level of investments that are responsive to Assessment Area needs;
- Retail delivery systems are readily accessible to all portions of the Assessment Area; and
- WFBNA is a leader in providing CD services that are responsive to the needs of the bank's Assessment Area.

Tallahassee Assessment Area

During this evaluation period, Wells Fargo operated six branches in the Tallahassee Assessment Area (Leon County), representing 1.0% of its branches in Florida. As of December 2018, the bank had 1.5% in deposits in this assessment area, representing 1.0% of Wells Fargo Bank's total deposits in Florida.

Lending Test: *Outstanding (Florida)*

Wells Fargo Bank received a rating of Outstanding for the lending test for the State of Florida. Wells Fargo Bank lending in the Tallahassee assessment area reflects excellent responsiveness to assessment area credit needs (pg. 330-331). The bank originated 13 community development loans totaling $57,718 in the Tallahassee full-scope assessment area.

Investment Test: *High Satisfactory (Florida)*

Wells Fargo Bank received a rating of High Satisfactory for the State of Florida for the Investment Test. Wells Fargo Bank's Investment Performance in the Tallahassee assessment area is excellent.

Service Test: *Outstanding (Florida)*

For the Service Test, Wells Fargo Bank received a rating of excellent for Tallahassee MSA.

Wells Fargo Bank HDMA Loan Data

In 2022, Wells Fargo Bank processed 343 mortgage loan applications in Leon County (321 conventional, 15 FHA-insured, 7 VA-guaranteed). Of the total applications, 126 (37%) resulted in loans originated, 91 (27%) were loans purchased by the institution, 59 (17%) were withdrawn by the applicant, 58 (17%) were denied by the financial institution, 8 (2%) were closed for incompleteness, and 1 (<1%) was approved but not accepted.

Table 12. Wells Fargo Bank Home Mortgage Disclosure Data for Leon Co.

Action Taken	# of Loan Applications	Applicant Race % of Action Subtotal
Application approved but not accepted		
Black or African American	*1*	*100%*
Action Subtotal	***1***	***100%***
Application denied by financial institution		
Asian	*5*	*9%*
Black or African American	*16*	*28%*
Joint	*1*	*2%*
Race Not Available	*7*	*12%*
White	*29*	*50%*
Action Subtotal	***58***	***100%***
Application withdrawn by applicant		
Asian	*2*	*3%*
Black or African American	*18*	*31%*
Joint	*2*	*3%*
Race Not Available	*6*	*10%*
White	*31*	*53%*
Action Subtotal	***59***	***100%***
File closed for incompleteness		
Black or African American	*1*	*13%*
Race Not Available	*1*	*13%*
White	*6*	*75%*
Action Subtotal	***8***	***100%***
Loan originated		
2 or more minority races	*1*	*1%*
Asian	*6*	*5%*
Black or African American	*21*	*17%*
Free Form Text Only	*1*	*1%*
Joint	*5*	*4%*
Race Not Available	*11*	*9%*
White	*81*	*64%*
Action Subtotal	***126***	***100%***
Loan purchased by the institution		
Asian	*5*	*5%*
Black or African American	*6*	*7%*
Joint	*1*	*1%*
Race Not Available	*35*	*38%*
White	*44*	*48%*
Action Subtotal	***91***	***100%***
Grand Total	**343**	

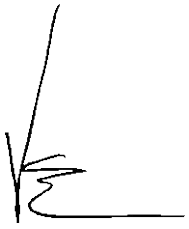
Leon County
Board of County Commissioners

Notes for Agenda Item #13

Leon County Board of County Commissioners

Agenda Item #13

April 9, 2024



To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Lake Munson Action Plan Status Update

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 provides a status update on the implementation and ongoing efforts related to the Lake Munson Action Plan, as approved by the Board at the October 11, 2022 meeting and modified at the March 21, 2023 meeting, including an update on next steps following the anticipated conclusion of the drawdown in May. As directed by the Board, these Action Plan updates shall occur every six months during the ongoing drawdown of Lake Munson and two years following the refilling of the lake.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the Lake Munson Action Plan.

Report and Discussion

Background:

This item provides a status update on the implementation and ongoing efforts related to the Lake Munson Action Plan (Action Plan) (Attachment #1), as approved by the Board at the October 11, 2022 meeting and modified at the March 21, 2023 meeting. The item details the progress of the drawdown, implementation of the emergency action plan, the benefit of a full lake, and an analysis of the improving water quality and stabilizing system, the implementation of the invasive exotic vegetation management program, and a summary of the next steps following the anticipated refill of the lake in May. As directed by the Board, these Action Plan updates shall occur every six months during the ongoing drawdown of Lake Munson and two years following the refilling of the lake.

This status report 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)*
- *Implement the comprehensive Action Plan for Lake Munson to support the long-term water quality of the lake and surrounding water bodies. (2023-51)*

This particular Strategic Initiative 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.*

Lake Munson, located on the south side of Tallahassee, receives much of its flow from densely developed areas. Decades of development prior to environmental regulations, wastewater treatment facility effluent discharges into the system, and activities focused on flood reduction resulted in severe water quality and ecological problems.

Since the 1980s, $290 million has been invested by local governments in ongoing efforts to restore Lake Munson and improve the water quality. More than 28 projects and 21 best management practices (Attachment #2) have been completed including infrastructure and restoration projects that provide water quality treatment, reduce sediment transport, and collect trash. Leon County's Lake Munson Restoration Project was a major effort with the primary goal of improving the water quality in Lake Munson. The project included the construction of the Lake Henrietta stormwater facility, improvements to Munson Slough with the creation of living shorelines and reduction of erosion, removal of trash and the sediment delta from Lake Munson, and restoration of the wetlands around Lake Henrietta and Lake Munson.

The water quality and ecological health in Lake Munson have continued to noticeably improve with the $290 million of investments in capital projects and restoration activities resulting in a steady decline of nutrient concentrations. The water quality in Munson Slough (upstream of the lake) has improved such that the nutrient concentrations are below the target levels established by the State. Within Lake Munson, the nitrogen concentrations have been consistently below the

State's target and the phosphorus concentrations have steadily declined to approach the State's target. Last year, nutrient concentrations in Lake Munson rose due to the explosion of invasive exotic vegetation and instability in the system.

Water quality improvements are not always immediately noticeable or profound and sometimes waterbodies experience setbacks as the system stabilizes with the improving conditions. Despite the measurably better water quality and investments in upstream infrastructure, Lake Munson experienced a minor setback in the summer of 2022 with an algal bloom, rapid growth of invasive exotic aquatic vegetation, and a fish kill. The extremely warm weather, shallow water, and stagnant nature of the lake create favorable conditions for algal blooms, invasive vegetation, and fish kills. These challenges presented an opportunity for immediate mitigation and evaluation of long-term strategies for managing Lake Munson. From this, the Lake Munson Action Plan was developed based on industry best practices for lake management with input from State agency partners, professional consultants under contract with the County for environmental and engineering support, and citizen stakeholders.

The Lake Munson Action Plan, approved by the Board on October 11, 2022, includes short- and long-term strategies to continue restoration and ecological improvement of Lake Munson and articulates the decades of investments, improving the water quality and ecological health of Lake Munson through upstream infrastructure projects. The Action Plan takes a holistic approach through a drawdown coupled with enhanced monitoring of the lake's response, while also providing long-term strategies to supplement the State's in-lake vegetation management activities and deliver a higher level of service to County residents (Attachment #1). Updates to the Board on the progress of the drawdown every six-months highlight the Action Plan implementation and provides new data and information.

The drawdown, which has been ongoing since November 2022, allows the nutrient-rich sediments in the lake to de-water, compact, oxidize, and form a hardened crust over the lake bottom. This hardened crust serves to "cap" the underlying sediment which provides a habitat for fish spawning and reduces nutrient recycling into the water once the lake is re-flooded. At the March 21, 2023 meeting, the Board approved modifications to the Action Plan, which included extending the drawdown through the Spring of 2024. The extended drawdown was a result of higher than anticipated winter 2021-2022 rainfall and in coordination with the Florida Fish and Wildlife Commission (FWC).

Enhanced monitoring provides information on the progress of the drawdown and on the lake's response in the two years following the drawdown. In conjunction with the drawdown extension, the Board approved a Drawdown Water Quality Study including monthly water chemistry samples of the water flowing into and out of Lake Munson, which provides valuable information on the stability of the system as the drawdown progresses. Quarterly aerial topographic surveys throughout the drawdown are providing information on how much the sediments are compacting and will give an indication on the effectiveness of the drawdown. Following the refill of the lake, monthly water chemistry samples and flow data of the water entering and leaving Lake Munson will be useful tracking the lake's response with the shock to the system but also provides information on the effectiveness of the drawdown.

The Lake Munson Action Plan includes long-term strategies centered around proactive management of the lake vegetation and sediment. An invasive exotic vegetation management program will supplement the State's program and will provide more frequent treatments over smaller areas, impacting the system less. These treatments will be complemented by an algal bloom management program to mitigate the naturally occurring blooms on Lake Munson. Looking to the future, routine periodic drawdowns every 5-10 years will be utilized for sediment management, continuing to improve the water quality in Lake Munson. The Action Plan also includes exploration of new technologies and scientific data for new opportunities and strategies that could benefit Lake Munson. As these opportunities arise, they will be presented to the Leon County Science Advisory Committee (SAC) and State-agency partners, with viable solutions brought to the Board.

And finally, engagement with various entities is key in the Action Plan. Coordination with State-agency partners remains ongoing, evaluating the progress of the drawdown. Quarterly updates on the progress of the drawdown and the data collected through the enhanced monitoring are presented to the SAC for review and evaluation. Status updates to the Board every six months will continue through the enhanced monitoring period, providing updates on the progress of the Action Plan and a summary of the data collected and results.

Key Findings of the Past Six Months

As detailed in this item, since the previous update to the Board in September 2023, the drawdown resumed following Hurricane Idalia and continued until a second temporary suspension in December 2023 due to heavy rain. The benefit of a full lake during this period was the germination of Hyacinth seeds that were then killed off during a cold spell and the draining of the lake. These seeds are no longer available to germinate when the lake refills.

The enhanced monitoring continued through the previous six months. Water quality sample results indicate the lake bottom sediments continue to consolidate and the system is further stabilizing. Overall, the nutrient concentrations leaving the lake are trending lower while the nutrient concentrations entering the lake generally remain the same. Only one aerial topographic survey was collected during the previous six-month period, but results continue to indicate sediment compaction.

The invasive exotic vegetation management plan has been implemented. An initial treatment was applied in mid-March in Lake Henrietta, Munson Slough, and the flow through channel in Lake Munson. Additional treatments will be applied in April, prior to refill of the lake. Treating this vegetation prior to refill of the lake slows down or prevents the spread of the invasive exotic vegetation when the lake is refilled and gives the native species a head start in growth.

Looking ahead to the next six months, a final aerial survey will be collected, the drawdown will conclude and refill of the lake will begin in May, and invasive exotic vegetation and algal blooms will be treated.

As detailed in the analysis section, this item provides a status update on the implementation and ongoing efforts related to the Lake Munson Action Plan. In addition, this item provides an update

on activities and progress since the update in September 2023. More information on the implementation of the Action Plan since adoption can be found on the dedicated Lake Munson website at www.LeonCountyWater.org/LakeMunson.

Analysis:

This six-month status update provides updates on the drawdown and implementation of the Lake Munson Action Plan since the previous update to the Board and outlines next steps following this update. Since the previous six-month update in September, the drawdown resumed following the temporary suspension during Hurricane Idalia and continued until December 2023 when the Emergency Action Plan for the lake was implemented a second time after frequent rainfall in late November. In the last six months, the monthly water quality data collection and aerial topographic survey continued and an analysis is provided in the following sections. In addition, the invasive exotic vegetation management program has begun and engagement with the SAC has been ongoing. This update also includes details regarding next steps for the Lake Munson Action Plan, including the final aerial topographic lake bottom survey, conclusion of the drawdown and refill of the lake anticipated to begin in May, water quality monitoring of the lake following refill, and continuation of the invasive exotic vegetation and algal bloom management programs.

The Lake Munson Action Plan employs a holistic approach to lake management with short-term strategies to mitigate algal blooms and aquatic vegetation growth, comprehensive enhanced monitoring of the water quality and sediment, and long-term strategies to continue water quality and ecological improvements into the future. Leon County staff and State-agency partners are continuously monitoring Lake Munson and evaluating the progress of the drawdown against ecological targets.

Lake Munson Drawdown

At the March 21, 2023 meeting, the Board approved an extension of the Lake Munson Drawdown through Spring of 2024. The drawdown is expected to conclude in early May, pending collection of the final aerial survey. The extended drawdown was intended to allow the sediment additional time to dry out, oxidize and form a "cap" which will reduce the nutrient recycling between the sediment and the water once the lake is refilled. In early September 2023, the drawdown was temporarily suspended in an abundance of caution due to Hurricane Idalia. However, the drawdown resumed on September 6, 2023 and continued in coordination with FWC. As addressed in more detail in the following section, in December 2023, the Emergency Action Plan for the dam was implemented a second time, which kept the lake full of water into January 2024. With a full lake in December and January, sediment drying and compaction was lower than projected over the past six months; however, water in the lake and several cold periods had unexpected positive effects on the invasive aquatic vegetation in the lake.

Emergency Action Plan

In early December 2023, consistent with the Emergency Action Plan for Lake Munson implemented to address the impact of heavy rainfall, the dam gates were closed to prevent downstream flooding. On December 2, 2023 Leon County received total rainfall depths ranging from three and one-half to six inches, depending on the area. This large rainfall resulted in high water levels at Ames Sink and Lake Munson rapidly filling. To protect downstream properties

from flooding and allow Ames Sink time to recover, the gates on Lake Munson dam were closed on December 4, 2023. Weekly rainfall events during the next six weeks kept water levels high at Ames Sink and the lake remained at full pool (Attachment #3). During this period, staff coordinated with FWC and continued to monitor downstream conditions and the water quality at Lake Munson. On January 17, 2024, County staff observed the conditions at Lake Munson and downstream. The water in Lake Munson was not turbid (appeared clear) and downstream water levels were low with ample storage capacity. As per the Emergency Action Plan, and consistent with conversations with FWC, all conditions at Lake Munson were appropriate for the reopening of the gate. At that time, the gate was opened to slowly lower the water level in the lake to resume the drawdown without adversely affecting downstream properties. Over the following month and a half, staff monitored the downstream conditions as the lake drained. By the beginning of March, the lake had fully drained.

Benefit of a Full Lake

Lake Munson held water, primarily at full pool, for a period of three months during the winter (December 2023 thru February 2024). While this period did not allow the sediment to dry out as planned, the lake's response during this period had positive and unexpected results. When the lake refilled, it woke up the invasive exotic water hyacinth seeds in the sediment and they began to germinate (grow). The longer the water stayed in the lake, the more seeds germinated. Hyacinth shades out and hinders the growth of the native (good) vegetation, which are important to wildlife. The hyacinth normally blooms in the spring through early fall, so the hyacinth that grew this winter did not replenish the seed bank in the lake. During this period, the area experienced several nights of cold weather, which stressed or killed off much of the hyacinth. As the lake drained, any hyacinth that was not killed with the cold were stranded and dried out with no water. This filling and then draining of the lake used up some of the hyacinth seeds in the seed bank, leaving them unavailable to germinate when the lake is refilled following the drawdown. This blooming and dying of the hyacinth will be beneficial when the Lake refills because there will be less hyacinth that will need to be treated and it provides more opportunity for native vegetation growth.

Enhanced Monitoring

The current Leon County Water Quality Monitoring Program is a comprehensive data collection and evaluation program to ensure the long-term health of the County's waterbodies, including quarterly water quality sampling and biological assessments, summarized in an Annual Report. The Action Plan expands on the existing County Water Quality Program to provide for enhanced monitoring of Lake Munson and is centered around data collection and analysis, focusing on the overall health of the lake during the drawdown and in the two years after the lake is refilled. Since the September 2023 update, the Drawdown Water Quality Study has continued, and an additional aerial topographic survey has been conducted. Results of the enhanced monitoring so far show that the water quality leaving Lake Munson continues to meet the Wakulla Springs TMDL for nitrates, the lake bottom sediments continue to consolidate, and the system is further stabilizing. The complete results of the Drawdown Water Quality Study and Aerial Topographic Survey will be provided to the Board at the next six-month update.

Drawdown Water Quality Study
With the extension of the drawdown through Spring of 2024, the Board approved the addition of a Drawdown Water Quality Study to the Lake Munson Action Plan. The Drawdown Study supplements the County's quarterly water chemistry sampling with additional sampling to attain monthly water quality data in Munson Slough both immediately upstream and downstream of Lake Munson until the Post-Drawdown Study begins in May 2024 with the refill of the lake. The samples collected during the drawdown provide information on the water chemistry concentrations entering and leaving the lake and insight into how the lake is reacting during the drawdown.

Staff has reviewed the sample results from August 2023 through February 2024 and, along with previously collected drawdown samples, evaluated for trends (Attachment #4). Throughout the drawdown, the water leaving the lake has continued to meet the State's Total Maximum Daily Load (TMDL) for nitrates for Wakulla Springs. Since October, the water leaving the lake has also met the TMDLs for nitrogen and phosphorus in Munson Slough. Overall, the nutrient concentrations leaving the lake are trending lower while the nutrient concentrations entering the lake generally remain the same.

While the water quality leaving the lake continues to generally improve through the drawdown, nutrient concentrations spiked in September 2023. This spike was due to a higher amount of very fine loose sediment leaving the lake. As discussed, the drawdown was temporarily suspended due to Hurricane Idalia. When the drawdown resumed, the September water quality samples were collected at the tail end of the renewed drawdown, capturing nutrient levels that were associated with a syphoning effect. As the last of the water drained out of the lake, a syphon was created, where water pulled very fine loose sediment from the channel of the lake into the water column. This transported sediment caused a temporary nutrient spike. The phosphorus concentrations spiked higher than nitrogen because phosphorus binds to the sediment better than nitrogen.

Sample results continue to indicate the lake bottom sediments continue to consolidate, the system further stabilizing, and the nutrient concentrations of the water entering and leaving the lake continue to converge, or grow closer together. The significant investment in upstream improvements within the Lake Munson drainage basin have thereby improved the water quality entering Lake Munson, which has not changed with the drawdown. Since April, in Munson Slough below the lake, the nitrogen and phosphorus concentrations have primarily been just above or better than the State TMDL. County staff continues to evaluate the data and provide updates to the SAC.

Aerial Topographic Survey
The original Lake Munson Action Plan included two aerial surveys of the lake bottom, one at the beginning of and one at the end of the drawdown. With the extension of the drawdown through Spring 2024, quarterly aerial surveys through the drawdown were added to the Action Plan. These surveys will provide data on the elevations of the lake bottom and can be used to determine the amount of compaction of the sediment as the drawdown progresses and to evaluate the benefits of the additional drawdown time for consideration during future routine drawdowns.

An aerial survey was flown at the beginning of the drawdown in November 2022, followed by aerial surveys in April 2023, August 2023, and October 2023. The first survey in 2024 was

planned for January; however, most of the lake was submerged through the month and information on the sediment could not be obtained so a survey was not flown. Data comparison of the exposed lake bottom elevations since beginning the drawdown continue to show that the sediment has compacted, with the most compaction around the edges, which is expected as the outer portions of the lake will be exposed more often than the middle of the lake. The aerial photos show the progression of the beneficial vegetation in the lake through the drawdown and data indicates sediment compaction.

Long-Term Best Management Practices

The Lake Munson Action Plan includes an expanded role of the County in managing Lake Munson, in coordination with State agencies on long-term restoration opportunities. In preparation of the lake refill, anticipated to begin in May, staff has conducted initial treatments for invasive exotic aquatic vegetation. In addition, a Water Quality Grant application was submitted to the Northwest Florida Water Management District for an expanded Munson Slough Bank Stabilization project. The long-term strategies and invasive exotic vegetation management program are based on best practices for lake management. The County's management program has been tailored to the needs of Lake Munson including use of a single contractor for vegetation and algal bloom management and treatment in Lake Henrietta, Munson Slough, and the flow through channel prior to refill of the lake in May.

Invasive Exotic Vegetation Management Program
The Action Plan includes an invasive exotic vegetation management program to supplement the State's treatment of Lake Munson. Invasive exotic plants adversely impact native plant communities and, if left untreated, will rapidly colonize and take over a waterbody. Native species create a healthier ecosystem; they allow a variety of plants to grow and serve as food and nesting habitat for fish and wildlife. As a State-managed waterbody, the County historically relied on the State for sole treatment of invasive exotic aquatic vegetation.

An algal bloom management program was included in the Action Plan at the request of area residents to mitigate the naturally occurring blooms on Lake Munson by treating them when they occur, providing relief to area residents effected by the blooms. Neither the County nor State agencies have historically treated algal blooms on Lake Munson.

The invasive exotic vegetation and algal bloom management programs will be implemented at the same time utilizing a contractor for the treatment of invasive aquatic plants and algal blooms at Lake Munson. In November 2023, the County selected Estate Management Services from the County's Continuing Service Contractor list to perform long-term lake management services. The scope of work the contractor will perform includes applying treatment chemicals to the water in Lake Henrietta, Munson Slough, and Lake Munson to reduce algal blooms and invasive plants, while ensuring public safety by minimizing chemical use in and around the waterbodies.

This scope of work has been agreed to by FWC's Invasive Plant Management section. FWC has issued an Aquatic Plant Permit to the County for the invasive exotic vegetation and algal bloom treatments for this plan. Detection of invasive plants and algal blooms will be conducted by proven methods that fully analyze the entire lake.

This winter, Lake Henrietta, Munson Slough, and the Lake Munson flow through channel had several invasive exotic aquatic species including hydrilla and some hyacinth that survived the cold. Treating this vegetation prior to refill of the lake slows down or prevents the spread of the invasive exotic vegetation when the lake is refilled and gives the native species a head start in growth. The native plant species can then colonize the waterbodies more efficiently and become well established, resulting in a lower level of competition against the invasive exotic species. The initial treatment for invasive exotic aquatic vegetation occurred in Lake Henrietta, Munson Slough, and the flow through channel in Lake Munson in mid-March. Additional treatments prior to refill of the lake will occur through April, with the frequency determined by the condition and health of the lake system.

Area residents requested the use of a peroxide treatment of the algal blooms using a product called Lake Guard, which was developed by BlueGreen Water Technologies (BlueGreen). In mid-February, staff met with representatives from BlueGreen to learn more about the potential use of Lake Guard on Lake Munson. BlueGreen does not have the capability to apply the chemical but instead contracts the work. More information on product specifics and pricing has been requested from BlueGreen. This information will be discussed with the County's contractor, who has developed and permitted a plan including selecting specific products for algal bloom treatment that will be effective on Lake Munson. If Lake Guard is found to be a viable alternative treatment method for the lake, BlueGreen can work with the County's contractor for application.

Staff continually coordinates with multiple State agencies to identify grant opportunities at Lake Munson. In prior years, our coordination has led to great success with Leon County having been awarded grants from FWC for invasive exotic treatment within County parks. As outlined in the Lake Munson Action Plan, staff will continue to coordinate with State agencies to identify both routine and innovative technologies future grant opportunities for use in Lake Munson. Those grant opportunities will include support for long-term lake management.

Munson Slough Embankment Repair Project Funding

At the February 20, 2024 meeting, the Board approved a $2 million grant request from the Northwest Florida Water Management District (District) for the Munson Slough Embankment Repair Project to design and construct ecosystem and habitat improvements within Munson Slough between Lake Henrietta and Lake Munson. The County's current budget includes $2 million 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 would generate $2 million in new state funds for this project and would enable the County to expand the project beyond bank repair (current project scope). This expanded scope would include creating pools and rapids in Munson Slough that is similar to a natural channel ecosystem and would further improve water quality and wildlife habitat downstream.

Notice of awards for approved projects is anticipated in late 2024. If awarded, design of the project would begin in 2025 with construction to follow in 2026.

Each year, Leon County submits appropriation requests to the Florida Legislature based on the Board's priorities and this year, a $250,000 request to support the Lake Munson Embankment Repair project was included in the State Fiscal Year (SFY) 2024-2025 budget as approved by the legislature. The SFY 2025 budget is awaiting signature of the Governor. If approved by the Governor, the additional state fundings will be incorporated into the project budget.

Next Steps

In the next six-months, a final aerial topographic survey will be collected, the drawdown will conclude, and the lake will be slowly refilled. The Post-Drawdown Water Quality Study will commence, and the invasive exotic vegetation management program will continue in conjunction with the addition of the algal bloom treatments, as needed. County staff will continue to evaluate the information collected through the enhanced monitoring program, which will be presented to the SAC in quarterly updates. Coordination on the progress of the drawdown with State-agency partners and engagement with the Workgroup remain ongoing. And finally, staff will continue to provide six-month updates to the Board on the progress of Lake Munson throughout the enhanced monitoring.

Aerial Topographic Survey
The final aerial topographic survey is planned for April, which will provide information on the total sediment compaction through the course of the drawdown. After the County has received the final survey, County Water Resources and GIS staff will analyze the data to determine the amount of compaction and compare water depths to historical information. This information will be reviewed by the SAC and presented to the Board.

Drawdown Conclusion and Lake Refill
In early May, following collection of the final aerial topographic survey, the drawdown will conclude and the lake will slowly be refilled. FWC has recommended that the target rate of refill is to raise the water elevation up approximately one foot per month. At this time, the goal is to raise the elevation at this slow rate; however, given the large drainage area that flows through Lake Munson, the rainfall through the summer may change this process. Staff will coordinate closely with FWC through the refill process.

A slow refill process is best for the lake and will minimize the risk of shocking the ecosystem. By gradually raising the water level in the lake, the aquatic vegetation in the lake has the opportunity to adapt to the new conditions and what does not adapt will slowly die off. A quick and permanent refill of the lake could result in a total plant kill and subsequent algal bloom. The slow refill results in better water quality and aesthetics. The slow refill of the lake in conjunction with the invasive exotic aquatic vegetation management will allow the native species to survive and give them a head start.

Consistent with the efforts throughout the drawdown, the County will continue to monitor water levels and conditions in the lake and downstream, as well as potential significant rainfall events in coordination with FWC.

Post-Drawdown Water Quality Study
Once the lake begins to refill, it will take time for the nutrient levels and ecosystem to stabilize. Water quality sampling for two years following the drawdown will provide an excellent opportunity to monitor and quantify the effects of the drawdown on water quality in Lake Munson. Beginning in May, monthly water quality and flow samples will be collected at four locations, two upstream of Lake Henrietta, one upstream of Lake Munson, and one downstream of the lake. The samples will be analyzed for the County's standard water quality parameters. The results will be evaluated over the two years following the drawdown to track the lake's response and gauge the effectiveness of the drawdown.

Invasive Exotic Vegetation and Algal Bloom Management Programs
As a long-term lake management strategy included in the Lake Munson Action Plan, invasive exotic aquatic vegetation management will follow the March and April treatments into the months ahead and will be supplemented with algal bloom treatments in Lake Munson as needed. Treatments will be applied in Lake Henrietta, Munson Slough, and Lake Munson using timing and algae control strategies that reduce blooms and invasive plants, while ensuring public safety by minimizing hazardous chemical use in and around the lake. The treatments will be routine with the frequency determined by the condition and health of the lake system.

Conclusion

This item provides a six-month status update on the implementation and ongoing efforts related to the Lake Munson Action Plan. This item highlights the $290 million investment over four decades including 28 projects and 21 best management practices to restore Lake Munson, the measurably improved water quality in the lake and in Munson Slough, and an overview of the Lake Munson Action Plan. This item also provides an update on the implementation of the Action Plan over the past six months, implementation of the Emergency Action Plan and the resulting benefits, the enhanced monitoring data collected with a summary of the trends and observations, the implementation of the long-term invasive exotic aquatic management program, the submission of a grant to improve water quality in Lake Munson, and next steps.

Since the 1980s, $290 million has been invested to restore Lake Munson including infrastructure and restoration projects that provide water quality treatment, reduce sediment transport, and collect trash. These significant investments have resulted in noticeable water quality improvements in Lake Munson such that the nutrient concentrations in Munson Slough (upstream of the lake) are below the target levels established by the State. Within Lake Munson, the nitrogen concentrations have been consistently below the State's target and the phosphorus concentrations have steadily declined to approach the State's target. Despite the measurably better water quality, in-lake mitigation, and investments in upstream infrastructure, Lake Munson experienced a minor setback in the summer of 2022 with an algal bloom, rapid growth of invasive exotic aquatic vegetation, and a fish kill.

The Lake Munson Action Plan, approved by the Board on October 11, 2022, includes short- and long-term strategies to continue restoration and ecological improvement of Lake Munson and articulates the decades of investments, improving the water quality and ecological health of Lake Munson through upstream infrastructure projects. The Action Plan takes a holistic approach

through a drawdown coupled with enhanced monitoring of the lake's response, while also providing long-term strategies to supplement the State's in-lake vegetation management activities and deliver a higher level of service to County residents. During a six-month status update at the March 21, 2023 meeting, the Board approved modifications to the Action Plan including extending the drawdown through Spring of 2024 as a result of higher than anticipated winter rainfall, to be carried out in coordination with the FWC and with additional enhanced monitoring.

Since the September 2023 update, the drawdown and enhanced monitoring continued, the Emergency Action Plan for the lake was implemented in early December and continued through January after frequent rainfall in late November, the invasive exotic vegetation management program has begun, and monthly water quality data has been collected and analyzed. Overall, the nutrient concentrations leaving the lake are trending lower while the nutrient concentrations entering the lake generally remain the same and nutrient concentrations in the Slough (above and below the Lake) are primarily better than the State's TMDL for Munson Slough . Throughout the drawdown, the water leaving the lake has continued to meet the State's TMDL for nitrates for Wakulla Springs.

The long-term strategies in the Action Plan are centered around proactive management of the lake vegetation and sediment, including an expanded role of the County in managing Lake Munson, in coordination with State agencies. In preparation of the lake refill this Spring, staff has conducted initial treatments for invasive exotic aquatic vegetation and algal bloom treatments will commence upon refill of the lake. In addition, a $2 million Water Quality Grant application was submitted to the Northwest Florida Water Management District for an expanded Munson Slough Bank Stabilization project. That grant is under review by the District and an award is anticipated later this year. Importantly, a State Legislative appropriation for $250,000 for this same project was awarded by the Florida Legislature during the 2024 legislative session.

And finally, the drawdown will conclude in May 2024. Staff is already working in preparation for this and the Post-Drawdown Water Quality Study will coincide with the refilling of the lake to monitor the response and gauge effectiveness of the drawdown. Coordination with State-agency partners to evaluate the progress of the drawdown remains ongoing and quarterly updates on the progress of the drawdown and the data collected through the enhanced monitoring are presented to the SAC for review and evaluation. The next status update will be presented to the Board at the October meeting and will continue every six months through the enhanced monitoring period, providing updates on the progress of the Action Plan and a summary of the data collected and results.

Options:

1. Accept the status report on the Lake Munson Action Plan.
2. Do not accept the status report on the Lake Munson Action Plan.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. 2022 Lake Munson Action Plan Overview
2. Lake Munson Basin Investments in Improvements and Programs
3. Lake Munson Dam Stage Levels
4. Drawdown Nutrient Concentration Graphs

Lake Munson Action Plan Overview

Over the past several decades, Leon County, City of Tallahassee, and Blueprint IA have invested hundreds of millions of dollars for projects in the Lake Munson basin and prioritized upstream improvements which provide water quality treatment, reduce the transport of sediment, collect trash, and benefit the Lake water quality. On October 11, 2022, the County Commission approved the Lake Munson Action Plan which provides short- and long-term strategies to address the challenges experienced during the Summer of 2022 including algal blooms, fish kills, depressed oxygen levels, and invasive vegetation. On March 21, 2023, a six-month update was provided to the Board and modifications to the plan were approved. This document provides an update on the Action Plan status.

Lake Munson Drawdown

- Started on November 1, 2022 and extended through Spring of 2024 in consultation with FWC
- Allows sediment to dry out and form a "cap", reducing nutrients transferring into the Lake
- Dredging not viable due to causing more harm than good, resuspending sediment and contaminants, habitat degradation, removal of seed source, and underlying karst features
- Emergency Action Plan for weather events

Enhanced Monitoring

- Supplements County's quarterly water quality sampling in Lake Munson and in Munson Slough
- Drawdown Water Quality Study
    - Monthly water chemistry samples during drawdown
    - Munson Slough upstream and downstream of the Lake
- Aerial Lake Bottom Topographic Survey
    - Quarterly during drawdown
- Post-Drawdown Water Quality Study
    - Begins upon Lake refill
    - Monthly water chemistry and flow samples for 2 years
    - 4 locations (upstream of Lake Henrietta, upstream of Lake, downstream of Lake)
- Point-Source Testing for Contaminants
    - One-time sampling
    - 4 locations (in Lake, upstream of Lake, downstream of Lake)
    - Validate previous sediment studies

Long-Term Best Management Practices

- Invasive Exotic Vegetation Management Program
    - Supplemental to FWC's invasive plant management program
- Algal Bloom Management Program
- Routine Periodic Drawdowns
    - Implemented every 5-10 years
    - Frequency determined by health of the lake and in consultation with FWC and SAC
- Innovative Technology Exploration
    - County staff continue to explore new and innovative methods for lake management and presented to SAC and state agency partners for evaluation

The next six-month update will be presented to the Board at the September 12, 2024 meeting.

Lake Munson Basin Investments in Improvements and Programs

Over 28 Projects - 21 BMPs - $290 M Investment

This document provides a summary of the past, present, and future projects and investments in the Lake Munson Basin as well as ongoing and future Best Management Practices to benefit the water quality of Lake Munson.

Capital Improvements

1. San Luis Park - Est. $700,000 (1982)
2. Carter-Howell-Strong Pond – Est. $2 M (1980s)
3. Jim Lee Road Facility - $347,000 (1993)
4. **Gil Waters Park - $350,000 (1997)**
5. **Gum Swamp Restoration - $492,300+ (1998)**
6. Lake Elberta - $10.55 M (2000)
7. RSF Trash Trap - $71,090 (2001)
8. **Lake Munson Restoration - $13.6 M (2002)**
   a. **Lake Henrietta Restoration**
   b. **Munson Slough Restoration**
   c. **Lake Henrietta Wetlands Restoration**
   d. **Lake Munson Delta Sediment Removal**
   e. **Lake Munson Wetlands Restoration**
9. **Gum Creek Erosion Control - $150,000 (2003)**
10. **Orange Avenue Facility - $23.1 M (2006)**
11. Bond Stormwater Facility - Est $2 M (2006)
12. Martha Wellman Facility – Est. $13.8 M (2006)
13. **Munson Slough Stabilization - $55,000 (2009)**
14. **Lake Munson Dam Rehabilitation - $1.5 M (2011)**
15. Lower East Branch Trash Trap - $207,000 (2012)
16. Capital Circle NW/SW - Est $25.4 M (2015)
    a. Broadmoor Stormwater Facility
    b. Delta Stormwater Facility
17. Lakeview Bridge - $928,000 (2017)
18. FGS Sediment Study - $328,570 (2019)
19. Lower CDD Erosion Control - $11.45 M (2020)
20. Country Club Creek Drainage Imp. - $1.75 M (2020)
21. Capital Cascades Trail Seg. 1-3 - $138 M+ (2021)
    a. Franklin Blvd
    b. Cascades Park
    c. Lake Anita
    d. Coal Chute SWMF
    e. Tallahassee Junction

Over 21 Projects Totaling Nearly $247 M

Planning, Design & Construction Projects

1. **Advanced Septic Tank Pilot Project - $1.5 M (2018)**
2. **Comprehensive Wastewater Treatment Facilities Plan - $500,000 (2019)**
3. Blueprint 3D-B RSF - Est. $700,000+ (2021)
4. Capital Cascades Segment 4 - Est. $20 M (2021)
5. **NE Lake Munson Septic to Sewer - $15.6 (2022)**
6. **Septic Incentive Upgrade Program - $2.2 M (2023)**
7. **Lake Henrietta Sediment Removal - $2 M (2023)**

7 Ongoing Projects Totaling Over$42.5 M

Best Management Practices (BMPs)

1. Hopkins Crossing wetland preservation
2. North Ridge Road wetland preservation
3. **EMA requires trash racks and sediment sumps on all new stormwater management facilities to protect downstream waterbodies**
4. **EMA prohibits illicit discharges (untreated water) flowing offsite from a business or residence**
5. **Special development zone regulations minimize clearing around lakes to protect vegetation**
6. **Leon County Operating Permit is required on all stormwater facilities and renewal permits are required every 3 years**
7. **Adopted State-wide model Fertilizer Ordinance with additional application restrictions to limit nutrients run-off from lawns**
8. **Lake Munson Clean-Up during drawdowns**
9. FWC Lake Munson Fish Restocking
10. **Routine maintenance of County stormwater facilities to reduce sediment downstream**
11. **Leon County Water Resources Program provides quarterly water quality sampling, public education, and annual reporting**
12. **Leon County Water Resources Website provides public with information on personal responsibility for keeping Leon County's waterbodies clean and healthy**

12 BMPs Improving Water Quality

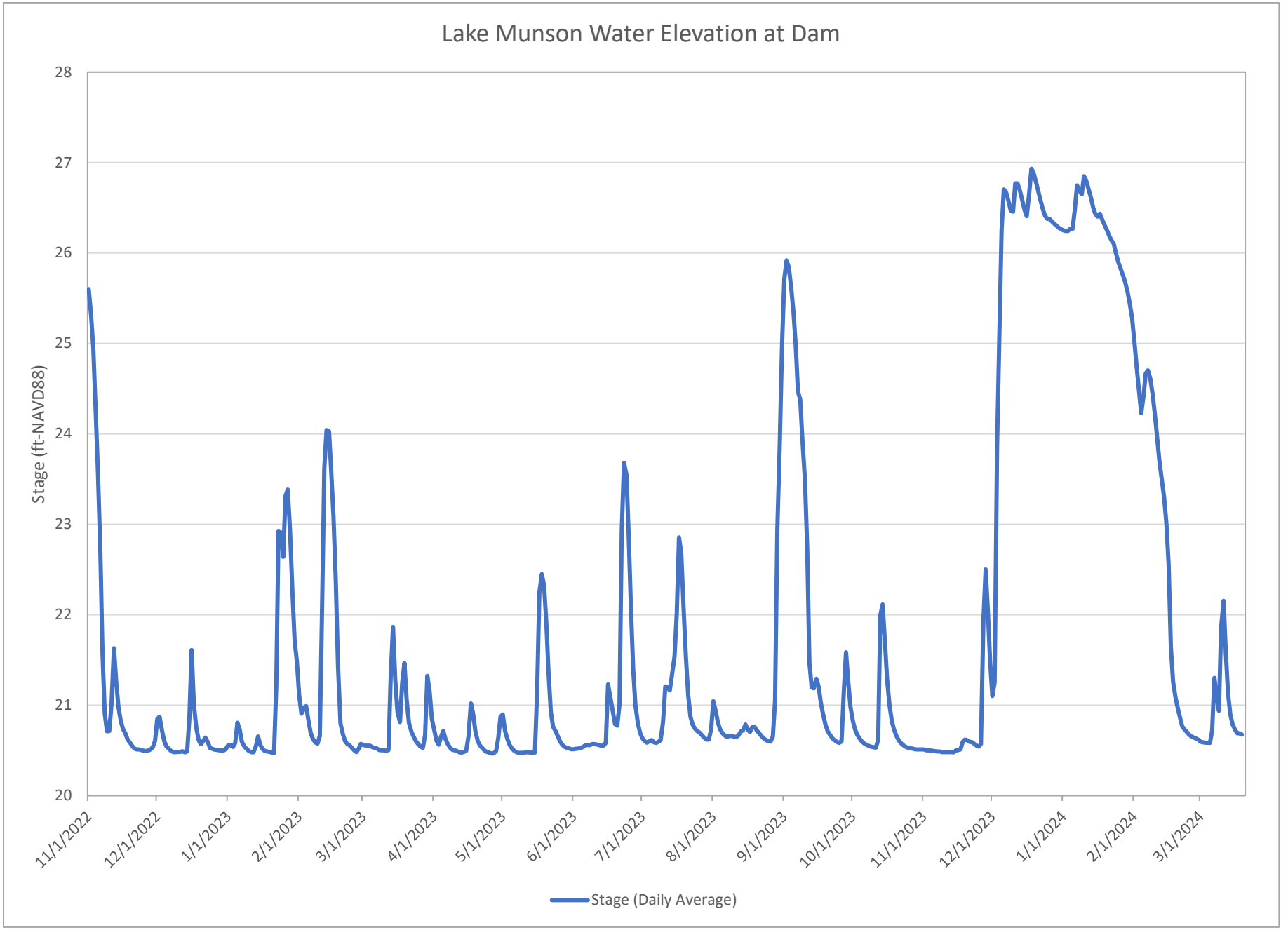
Future Lake Management & BMPs

1. **Lake Munson Drawdowns**
   a. 2000 b. 2010 c. 2022
2. **Water Quality sampling monthly for 3 years - $125,000 (one time)**
3. **Aerial topographic survey - $120,000 (one time)**
4. **Investments in upstream improvements to reduce sediment and improve water quality**
5. **Additional septic system upgrades and conversions**
6. **Reoccurring drawdowns every 5-10 years**
7. **Aquatic Vegetation Mgmt Program - $60,000 annually**
8. **Peroxide Algae Treatment - $30,000 annually**
9. **Continuous exploration of BMPS and funding**

9 BMPs; $335,000 Initial Investment

Bold – Leon County Projects & Programs

Revised: July 18, 2023


Lake Munson Water Elevation at Dam
Stage (ft-NAVD88)
28
27
26
25
24
23
22
21
20
11/1/2022
12/1/2022
1/1/2023
2/1/2023
3/1/2023
4/1/2023
5/1/2023
6/1/2023
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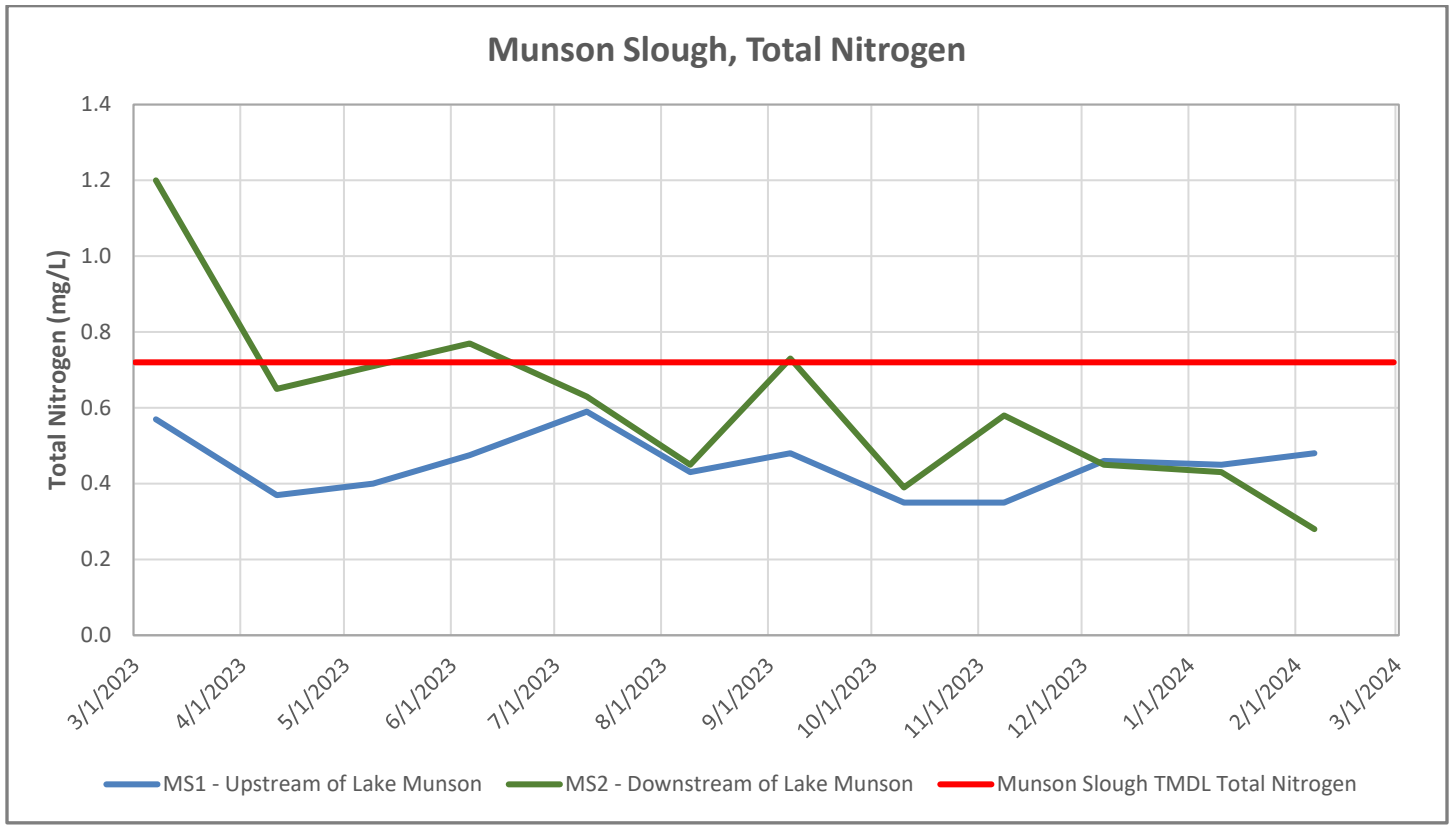
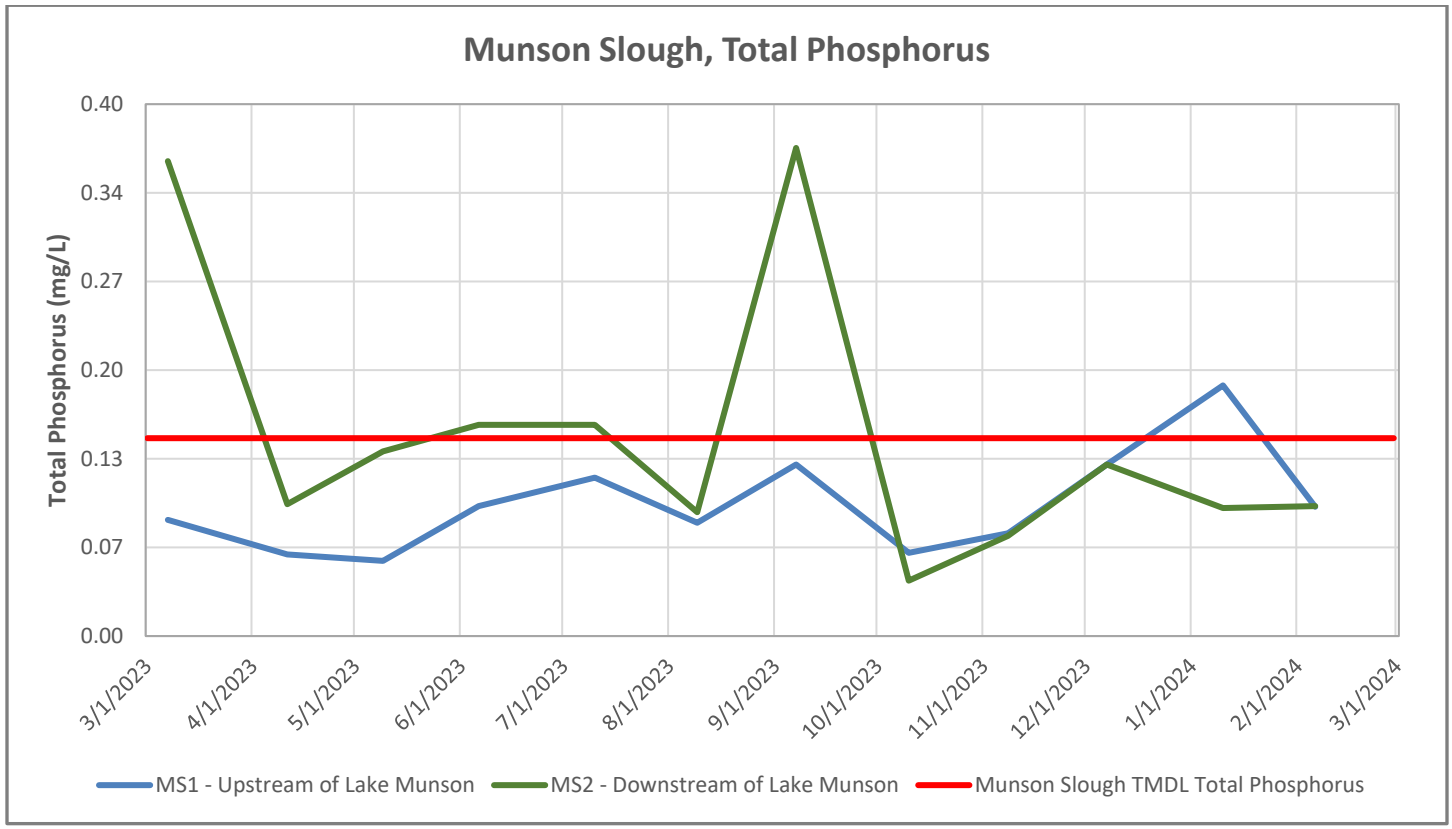
8/1/2023
9/1/2023
10/1/2023
11/1/2023
12/1/2023
1/1/2024
2/1/2024
3/1/2024
Stage (Daily Average)

Monthly Drawdown Water Quality Study Nutrient Concentrations





Leon County
Board of County Commissioners

Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Dedication of Courtroom 3A in Honor of Judge James C. Hankinson

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Maggie Theriot, Director, Office of Resource Stewardship
Lead Staff/ Project Team:	John Leeds, Operations Director

Statement of Issue:

This item seeks Board consideration to dedicate Courtroom 3A in honor of Judge James C. Hankinson, as provided by County Policy No. 97-3, by placing a plaque in appreciation of his service to the people of the Second Judicial Circuit.

Fiscal Impact:

This item has a fiscal impact. The cost of creating the dedication plaque is estimated at $1,500. Should the Board approve this dedication, funding is available in the existing Facilities Management Division budget.

Staff Recommendation:

Option #3: Board direction

Report and Discussion

Background:

This item seeks Board consideration to dedicate Courtroom 3A in honor of Judge James C. Hankinson, as provided by County Policy No. 97-3, by placing a plaque in appreciation of his service to the people of the Second Judicial Circuit.

On March 19, 2024, the Board directed staff to bring back an agenda item to consider naming Courtroom 3A within the Leon County Courthouse in honor of Judge James C. Hankinson. This direction stemmed from a request from Second Judicial Circuit Chief Judge Francis J. Allman (Attachment #1). Staff has since received clarification that the Chief Judge is seeking a dedication of Courtroom 3A, rather than formally re-naming, as there is a benefit to keeping the room numbering for wayfinding amongst the 17 courtrooms that exist in the Leon County Courthouse.

Dedicating this courtroom for Judge James C. Hankinson is provided for by Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility" (Attachment #2). As outlined in the Policy, the Commission "may place a plaque or other memorial marker at an appropriate location within the area or property whereby the names of individuals may be placed in recognition of their contributions to the County." As the Policy provides authority to the Board to dedicate the courtroom in recognition of Judge James C. Hankinson, this agenda item seeks Board direction for the placement of an honorary plaque at the entry of Courtroom 3A.

Analysis:

The Leon County Courthouse contains 17 courtrooms serving the Second Judicial Circuit. The courtrooms follow a standard naming convention indicating the floor and order of each room. For example, Courtroom 3A resides on the third floor along with Courtrooms 3B through 3H. In November 2022, the Board approved the naming of the Leon County Courthouse building in honor of Judge Augustus D. Aikens, Jr. In March 2024, Chief Judge Allman submitted a request to name Courtroom 3A in honor of Judge James C. Hankinson as he presided over the criminal division and many of his felony trials were held in Courtroom 3A. Staff has since received clarification that the Chief Judge is seeking a dedication of Courtroom 3A, rather than formally re-naming, in honor of Judge Hankinson.

As mentioned previously, Policy No. 97-3 provides guidance for the Board to take into consideration when evaluating naming proposals, including: significant community or historic contributions to Leon County, the State of Florida, or United States; community service directly benefitting Leon County for a period of greater than 25 years or 5 terms in office for a former elected official; Leon County service members and first responders killed in the line of duty; as well as a person's material or financial contribution to the County to assist in the formation of the facility.

This section presents details about Judge Hankinson that is required by Policy when the Board is considering a dedication action. James C. Hankinson was born on July 8, 1952 in Ocala, Florida.

Mr. Hankinson received his undergraduate degree from Davidson College in North Carolina in 1974, where he also played on Davidson's football team. Mr. Hankinson graduated from the Florida State University College of Law in 1978 and began his legal career as a prosecutor in Milton, Florida. Mr. Hankinson continued his prosecutorial career with the United States Attorney's Office for the Northern District of Florida where he received The Director's Award which is the highest recognition in the United States Department of Justice.

James C. Hankinson was appointed to the bench in 2002 by Governor Jeb Bush. During his time as a circuit judge, Judge Hankinson presided over some of the most serious and complicated criminal trials in Tallahassee, including Gary Michael Hilton, Henry Segura, Denise Williams, and three of the defendants charged in the murder of FSU law professor Dan Markel.

Judge Hankinson was instrumental in establishing the Second Judicial Circuit's animal therapy program, which allows therapy dogs to comfort children testifying in criminal court. This program has now been expanded to dependency and delinquency proceedings, and even includes adults in certain cases. This program was the first in the State of Florida and serves as the model for the rest of the State and courts throughout the country.

Judge Hankinson was also a frequent instructor at the Florida Conference of Circuit Judges and the Florida College of Advanced Judicial Studies. Judge Hankinson retired in 2020. The Honorable Judge James. C. Hankinson passed away on July 6, 2023.

Upon Board direction, the dedication would consist of installing a 6" x 16" bronze plaque on the entry door of Courtroom 3A in honor of Judge Hankinson. The proposed plaque would read "The Honorable James C. Hankinson, In appreciation of his dedicated service to the people of the Second Judicial Circuit." Directional kiosks would continue the standard naming convention of Courtroom 3A to ensure ease of navigation within the Courthouse. The cost of creating the dedication plaque at the facility is estimated at $1,500. Should the Board approve this dedication, funding is available in the existing Facilities Management Division budget.

This item seeks Board direction regarding the request to dedicate Courtroom 3A in Honor of Judge James C. Hankinson.

Options:

1. Approve the dedication of Courtroom 3A in Honor of Judge James C. Hankinson.
2. Do not approve the dedication of Courtroom 3A in Honor of Judge James C. Hankinson.
3. Board direction.

Recommendation:

Option #3 – Board direction

Attachments:

1. March 6, 2024, letter from Chief Judge Allman
2. Policy No. 97-3 "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility"

FRANCIS J. ALLMAN
CHIEF JUDGE

ELIZABETH GARBER
TRIAL COURT ADMINISTRATOR

OFFICE OF THE CHIEF JUDGE
SECOND JUDICIAL CIRCUIT OF FLORIDA
LEON COUNTY COURTHOUSE
301 SOUTH MONROE STREET
TALLAHASSEE, FLORIDA 32301
(850) 606-4401 FAX (850) 606-4343

March 6, 2024

Leon County Commissioner Carolyn Cummings, Chair
301 South Monroe Street, 5th Floor
Tallahassee, Florida 32301

Dear Chair Cummings,

I am writing to request that the Leon County Board of County Commissioners consider naming Courtroom 3A in the Leon County Courthouse in honor of Circuit Judge James C. "Jimmy" Hankinson. As you know, Judge Hankinson died on July 6, 2023, after a year-long battle with brain cancer.

In support of my request, please allow me to provide some information about Judge Hankinson. He was a Native Floridian, born in Ocala in 1952. He received his undergraduate degree from Davidson College in North Carolina, where he also played football. After college, Judge Hankinson became a teacher in North Carolina. In 1974, he began attending The Florida State University College of Law. Upon graduating with his law degree, Judge Hankinson became an Assistant State Attorney in Milton, Florida. In 1981, he became an Assistant United States Attorney (AUSA) in the Northern District of Florida, which includes Leon County. While serving as an AUSA Judge Hankinson received The Director's Award, one of the highest recognitions in the United States Department of Justice.

Judge Hankinson was appointed to the bench in 2002 and served as a circuit judge for more than 18 years before his retirement. For most of that time he presided over a criminal division. Judge Hankinson handled some of the most serious and complicated felony trials conducted in Leon County, many of them held in Courtroom 3A. This courtroom was also where he spent his "business days," presiding over thousands of case management conferences and motion hearings.

Judge Hankinson served as the administrative judge in the Leon County felony division until his retirement in 2020. Judge Hankinson possessed an encyclopedic knowledge of criminal law and was always willing to help his colleagues with challenging legal issues. He was a gifted teacher and often taught judges at the Florida Judicial College.

Judge Hankinson was instrumental in establishing the Second Judicial Circuit's pet therapy program, which allowed therapy animals to comfort children who were the victims of trauma, such as physical or sexual violence. This program became a model for similar programs throughout the country. Judge Hankinson was recognized by the Animal Law section of the Florida Bar for this groundbreaking work.

Judge Hankinson's dedication to children's issues was also evidenced by the many years he spent as a member of the Kiwanis Club. Kiwanis has as its core mission to provide for the needs of children. He was a dedicated Kiwanian until the day he died. Judge Hankinson also volunteered at the Lighthouse

Children's Home. On his days off Judge Hankinson built many wheelchair ramps for persons with physical disabilities and volunteered as a high school football referee.

Judge Hankinson was an active member and Eucharistic Minister for Good Shepard Catholic Church. He volunteered with the FSU College of Law's mock trial team. During his nearly two decades as a judge, he mentored dozens of law students and new attorneys.

Judge Hankinson married his college sweetheart, Allison, and they remained married for 48 years. He and Allison raised three children right here in Tallahassee, and he was the proud grandfather of seven grandchildren.

Judge Hankinson was a public servant of the highest order. He served the citizens of the Second Judicial Circuit and Leon County even after his retirement by working as a senior judge. While his many accomplishments and recognitions are impressive, Jimmy Hankinson was humble in every fiber of his being. He would be quick to tell me *not* to write this letter and that he was only doing his job. However, Judge Hankinson's work as a lawyer and a judge, his volunteer work for children and people with disabilities, and his role as husband, father, grandfather, and mentor were much more than a job; they were his true calling, and he excelled at every one of them.

Naming Courtroom 3A, where he did so much of his judicial work, in honor of Judge Hankinson would serve as a permanent and fitting testament to his long and exemplary service to the Second Judicial Circuit and to Leon County. I appreciate your time and would be happy to answer any questions you or the Commissioners might have.

Respectfully,

Francis J. "Frank" Allman
Chief Judge, Second Judicial Circuit

Cc: Vince Long, County Administrator
Chauncey Haynes, Aide to Chair Carolyn Cummings
Elizabeth Garber, Trial Court Administrator

Board of County Commissioners
Leon County, Florida

Policy No. 97- 3

Title:	Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility
Date Adopted:	May 28, 2019
Effective Date:	May 28, 2019
Reference:	N/A
Policy Superseded:	Policy No. 97-3, "Naming of County Owned Facilities, Structures, Buildings, Geographical Ares or Other Property" adopted April 8, 1997; Policy No. 97-3 "Naming of County Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility" revised May 28, 2013

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 97-3, revised on May 28, 2013 is hereby further amended and a revised policy is hereby adopted in its place, to wit:

I. Procedure for Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property

The proposed names for County-owned facilities, buildings, structures, geographical areas or other property, with the exception of Park Furnishings and Trees at a County-owned park and recreation facility paid for through private donations as described herein, must be approved by the Board of County Commissioners for official designation at a regular commission meeting. Such proposed name shall be in writing and shall be accompanied by background data, a resume or fact sheet citing reasons for the nomination with respect to the criteria stated in this policy.

Areas, sections or rooms within County-owned facilities, structures, buildings, geographical areas or other property may be named differently from each other and that of the overall tract (i.e. a sports field may be named differently from the park it is located in). Proliferation of the same name for multiple locations should be avoided.

Facilities leased by Leon County may only be named if allowed for by the terms of the lease agreement. The procedure for doing so shall be the same as for naming County-owned property.

The renaming of facilities, buildings, structures, streets, geographical areas or other property that have been in existence for 30 years or more should not be considered unless there are unusual or compelling reasons, and/or a recognized public health, safety, and welfare need for the change.

II. Naming Criteria/Guidelines

To ensure that the names of County-owned facilities, buildings, structures, geographical areas or other property reflect the history, traditions, and values of Leon County, the Commission has established the following criteria.

A. Naming proposals for a person or persons may be considered provided that they are not serving in public office or a Leon County employee at the time of naming. In determining the appropriateness of naming proposals in honor of a person or persons, the Commission should take into consideration the following criteria:

1. Local Significance: Community service directly benefiting Leon County for a period of greater than 25 years or five (5) terms in office for a former elected official. The Commission may determine a shorter period of community service is acceptable based upon the significance of the contribution to Leon County.

   Public achievements should primarily be in a particular field of endeavor that has a direct and significant relationship to the facility to be named.

2. State/National Significance: Significant, historic contributions to the State of Florida or United States.

3. Fallen Service Members and First Responders: Leon County service members and first responders killed in the line of duty.

4. Material or Financial Contributions: A person or persons who have made a significant material or financial contribution to the County to assist in acquiring or developing the land, the facility, or to some specific, identifiable part of the facility.

B. In determining the appropriateness of naming proposals that are not in honor of a person or persons, the Commission should take into consideration the following criteria:

1. Defining geographical features of an area;

2. Natural characteristics, including the plant and animal life that is characteristic of the Leon County region or environment; and

3. Cultural or historical events of significance to the County or surrounding neighborhood.

III. Alternative Memorial Markers

When the Commission finds that it would be inappropriate to name a County area, structure, or facility in its entirety in honor of an individual, it may place a plaque or other memorial marker at an appropriate location within the area or property whereby the names of individuals may be placed in recognition of their contributions to the County.

IV. Criteria for Naming and Renaming Streets

The procedures and criteria for naming and renaming streets are as outlined in the Uniform Street Naming and Property Numbering System Ordinance, Article XI of the Land Development Code (Article XI). In Accordance with Article XI, any changes in the names of streets must be approved by the Board of County Commissioners. When evaluating street naming proposals honoring a person or persons, the Commission should take into consideration the criteria outlined in this policy in addition to the criteria provided in Article XI.

To mitigate inconvenience to property owners and confusion that may negatively impact emergency response (E-9-1-1) location, Commissioners or citizens seeking to rename a street in honor of a person or persons are encouraged to consider an Honorary Street Designation as an alternative. The procedure for obtaining an Honorary Street Designation shall be the same as that outlined in this policy.

V. Park Furnishings and Park Amenities

Individual persons and not-for-profit organizations that meet the qualification criteria identified herein ("Donors") can honor or memorialize individual persons or not-for-profit organizations that meet the criteria identified herein ("Honoree") through the sponsorship of approved park benches and other amenities ("Park Furnishings") and Trees (collectively, "Park Furnishings and Trees") for County's installation at an approved County-owned park and recreational facility, as follows:

A. The Parks and Recreation Division will provide and maintain a list and description of approved Park Furnishings and Trees available for sponsorship and approved recognition elements that will accompany the sponsored Park Furnishings and Trees ("Plaques"). General aesthetic and safety standards, anticipated maintenance requirements, architectural and natural elements applicable to a specific park or recreational facility, as well as other standards that the County deems appropriate, will be considered in the development of the list of approved Park Furnishings and Trees. Plaques will only include prescribed, allowed language from which the Donor will select at the time the Donor completes the Sponsorship Form, and the Donor's and Honoree's names.

B. The County has the right to alter the make and model of Park Furnishings and Plaques that are on the list of approved Park Furnishings and Trees, and to limit the installation of specific Park Furnishings and Trees to certain County-owned parks and recreational facilities.

C. Sponsorships are limited to only those items on the list of approved Park Furnishings and Trees. Plaques are recognition elements that accompany sponsored Park Furnishings and Trees, and Plaques may not be separately sponsored.

D. The Parks and Recreation Division will provide a Sponsorship Form that will include the cost for sponsoring the Park Furnishings and Trees that are available for sponsorship ("Sponsorship Cost") and the County-owned park and recreational facilities from which the Donor may select for installation of the sponsored Park Furnishings and Trees.

E. Sponsorship Cost will be established with the intent that the Donor pay the full cost of the Park Furnishings and Trees that the Donor is sponsoring, plus the cost the accompanying Plaque, and may include a discretionary administrative fee for coordination and installation.

F. The list of approved Park Furnishings and Trees, and Sponsorship Form will be made available to the public online at the County's website and at the County's Parks and Recreation Division.

G. To qualify as a Donor, the Donor must be:

1. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
2. A not-for-profit organization with a lawful address within Leon County, Florida; or
3. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state, and/or national level.

H. To qualify as an Honoree, the Honoree must be:

1. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
2. A not-for-profit organization with a lawful address within Leon County, Florida; or
3. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state and/or national level; or
4. A person who served with honor in the armed forces of the United States of America.

I. All sponsorships must be made by a qualified Donor in recognition of a qualified Honoree as described herein. A Sponsorship Form prepared by or on the behalf of someone who does not meet the criteria to be a Donor will be denied, and a Sponsorship Form completed to request recognition of someone who does not meet the criteria to be an Honoree would be denied.

J. Unless otherwise agreed to by the County, the Honoree must agree in writing to the sponsorship, or if the Honoree is deceased, a family member of the Honoree must agree in

writing to the sponsorship. As used in this section, "family" is limited to the Honoree's son, daughter, parent, grandparent, sister, and brother.

K. The Donor must complete and submit the Sponsorship Form, along with a check made payable to Leon County in the amount of the full Sponsorship Cost, to the County as directed on the Sponsorship Form. In completing the Sponsorship Form, the Donor will: select the Park Furnishings and Trees they are sponsoring; provide requisite information for the completion of the Plaque from the prescribed, allowed language selection; select the County-owned park or recreational facility where the sponsored Park Furnishings and Trees and accompanying Plaque will be installed by the County; identify the Donor's address and contact information; identify the Honoree's address and contact information if the Honoree is alive, or the Honoree's family member's address and contact information if the Honoree is deceased; stipulate the criteria by which the Donor and Honoree qualify; and provide written agreement from the Honoree, or if the Honoree is deceased, from a member of the Honoree's family, as described hereinabove.

L. The County will purchase, install, and be the sole owner of all sponsored Park Furnishings and Trees and Plaques.

M. The County may delay planting of Trees until the County deems that the weather is appropriate to best assure the Tree's survival.

N. The Plaque will be affixed to, or installed in close proximity to, the sponsored Park Furnishings or Trees. Placement of Plaques will vary depending upon the Park Furnishings or Trees selected and location. The County will send a photo of the installed Park Furnishings and Trees and Plaque to the Donor, at the physical address or e-mail address the Donor provided on the Sponsorship Form.

O. The County is not responsible for replacing Trees that have become diseased, or for replacing Park Furnishings, Trees, or Plaques that have been damaged, stolen, or removed for reasons deemed by the County to be in the public interest.

P. Park Furnishings, Trees, and Plaques may be removed, at the discretion of the County, at the end of their safe, useful life.

Q. The County may relocate Park Furnishings, Trees, and Plaques.

The Parks and Recreation Division will notify the Donor of the County's receipt of the Sponsorship Form and whether their sponsorship request has been approved or denied.

Revised May 28, 2019

Leon County
Board of County Commissioners

Notes for Agenda Item #15

Leon County Board of County Commissioners
Agenda Item #15
April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Opioid Litigation Settlement Funds and Authorization of Agreements with Big Bend Community Based Care, LLC, Doing Business as Northwest Florida Health Network, and DISC Village Inc.

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Wanda Hunter, Assistant County Administrator Shington Lamy, Assistant County Administrator
Lead Staff/ Project Team:	Teresa Broxton, Director, Intervention and Detention Alternatives Chad Abrams, Chief, Emergency Medical Services Abigail Sanders, Health and Human Services Manager

Statement of Issue:
This item seeks Board acceptance of $2,395,366 in opioid litigation settlement funds and authorization to execute agreements with Big Bend Community Based Care, LLC, doing business as Northwest Florida Health Network, on behalf of the State of Florida, to receive and utilize the settlement funds for the provision of substance abuse treatment services resulting from opioid abuse and the purchase of EMS equipment to address opioid use disorders in the community. The item also seeks Board authorization to enter into and execute an agreement with DISC Village, Inc. for substance abuse treatment and ancillary services for individuals with opioid and substance use disorders.

Fiscal Impact:
This item has a fiscal impact. Leon County was notified of an additional $11.6 million allocation over the next 18 years. Two installments ($1,520,366 and $875,000) in the total amount of $2,395,366, will be transferred from Northwest Florida Health Network to the County upon execution of agreements to use the funds strictly in accordance with the terms established by the State. The annual amount of funds distributed to the County will vary and is anticipated to decline in subsequent years. Allowable uses of the proceeds may change, therefore, future agenda items will be brought back to the Board to realize any opioid settlement funding, provide an update on the funds expended, and to make any recommendations based on the restricted use of these funds. A Budget Amendment and associated Resolution (Attachment #1) is provided to realize the funds into the FY 2024 budget.

Staff Recommendation:
Provided on the following page.

Staff Recommendation:

Option #1: Accept the $2,395,366 in opioid litigation settlement funds and authorize the County Administrator to enter into and execute agreements with Big Bend Community Based Care, LLC, doing business as Northwest Florida Health Network, and any amendments thereto, subject to legal review by the County Attorney, to utilize settlement funds for the provision of substance abuse treatment services resulting from opioid abuse and the purchase of EMS equipment to address opioid use disorders in the community.

Option #2: Approve the Resolution and associated Budget Amendment to realize the funds into the FY 2024 budget (Attachment #1).

Option #3: Authorize the County Administrator to enter into and execute an agreement with DISC Village, Inc., to provide substance abuse treatment and ancillary services resulting from opioid abuse, and any amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board acceptance of $2,395,366 in opioid litigation settlement funds and authorization to enter into and execute agreements with Big Bend Community Based Care, LLC, doing business as Northwest Florida Health Network (NWFHN), on behalf of the State of Florida, to receive and utilize the settlement funds for the provision of substance abuse treatment services resulting from opioid abuse and the purchase of EMS equipment to address opioid use disorders in the community. The item also seeks Board authorization to enter into an agreement with DISC Village, Inc. for substance abuse treatment and ancillary services for individuals with opioid and substance abuse disorders.

On April 5, 2023, the Attorney General's Office provided notification that the County would receive $1.9 million over an 18-year period (approximately $110,000 annually) directly from pharmaceutical companies and opioid manufacturers to mitigate the impacts of opioids on the community. Based on this anticipated funding from the opioid settlement, the Board provided direction on how to best utilize the funds to mitigate the impacts of opioid addiction by providing substance abuse treatment and ancillary services to people involved in the criminal justice system. Unlike larger counties and cities who meet the required population threshold based upon census data, Leon County's distribution of an additional portion of its opioid settlement funds is distributed through the Florida Department of Children and Families managing entity for this region, NWFHN. In November and December 2023, NWFHN informed the County that it will receive an additional $11.6 million over the next 18 years from the portion of the funds administered and distributed by NWFHN. The first allocation will be approximately $2.4 million paid in two installments upon execution of agreements with NWFHN. The remainder of this item provides additional background information on the County's involvement with the opioid litigation and settlement, prior Board direction based on the former anticipated settlement funding amount, and recommendations to utilize the first installment of the additional settlement funds for the provision of substance abuse treatment and emergency response within the parameters established by the State of Florida.

The rate of opioid abuse and related deaths in Leon County remains significantly lower than the state average (12.6 in Leon County vs. 29.0 statewide). However, pharmaceutical companies manufactured and recklessly marketed OxyContin and other highly addictive opioids that led to the opioid epidemic throughout the nation. In response, in 2018, the Board authorized the County to join the multidistrict opioid litigation against opioid manufacturers, distributors, and retailers. Subsequently, the opioid manufacturers, distributors, and retailers entered into settlements with jurisdictions nationwide. On September 14, 2021, the Board approved a Memorandum of Understanding with the Attorney General to participate in settlement negotiations collectively with the State and other local governments and restrict settlement proceeds to abatement and treatment of opioid use disorder and other limited uses such as mental health and substance abuse recovery and support.

In addition to the portion of opioid litigation settlement funds administered and distributed by NWFHN, the County will receive $1.9 million over an 18-year period (approximately $110,000 annually) directly from pharmaceutical companies and opioid manufacturers to mitigate the impacts of opioids on the community. The Board took up this issue at its Budget Workshop on June 20, 2023. On July 10, 2023, the Board ratified actions taken at the Budget Workshop which included approval to utilize funds received from the opioid litigation settlement to provide substance abuse treatment and ancillary services to people involved in the criminal justice system. On October 10, 2023, the Board authorized the County Administrator to execute a Memorandum of Understanding with the Second Judicial Circuit of Court Administration (Court Administration) to expand substance abuse treatment services to individuals that do not qualify for Drug Court or Veterans Treatment Court in an effort to help manage the jail population by reducing the number of individuals who continuously cycle through the criminal justice system due to an untreated substance use disorder.

However, following this Board action, in November 2023 and December 2023, the County received notice from NWFHN that Leon County would be allocated additional opioid litigation settlement funds administered and distributed by NWFHN to specifically address substance abuse and mental health issues resulting from opioid abuse ($10,243,090) over 18 years; and for coordination of emergency response related to opioid overdoses ($1,312,500) over two years for a total of $11.6 million.

NWFHN is allocating the funds on behalf of Department of Children and Families (DCF). Pursuant to Florida Statutes, NWFHN serves as the State managing entity to plan, coordinate, and contract for the delivery of community mental health and substance abuse services. The first allocation in the amount of $2.4 million will be transferred to the County upon execution of agreements with NWFHN in two installments: $1,520,366 to address substance abuse and mental health issues resulting from opioid abuse and $875,000 for coordination of emergency response related to opioid overdoses.

As detailed in the Analysis section, consistent with the permissible uses of opioid litigation funds to address substance abuse and mental health issues resulting from opioid abuse, it is recommended that the County contract with DISC Village to provide substance abuse treatment and ancillary services to individuals with opioid and substance use disorders. DISC Village is recognized by the State to provide substance abuse prevention and treatment services in the Big Bend Region. Aligned with previous Board action and supported by Court Administration, the recommendation to contract with DISC Village would include substance abuse treatment and ancillary services to people involved in the criminal justice system.

It is recommended that settlement funding allocated to the County for coordinated emergency response related to opioid overdoses be utilized to upgrade EMS equipment to better respond to opioid overdose calls. In order to receive the additional funds, Leon County must enter into agreements with NWFHN for funding to specifically address substance abuse and mental health issues resulting from opioid abuse and funding for coordination of emergency response related to opioid overdoses, respectively. As such, this item seeks to enter into agreements with NWFHN to

receive the additional funding. The agreements with NWFHN must be executed by April 30, 2024. In addition, it is recommended that the Board authorize the County Administrator to enter into an agreement with DISC Village to provide substance abuse treatment and ancillary services resulting from opioid abuse.

As previously mentioned, the County will receive approximately $11.6 million over the next 18 years from the State through NWFHN. However, during that period, the annual amount of funds distributed to the County will vary with the largest amount provided in the first few years and smaller decreasing amounts in the subsequent years. Allowable uses of proceeds might change, therefore, an agenda item will be brought back to the Board at least annually to realize any opioid settlement funding allocated and/or received, to provide an update on the funds expended, and to make any recommendations regarding based on the restricted use of these funds.

Analysis:

The additional $11.6 million in opioid litigation settlement funds allocated to the County must be utilized to specifically address substance abuse and mental health issues resulting from opioid abuse and for coordination of emergency response related to opioid overdoses. As advised by the NWFHN and based on the restricted uses of the funding, the additional opioid settlement funds are recommended for the following:

- Contract with DISC Village, Inc. for Substance Abuse Treatment and Ancillary Services. DISC Village is a not-for-profit agency recognized by the State to provide substance abuse prevention and treatment services in the Big Bend Region. DISC Village currently provides substance abuse services in the areas of prevention, intervention and outpatient counseling, case management services, and Medication Assisted Treatment (MAT). MAT is the use of medications in combination with counseling and behavioral therapies, which the U.S. Food and Drug Administration has reported is effective in the treatment of opioid use disorders and can assist with long-term recovery.

  DISC Village is recognized by the State as a certified Substance Abuse Treatment Provider, is the only local provider of MAT, and currently contracts with NWFHN to provide services throughout the Big Bend Region. It is recommended that the County contract with DISC Village to provide substance abuse treatment and ancillary services that would include MAT, counseling and behavioral therapy with medication to address opioid withdrawal, peer support and group therapy. DISC Village would also provide substance abuse treatment, as well as ancillary recovery and support services to people involved in the criminal justice system. Additionally, DISC Village would provide pre-trial screenings to connect people involved in the criminal justice system with additional behavioral health services in the community. The agreement would detail the anticipated number of clients to be served, the required coordination with community partners, and referral process through first responders, the Courts, and self-referrals. Preliminary figures anticipate serving 150-200 clients including court-ordered referrals.

The opioids funds distributed by NWFHN and allocated to the County to specifically address substance abuse and mental health issues resulting from opioid abuse would be utilized to contract with DISC Village. In addition, the direct settlement funds that the Board approved in 2023 to be utilized for substance abuse treatment and ancillary services to people involved in the criminal justice system would also be utilized to contract with DISC Village. Court Administration, which regularly works with DISC Village, has indicated its support for this proposal.

- Upgrade EMS vehicle equipment to better respond to opioid overdose calls. The funds allocated to the County for the coordinated emergency response related to opioid overdoses would be utilized to upgrade monitoring equipment that records vital signs, analyzes heart rhythms, and monitors breathing using expired air and blood oxygen concentrations. The close monitoring of individuals suffering from an acute opioid overdose is a critical component of EMS care and stabilizing the individual until care can be transferred to a hospital emergency department. Upgraded monitoring equipment will further enhance the high-quality EMS care currently available and result in improved patient safety and outcomes. As mentioned earlier, these funds will be allocated to the County over the next two years.

The proposed use of the opioid settlement funds, as preliminarily approved by NWFHN, will enhance substance treatment and ancillary services to individuals experiencing opioid and substance use disorders. In order to receive the additional funds, Leon County must enter into agreements with NWFHN for funding to specifically address substance abuse and mental health issues resulting from opioid abuse and funding for coordination of emergency response related to opioid overdoses, respectively. Therefore, it is recommended the County Administrator be authorized to enter into and execute agreements with NWFHN to receive the additional funding. The agreements with NWFHN must be executed by April 30, 2024. In addition, it is recommended that the Board authorize the County Administrator to enter into and execute an agreement with DISC Village to provide substance abuse treatment and ancillary services resulting from opioid abuse.

As previously mentioned, the County will receive approximately $11.6 million over the next 18 years administered and distributed by NWFHN on behalf of the State, consistent with the MOU. However, during that period, the annual amount of funds distributed to the County will vary with the largest amount provided in the first few years and decreasing amounts in the subsequent years. Allowable uses of the proceeds might change, therefore, an agenda item will be brought back to the Board at least annually to realize any opioid settlement funding allocated and/or received, to provide an update on the funds expended, and to make any recommendations based on the restricted use associated with the legal settlement.

Options:

1. Accept the $2,395,366 in opioid litigation settlement funds and authorize the County Administrator to enter into and execute agreements with Big Bend Community Based Care, LLC, doing business as Northwest Florida Health Network, and any amendments thereto, subject to legal review by the County Attorney, to utilize settlement funds for the provision of substance abuse treatment services resulting from opioid abuse and the purchase of EMS equipment to address opioid use disorders in the community.
2. Approve the Resolution and associated Budget Amendment to realize the funds into the FY 2024 budget (Attachment #1).
3. Authorize the County Administrator to enter into and execute an agreement with DISC Village, Inc., to provide substance abuse treatment and ancillary services resulting from opioid abuse, and any amendments thereto, subject to legal review by the County Attorney.
4. Board direction.

Recommendation:

Options #1, #2, and #3

Attachment:

1. Resolution and Budget Amendment

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 9th day of April, 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: BAB24027
Date: 3/28/2024

Agenda Item No:
Agenda Item Date: 4/9/2024

County Administrator
Vincent S. Long

Assistant County Administrator
Ken Morris

Request Detail

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
118	925019	369351	000	Opioid Settlement NWFHN	-	1,520,366	1,520,366
118	925020	369352	000	Opioid Settlement CORE	-	875,000	875,000
				Subtotal:		2,395,366	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
118	925019	53400	569	Other Contractual Services	-	1,520,366	1,520,366
118	925020	56400	569	Machinery & Equipment	-	875,000	875,000
				Subtotal:		2,395,366	

Purpose of Request

This budget amendment realizes $2,395,366 in Opioid Litigation Settlement funds. The funds will be utilized for contractual services for substance abuse treatment services and upgraded EMS monitoring equipment.

Division/Department
2308/23

Roshaunda Bradley, Budget Director

Approved By: **Resolution** [X] **Motion** [ ] **Administrator** ☐

Leon County
Board of County Commissioners

Notes for Agenda Item #16

Leon County Board of County Commissioners

Agenda Item #16

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Chasity O'Steen, County Attorney

Title: Acquisition of Parcel Needed for the Centerville Road at Harpers Ferry Drive Turn Lane Project

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 Brent Pell, Director, Public Works
Lead Staff/ Project Team:	Charles Wu, Director, Engineering Services Tim Barden, Administrative Services Manager Kyle Kemper, Senior Assistant County Attorney Kim Vickery, Real Estate Manager

Statement of Issue:

This item seeks Board approval of a counteroffer received from Ox Bottom Mortgage Holdings, LLC (property owner), for the County to acquire the property interests (the "Parcel") needed for the Centerville Road at Harpers Ferry Drive Turn Lane Improvement Project (the "Project"). The Parcel needed for the Project is 0.84 acres in size and the County seeks to acquire fee simple title. Should the Board not wish to accept the counteroffer from the property owner, this item seeks Board approval to exercise its eminent domain authority by authorizing the County Attorney to file an eminent domain lawsuit to acquire said Parcel needed for the Project.

Fiscal Impact:

This item has a fiscal impact. The owner's counteroffer is to sell the Parcel for $200,000, inclusive of all fees and costs. Adequate funding is available for the acquisition of the Parcel needed for this Project through the Capital Improvement budget.

Staff Recommendation:

Option #1: Accept the counteroffer from Ox Bottom Mortgage Holdings, LLC, in the amount of $200,000, inclusive of all fees and costs, as well as any damages caused to the owner's remaining real estate and authorize the County Administrator or designee to execute any and all documents necessary to effect the settlement, in a manner deemed legally sufficient by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of a counteroffer received from Ox Bottom Mortgage Holdings, LLC (property owner) in the amount of $200,000 to acquire fee simple title to the required 0.84-acre portion of Parcel ID No. 115204050000 (the "Parcel") (Attachment #1) located along Centerville Road and needed as additional right of way for the County's Centerville Trace Turn Lane Project (Project). The Project objective is to reduce traffic incidents by constructing a dedicated north-bound turn lane from Centerville Road into Centerville Trace Subdivision at Harpers Ferry Drive. The Project is fully budgeted and the design is complete. Once the Parcel is acquired, construction is anticipated to immediately begin, utilizing a continuing service contractor in accordance with the County Purchasing Policy (96-1), and shall last six months through completion. During the past six months, substantial good faith negotiations have been conducted, as detailed below and in accordance with the County Real Estate Policy (16-5), with the Parcel owner for the willing sale of its land. The County's final offer was for $153,700. Upon consideration, the Parcel owner, Ox Bottom Mortgage Holdings, LLC, provided a final counteroffer of $200,000. This amount is inclusive of attorneys' fees and costs and also includes any damages caused to the owner's remaining real estate. This agenda item seeks Board approval of the counteroffer for reasons detailed in the Analysis section, below.

Should the Board reject the counteroffer, this item seeks Board approval to exercise its eminent domain authority by authorizing the County Attorney to file an eminent domain lawsuit to acquire the Parcel. If the Board adopts the proposed Resolution (Attachment #2), the County Attorney's Office would proceed with an eminent domain lawsuit seeking to complete the acquisition through an Order of Taking hearing. Upon the Court's entry of an Order of Taking, title to the Fee Parcel would then vest in the County upon deposit in the Court Registry of the County's good faith estimates of value. The issue of compensation would be determined via subsequent settlement or by a jury.

In accordance with Florida law, before the Board can exercise its eminent domain authority with the filing of an eminent domain lawsuit, the County must attempt to negotiate in good faith with the fee owner of the parcel to be acquired, must provide the fee owner with a written offer, and if requested must provide a copy of the appraisal. In that regard, County Real Estate staff proceeded in accordance with the Board's Real Estate Policy and Florida Statutes to provide a written offer of full compensation to the property owner in July 2022 based on a valid appraisal. In addition, County staff have been in contact with the property owner and its attorneys in an attempt to negotiate in good faith in order to reach a settlement of the acquisition offer.

Analysis:

The purpose of the Project is to realign Centerville Road at Harpers Ferry Drive so a north-bound left turn lane can be added to improve traffic safety and operation at this intersection. The Project was approved by the Board in their FY 18-22 Capital Improvement Program, as an intersection and safety improvements project. A map of the Project area is included as Attachment #3 hereto. This Project will protect the health, welfare, and safety of the general public and, as such, clearly represents a County public purpose. The design for the Project is now complete and construction

is anticipated to commence once this Parcel is acquired. As detailed further, below, this Analysis Section details the process to acquire the Parcel.

Article 4 of the Real Estate Policy addresses purchases or sale of real estate, and requires staff to obtain an appraisal report to provide an estimate of the fair market value of the real estate interest necessary to complete a project. Article 5 of the Real Estate Policy authorizes the County Administrator, or authorized designee, to initially offer to the owner an amount no greater than the County's estimate of full compensation (as defined in the Real Estate Policy), based on the County's appraisal, regardless of the amount. If accepted by the owner, the County Administrator is authorized to approve, execute, and accept all documents necessary to complete the acquisition. If not accepted by the owner, Article 5 authorizes the County Administrator, or authorized designee, to reject any offer or counteroffer regardless of the amount. If, upon further negotiation, the County and the owner preliminarily agree upon the amount of full compensation, but the amount exceeds the County Administrator's scope of approval authority, Article 5 requires the matter to be presented to the Board for consideration.

Leon County obtained a certified appraisal for the Fee Parcel for a fair market value of $63,000. Barry Diskin, PhD., MAI, of Diskin Property Research prepared the appraisal, which addresses and recognizes the value of the land being acquired as well as any adverse impact that the acquisition has on the value of the remaining property (known as severance damages). A written offer in this amount was provided to the property owner via certified mail in July 2022. Thereafter, County staff addressed multiple concerns with the property owner, primarily regarding the remaining real estate not acquired. The Parcel needed for the Project is part of the larger Canopy Planned Unit Development (PUD). As such, the Owner determined that a substantial review was required to ensure no unintended negative impact to the remainder of the entire Canopy PUD would occur from this sale. The Owner's legal and consultant reviews involved tree credit and stormwater runoff concerns related to their PUD from this sale. Importantly, and in good faith, the County assisted in the Owner's independent review that ultimately provided satisfactory answers for the Owner that the sale of the Parcel to the County would not negatively impact the vested rights of its larger development. In large part due to these issues, pre-suit negotiations have been extensive and culminated in the owner's final counteroffer of $200,000, which exceeds the County Administrator's full compensation authority of $153,750, calculated pursuant to Article 5 of the Real Estate Policy to include the appraised value, plus anticipated attorneys' fees, experts' fees, and costs associated with the acquisition, plus 25%.

Staff recommendation to accept the owner's settlement counteroffer addresses two primary issues. First, it captures a cost avoidance of the County's potential financial exposure, including fees and costs, should the matter proceed to trial. While unknown, these legal and financial costs to the County could be significantly higher than the counteroffer made by the Parcel Owner.

If the Board rejects the counteroffer, in order to proceed with the Project it will be necessary for the County Attorney to file an eminent domain lawsuit. Depending on the Court's next available date for an Order of Taking hearing, the date upon which the County would obtain title would likely be delayed for up to 90 days, or more, thereby delaying the construction of the Project an equivalent amount of time. In addition, the County would incur additional fees for filing of the lawsuit, advertisement of the Notice of Action, and preparation of its expert consultants and their

attendance at the Order of Taking hearing. The matter would then typically proceed to a mediation or trial, and the owner's position on its entitlement to full compensation would likely increase. In addition, there would be exposure to attorneys' fees of 33% of the amount by which a mediated settlement or jury verdict exceeds the County's estimate of full compensation. There would also be exposure to additional costs of the expert consultant fees reasonably incurred by the owner in the defense of any further proceedings, as well as those incurred by the County. If the Board accepts the counteroffer, on the other hand, there would be certainty and the matter should promptly proceed to a closing at which time the County would obtain fee simple title.

The second matter addressed by staff's recommendation to accept the counteroffer regards the limitations of the County Real Estate Policy. The Real Estate Policy allows staff to offer an owner full compensation for the property acquired which, in many cases, can include an incentive of up to an additional 25% over the County's estimate of full compensation. However, County staff cannot offer more to the owner to avoid the costs and risks inherent in proceeding with an eminent domain action. Rather, such cost avoidance analysis remains within the purview of the Board.

If the Board rejects the counteroffer and elects to proceed to litigation, Chapter 127, Florida Statutes, grants eminent domain authority to counties and, pursuant to section 127.02, a county may exercise its eminent domain authority for any county purpose. A county's board of county commissioners exercises its eminent domain authority by adopting a resolution authorizing the acquisition of each of the property interests to be acquired. The resolution adopted must set forth the following: (1) the purpose or use for which property is being acquired in sufficient detail to show it is being condemned for a public purpose; (2) an adequate description of the subject property; (3) the estate or interest to be acquired; and (4) a determination and finding that the subject property is reasonably necessary for the stated public purpose. The attached Engineering Memo (Attachment #4) provides supporting background and information for the Board to rely upon in making those findings. The Traffic Study (Attachment #5) provides further support for the need for a north-bound left turn lane at Centerville Road and Harpers Ferry Drive. The proposed Resolution includes these required provisions in accordance with Florida law, including findings that the Centerville Road at Harpers Ferry Turn Lane Improvement Project represents a valid County public purpose and that the acquisition of the right of way is necessary to complete the Project.

In conclusion, the Board's approval of the counteroffer for $200,000 to acquire the Parcel has been received from Ox Bottom Mortgage Holdings, LLC, and authorization of the County Administrator or designee to acquire the Fee Parcel through such pre-suit settlement would expedite the Project and avoid an eminent domain lawsuit. In the alternative, if the Board rejects the owner's counteroffer, it is requested that the Board authorize the County Attorney to file an eminent domain lawsuit to obtain the property needed to construct this Project. Based on this analysis, this item recommends the Board approve the counteroffer of Ox Bottom Mortgage Holdings, LLC, in the amount of $200,000 inclusive of all fees and costs, as well as any damages caused to the owner's remaining real estate.

Options:

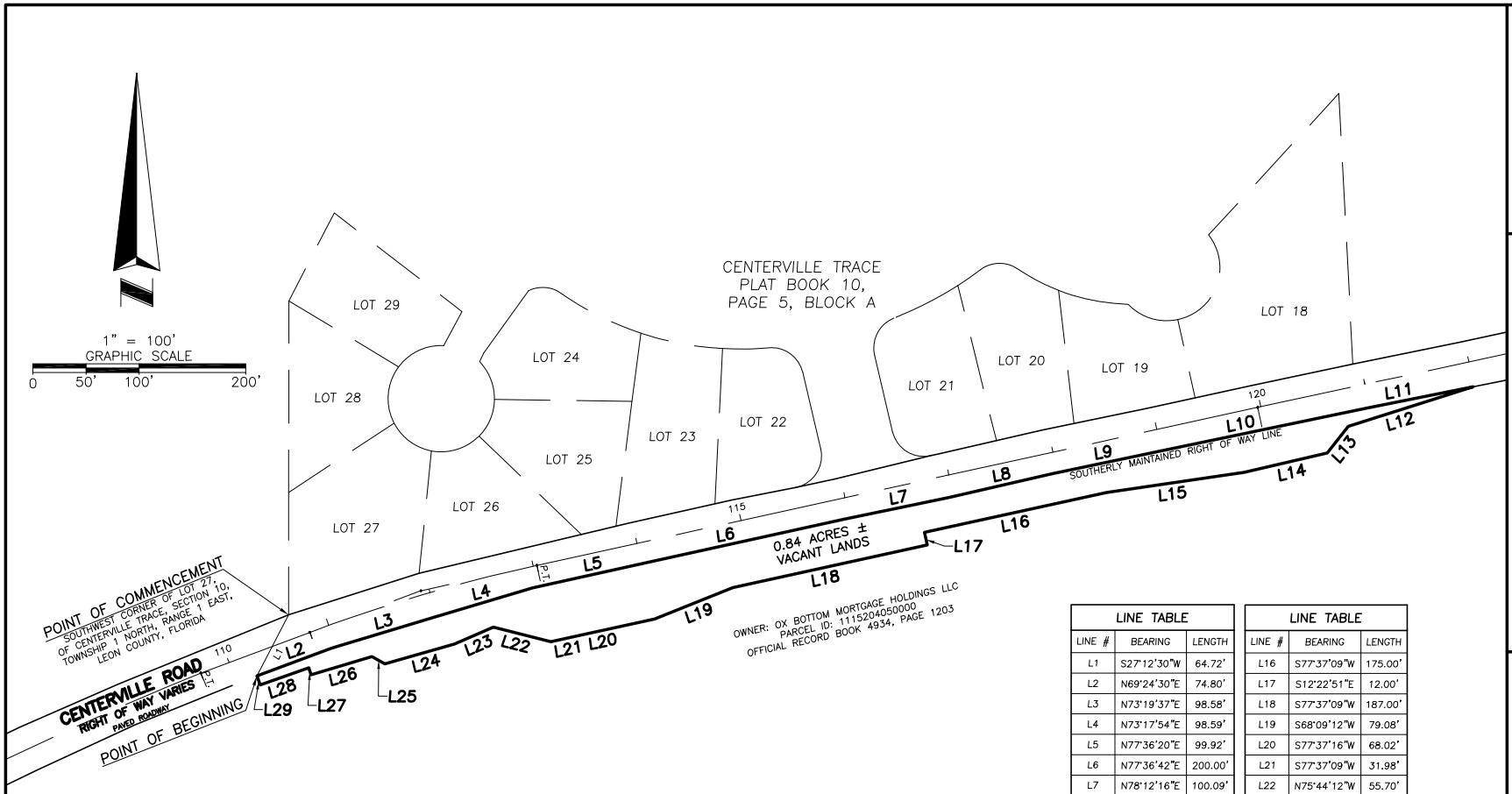
1. Accept the counteroffer from Ox Bottom Mortgage Holdings, LLC, in the amount of $200,000, inclusive of all fees and costs, as well as any damages caused to the owner's remaining real estate and authorize the County Administrator or designee to execute any and all documents necessary to effect the settlement, in a manner deemed legally sufficient by the County Attorney.
2. Do not accept the counteroffer from Ox Bottom Mortgage Holdings, LLC.
3. Adopt the proposed Resolution for Acquisition of Property by Eminent Domain for the Centerville Road at Harpers Ferry Turn Lane Improvement Project (Attachment #1).
4. Board direction.

Recommendation:

Option #1

Attachments:

1. Property Description and Survey
2. Proposed Resolution for Acquisition of Property by Eminent Domain
3. Project Area Map
4. Memorandum from County Engineering Services Division
5. Traffic Study



THIS IS NOT A BOUNDARY SURVEY

LINE TABLE		
LINE #	BEARING	LENGTH
L1	S27°12'30"W	64.72'
L2	N69°24'30"E	74.80'
L3	N73°19'37"E	98.58'
L4	N73°17'54"E	98.59'
L5	N77°36'20"E	99.92'
L6	N77°36'42"E	200.00'
L7	N78°12'16"E	100.09'
L8	N77°04'02"E	99.93'
L9	N78°06'59"E	100.05'
L10	N78°14'38"E	200.56'
L11	N78°44'17"E	103.24'
L12	S72°27'42"W	122.99'
L13	S38°14'20"W	32.02'
L14	S76°53'52"W	80.00'
L15	S81°40'03"W	130.96'

LINE TABLE		
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L20	S77°37'16"W	68.02'
L21	S77°37'09"W	31.98'
L22	N75°44'12"W	55.70'
L23	S66°29'13"W	39.64'
L24	S74°02'26"W	68.12'
L25	N60°41'38"W	13.97'
L26	S73°24'04"W	59.72'
L27	N18°38'18"W	7.00'
L28	S70°34'21"W	48.28'
L29	N20°08'23"W	8.79'

SEE SHEET 1 FOR NOTES, LEGEND AND DESCRIPTION.

SOUTHEASTERN SURVEYING AND MAPPING CORPORATION
1130 Highway 90 Chipley, Florida 32428
(850) 638-0240
Certification Number LB2108
email: info@southeasternsurveying.com

SKETCH & DESCRIPTION

Project: CENTERVILLE ROAD

Field Date: 03/03/2021
Drawn By: KMA
Scale: 1" = 100'

DRAWING NUMBER
62965002
SHEET NUMBER
2 OF 2

DESCRIPTION (NEWLY CREATED):

PROPOSED RIGHT OF WAY OVER THAT PART OF THE PARCEL OF LAND DESCRIBED IN OFFICIAL RECORD BOOK 4934, PAGE 1203 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF LOT 27 OF THE CENTERVILLE TRACE PLAT AS RECORDED IN PLAT BOOK 10, PAGE 5, OF THE PUBLIC RECORDS FOR LEON COUNTY, FLORIDA; THENCE RUN SOUTH 27°12'30" WEST, 64.72 FEET TO THE SOUTHERLY MAINTAINED RIGHT OF WAY LINE OF CENTERVILLE ROAD (RIGHT OF WAY VARIES) BEING THE POINT OF BEGINNING; THENCE ALONG SAID SOUTHERLY MAINTAINED RIGHT OF WAY LINE THE FOLLOWING 10 COURSES: THENCE RUN NORTH 69°24'30" EAST, 74.80 FEET; THENCE RUN NORTH 73°19'37" EAST, 98.58 FEET; THENCE RUN NORTH 73°17'54" EAST, 98.59 FEET; THENCE RUN NORTH 77°36'20" EAST, 99.92 FEET; THENCE RUN NORTH 77°36'42" EAST, 200.00 FEET; THENCE RUN NORTH 78°12'16" EAST, 100.09 FEET; THENCE RUN NORTH 77°04'02" EAST, 99.93 FEET; THENCE RUN NORTH 78°06'59" EAST, 100.05 FEET; THENCE RUN NORTH 78°14'38" EAST, 200.56 FEET; THENCE RUN NORTH 78°44'17" EAST, 103.24 FEET; THENCE DEPARTING SAID SOUTHERLY MAINTAINED RIGHT OF WAY LINE SOUTH 72°27'42" WEST, 122.99 FEET; THENCE RUN SOUTH 38°14'20" WEST, 32.02 FEET; THENCE RUN SOUTH 76°53'52" WEST, 80.00 FEET; THENCE RUN SOUTH 81°40'03" WEST, 130.96 FEET; THENCE RUN SOUTH 77°37'09" WEST, 175.00 FEET; THENCE RUN SOUTH 12°22'51" EAST, 12.00 FEET; THENCE RUN SOUTH 77°37'09" WEST, 187.00 FEET; THENCE RUN SOUTH 68°09'12" WEST, 79.08 FEET; THENCE RUN SOUTH 77°37'16" WEST, 68.02 FEET; THENCE RUN SOUTH 77°37'09" WEST, 31.98 FEET; THENCE RUN NORTH 75°44'12" WEST, 55.70 FEET; THENCE RUN SOUTH 66°29'13" WEST, 39.64 FEET; THENCE RUN SOUTH 74°02'26" WEST, 68.12 FEET; THENCE RUN NORTH 60°41'38" WEST, 13.97 FEET; THENCE RUN SOUTH 73°24'04" WEST, 59.72 FEET; THENCE RUN NORTH 18°38'18" WEST, 7.00 FEET; THENCE RUN SOUTH 70°34'21" WEST, 48.28 FEET; THENCE RUN NORTH 20°08'23" WEST, 8.79 FEET TO THE POINT OF BEGINNING, CONTAINING 0.84 ACRES (36,472.6 SQUARE FEET) MORE OR LESS.

SURVEYOR'S REPORT:

1. BEARINGS SHOWN HEREON ARE BASED ON NORTH RIGHT OF WAY LINE OF CENTERVILLE ROAD, BEING NORTH 69°24'30" EAST.
2. I HEREBY CERTIFY THAT THE "SKETCH OF DESCRIPTION" OF THE ABOVE DESCRIBED PROPERTY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS RECENTLY DRAWN UNDER MY DIRECTION AND THAT IT MEETS THE STANDARDS OF PRACTICE FOR LAND SURVEYING CHAPTER 5J-17 REQUIREMENTS OF FLORIDA ADMINISTRATION CODE.
3. THE CONSERVATION EASEMENT BOUNDARY LINE, THE SUBJECT PROPERTY BOUNDARY LINE AND THE SOUTHERLY MAINTAINED RIGHT OF WAY LINE SHOWN HEREON ARE ONE AND THE SAME LINE.

SHEET NUMBER 1 OF 2 | DRAWING NUMBER 62965002

SKETCH & DESCRIPTION

Project: **CENTERVILLE ROAD**

Certified to:

Field Date:	Drawn By:	Scale:
03/03/2021	KMA	1" = 100'

SOUTHEASTERN SURVEYING AND MAPPING CORPORATION
1130 Highway 90 Chipley, Florida 32428
(850) 638-0790
Certification Number LB2108
email: info@southeasternsurveying.com

THOMAS K. MEAD P.S.M.
REGISTERED LAND SURVEYOR NO. 5624

RESOLUTION NO. R23-___

(Parcel 101)

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AUTHORIZING THE EXERCISE OF ITS EMINENT DOMAIN POWER TO ACQUIRE CERTAIN PROPERTY INTERESTS IN LEON COUNTY, FLORIDA, TO CONSTRUCT, OPERATE, AND MAINTAIN RIGHT-OF-WAY ASSOCIATED WITH THE CENTERVILLE ROAD AT HARPERS FERRY TURN LANE IMPROVEMENT PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Leon County, Florida (the "County") is a charter county and political subdivision of the State of Florida; and

WHEREAS, pursuant to Chapter 127, Florida Statutes, the Board of County Commissioners (the "Board") is authorized to exercise the power of eminent domain, including the eminent domain power granted to the Department of Transportation pursuant to Section 337.274, Florida Statutes, authorizing the entry onto lands and premises, upon giving reasonable notice to the landowner, for the purpose of making surveys, drillings, environmental assessments, and other examinations necessary to perform the duties and functions of its authorized employees and agents; and

WHEREAS, Centerville Road, a two-lane undivided roadway and designated Canopy Road, intersects with Harpers Ferry Drive and provides access to the Centerville Trace Subdivision; and

WHEREAS, the County commissioned a traffic study regarding the intersection of Centerville Road and Harpers Ferry Drive, which was completed in 2016 and the crash data analysis therein indicated that several crashes occurred during eastbound left turning maneuvers resulting in rear-end or angular collisions; and

WHEREAS, based on the traffic study analysis, an eastbound left turn lane on Centerville Road at Harpers Ferry Drive (the "Project") is suggested, and the purpose of the Project is to add such turn lane to improve safe access to the Centerville Trace Subdivision; and

WHEREAS, it is in the public interest and for the public benefit for the County to address the safety deficiencies by adding a turn lane at the intersection of Centerville Road and Harpers Ferry Drive, which, in turn, protects the health, welfare, and safety of the general public; and

WHEREAS, the County and its consultants have considered and weighed many factors, including but not limited to the availability of project design alternatives, costs, environmental factors, long-range planning, and safety considerations; and

WHEREAS, the County has insufficient interests in real property in the project area to construct the Project; and

WHEREAS, the estates and interests in the real property described herein are reasonably necessary to adequately construct the Project; and

WHEREAS, the County and its consultants have prepared a property description and survey which sufficiently describes and identifies the property and interests reasonably necessary to be acquired from the property owner for the public purpose of constructing the Project; and

WHEREAS, in order to construct the Project, fee simple title is reasonably necessary in that certain real property identified in the map of description attached hereto as "Composite Exhibit A," hereinafter referred to as Parcel 101; and

WHEREAS, the County's consultants indicate it is reasonably probable that the County will obtain all necessary approvals for the Project from the appropriate governmental entities, including those charged with protecting the natural resources; and

WHEREAS, the County's consultants indicate that condemnation of Parcel 101 will not result in irreparable harm to natural resources or the environment in the unlikely event that such approvals for this Project are not obtained from the appropriate governmental entities charged with protecting the natural resources; and

WHEREAS, the County has otherwise satisfied all applicable conditions precedent.

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

Section 1. Public Purpose.

The Board hereby determines that the construction of the Project represents a valid County public purpose.

Section 2. Necessity.

Acquiring fee simple title in the real property identified as Parcel 101, as depicted in "Composite Exhibit A," for the purpose of constructing, operating and maintaining additional right-of-way is reasonably necessary in order to construct the Project.

Section 3. Exercise of Eminent Domain.

The County Attorney, in cooperation with the County Administrator and his designated staff, is authorized and directed to institute such negotiations, eminent domain proceedings pursuant to Chapters 73 and/or 74, Florida Statutes, and other collateral proceedings, so as to allow

the County to take title and possession of the fee simple interest in Parcel 101, as depicted in "Composite Exhibit A."

Section 4. Effective Date.

This Resolution shall become effective upon being adopted and executed.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 19th day of March, 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: _____

DESCRIPTION (NEWLY CREATED):

PROPOSED RIGHT OF WAY OVER THAT PART OF THE PARCEL OF LAND DESCRIBED IN OFFICIAL RECORD BOOK 4934, PAGE 1203 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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SURVEYOR'S REPORT:

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2. I HEREBY CERTIFY THAT THE "SKETCH OF DESCRIPTION" OF THE ABOVE DESCRIBED PROPERTY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS RECENTLY DRAWN UNDER MY DIRECTION AND THAT IT MEETS THE STANDARDS OF PRACTICE FOR LAND SURVEYING CHAPTER 5J-17 REQUIREMENTS OF FLORIDA ADMINISTRATION CODE.
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DRAWING NUMBER 62965002
SHEET NUMBER 1 OF 2

SKETCH & DESCRIPTION

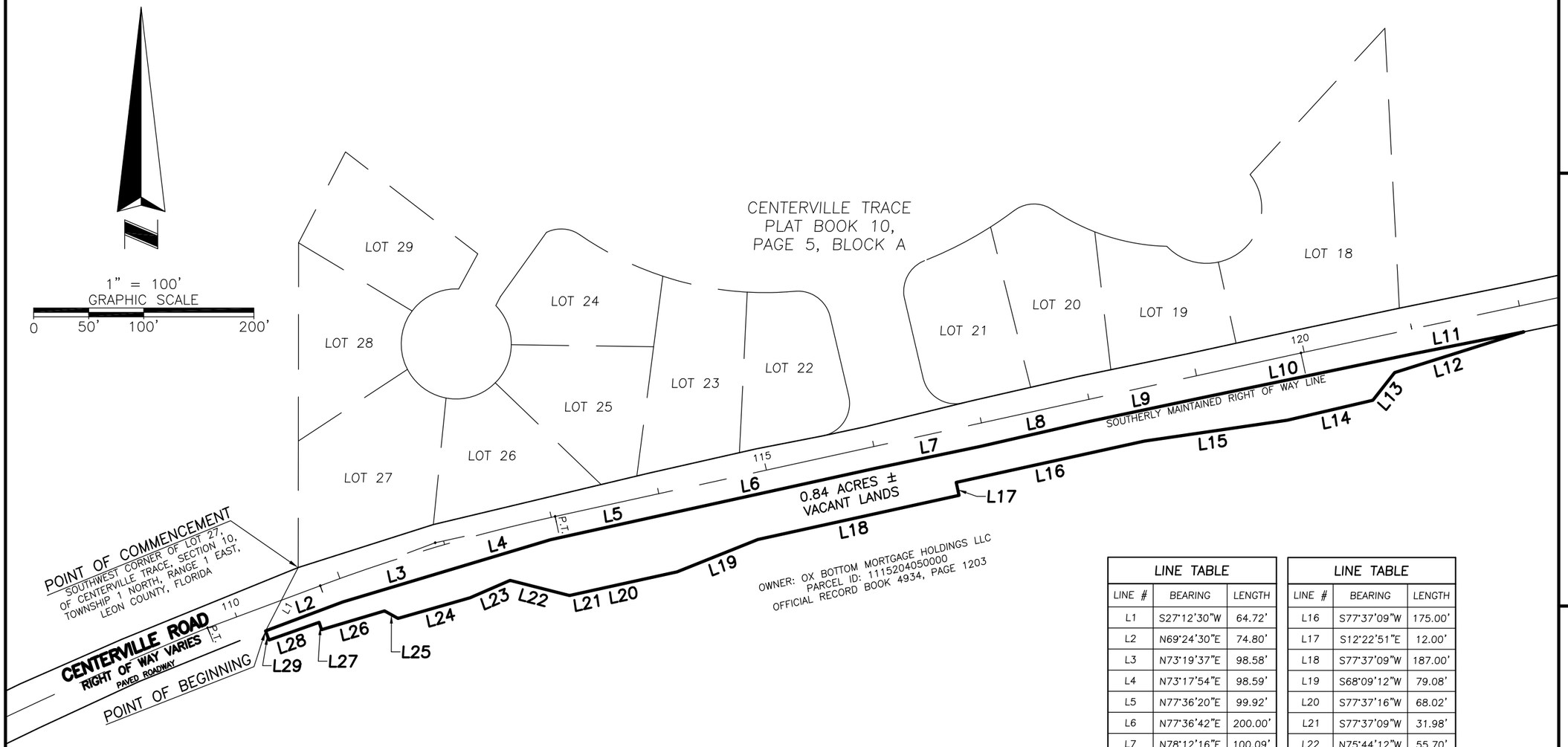
Project: **CENTERVILLE ROAD**

Certified to:

Field Date:	Drawn By:	Scale:
03/03/2021	KMA	1" = 100'

SOUTHEASTERN SURVEYING AND MAPPING CORPORATION
1130 Highway 90 Chipley, Florida 32428
(850) 638-0790
Certification Number LB2108
email: info@southeasternsurveying.com

THOMAS K. MEAD P.S.M.
REGISTERED LAND
SURVEYOR NO. 5624



THIS IS NOT A BOUNDARY SURVEY

LINE TABLE		
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L8	N77°04'02"E	99.93'
L9	N78°06'59"E	100.05'
L10	N78°14'38"E	200.56'
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LINE TABLE		
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L21	S77°37'09"W	31.98'
L22	N75°44'12"W	55.70'
L23	S66°29'13"W	39.64'
L24	S74°02'26"W	68.12'
L25	N60°41'38"W	13.97'
L26	S73°24'04"W	59.72'
L27	N18°38'18"W	7.00'
L28	S70°34'21"W	48.28'
L29	N20°08'23"W	8.79'

SEE SHEET 1 FOR NOTES, LEGEND AND DESCRIPTION.

SOUTHEASTERN SURVEYING AND MAPPING CORPORATION
1130 Highway 90 Chipley, Florida 32428
(850) 638-0790
Certification Number LB2108
email: info@southeasternsurveying.com

SKETCH & DESCRIPTION

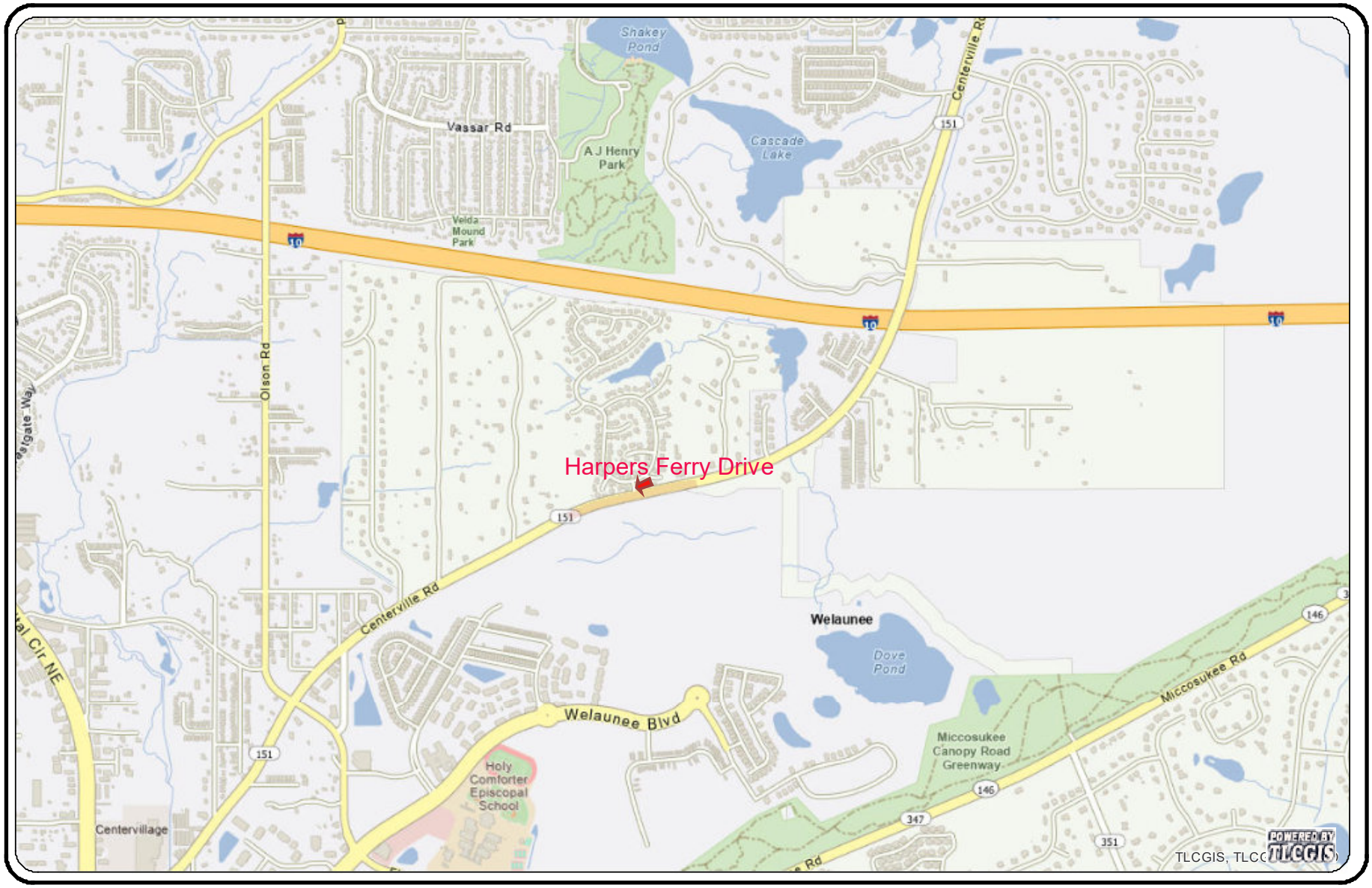
Project: CENTERVILLE ROAD

Field Date: 03/03/2021
Drawn By: KMA
Scale: 1" = 100'

DRAWING NUMBER
62965002

SHEET NUMBER
2 OF 2

Posted April 1, 2024.



Centerville Road Turn Lane Addition at Harpers Ferry Drive Project Area Map

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.

N

Scale:	**Tallahassee/Leon County GIS** Management Information Services Leon County Courthouse 301 S. Monroe St, P3 Level Tallahassee, Fl. 32301 850/606-5504 http://www.tlcgis.org
Not To Scale:	
Date Drawn:	
March 26, 2024	

Leon County Government
INTEROFFICE MEMO

DATE: April 9, 2024

TO: Leon County Board of Commissioners

FROM: Charles Wu, P.E., Director, Engineering Services Division
Leon County Department of Public Works

SUBJECT: Public Purpose and Necessity of Property to be Acquired for Centerville Road Turn Lane Project

---

I. INTRODUCTION

The following information is submitted for consideration by the Board of County Commissioners (Board) in approving the Resolution of public purpose and necessity for the acquisition of property interests associated with the construction of the Centerville Road Turn Lane Project. The turn lane addition will be composed of a new eastbound left turn lane by widening Centerville Road to the south at Harpers Ferry Drive and associated stormwater drainage system modifications.

In my capacity as Director of the Engineering Services Division, I have knowledge of the factors considered in recommending that the Board: (a) authorize the road alignment on private property for the proposed improvements as set forth in the current construction plans and exhibits of the Project; and (b) authorize eminent domain to acquire the property interests necessary for the public purpose of constructing the Project.

II. PROJECT PURPOSE AND CHRONOLOGY

Centerville Road (County Road 151) is an Urban Minor Arterial roadway that begins at the intersection of East 7th Avenue and Magnolia Drive in Tallahassee, Florida and proceeds northeast to the intersection of Bradfordville Road/Roberts Road. After Bradfordville Road/Roberts Road intersection, Centerville Road continues northeast as a Rural Major Collector Road until it ends at the intersection with Bradley Road. The Centerville Road on both sides of Harpers Ferry Drive is a two-lane undivided roadway with curbs and gutters. The posted speed limit on Centerville Road is 45 miles per hour and the Centerville Road within the vicinity of the Centerville Road/Harpers Ferry Drive intersection is designated as a Canopy Road. The Harpers Ferry Drive provides access to the Centerville Trace Subdivision on the north side of Centerville Road. The posted speed limit on Harpers Ferry Drive is 25 miles per hour. The Level of Service ("LOS") standard established for Centerville Road in the Leon County Comprehensive Plan is LOS "D".

A Traffic Study at the intersection of Centerville Road and Harpers Ferry Drive was completed in 2016. The crash data analysis indicated that six out of eight crashes occurred during the eastbound left turning maneuver resulting in rear-end collisions or angular collisions. Based on this analysis, an eastbound left turn lane on Centerville Road at Harpers Ferry Drive is suggested.

The proposed improvements to Centerville Road at Harpers Ferry Drive consists of adding an 11-foot eastbound left turn lane by realigning Centerville Road to the south. The project length is 1,589 feet including road widening construction, utility relocation, milling and resurfacing, pavement marking, signage, and associated drainage system construction. Because the properties on the north side of Centerville Road have been developed and there is no existing right of way available for widening to the north, realigning the road to the south for the eastbound turn lane addition is selected.

Starting approximately 800 feet to the west of Harpers Ferry Road, the Centerville Road will be shifted to the south. Additional right of way on the south side of Centerville Road will be needed starting 200 feet east of the shift and continue for another 1,200 feet to the east. The total right of way area to be acquired is 36,472.6 square feet. The parcel on the south side of Centerville Road to be acquired for additional right of way was in a conservation easement. The portion of the conservation easement for the future right of way was released by City of Tallahassee on April 25, 2023 to allow the road construction to improve public safety with this turn lane addition.

As a part of the Project scope, it will be necessary to acquire property interests from the property owners described herein below. The acquisition of the property interests will allow for the County to design and construct the Project's preferred design. The Project is designed to comply with the foregoing State and local requirements and will help to improve traffic safety on Centerville Road at Harpers Ferry Drive. As such, the Project clearly represents a County public purpose.

III. FIVE (5) NECESSITY FACTOR CONSIDERATIONS FOR THE PROJECT (A thru E)

A. AVAILABILITY OF AN ALTERNATE ROUTE/ALIGNMENTS

The purpose of the Project is to construct an eastbound left turn lane on Centerville Road at Harpers Ferry Drive to provide protection for the eastbound left turning vehicles into Centerville Trace Subdivision. Alternate route/alignments were not available for consideration.

B. LONG-RANGE AREA PLANNING

The LOS standard established for Centerville Road in the Leon County Comprehensive Plan is LOS "D". The proposed improvements would not change the LOS but will improve the safety and operation at the intersection of Centerville Road and Harpers Ferry Drive. The no-build alternative does not address current and future traffic conditions. This project is included in the County's 2018-2022 Capital Improvement Program.

C. SAFETY CONSIDERATIONS

The Project has long-term safety benefits for the public. By adding the eastbound left turn lane to Centerville Road at Harpers Ferry Drive, the eastbound left turning vehicles from Centerville Road to Harpers Ferry Road will be able to stop in the left turn lane waiting for a gap in the westbound traffic to complete safe turning movement so the rear

end collisions can be minimized. The no-build alternative does not provide the same benefit. The build alternative meets current FDOT and Leon County safety and design standards.

D. ENVIRONMENTAL IMPACTS

The build alternative will add approximately 5,150 square feet of impervious area within the project area. The runoff volume from the new impervious area will be compensated with creation of additional retention volume in the existing stormwater pond at the end of Molly Pitcher Court and on the north side of Centerville Road. There will be no impact to the downstream properties. All necessary environmental permits for the build alternative have been received or are reasonably expected. Because this segment of Centerville Road is a Canopy Road, new tree planting on the north side of Centerville Road is proposed to mitigate the tree impact as the result of the road widening.

E. COSTS

The least costly alternative as measured by near-term capital outlay is the no-build alternative. However, there are nonetheless costs associated with the no-build alternative when there are car crashes because there are no left turn lanes to allow left turning vehicles stay out of the through lane. In addition, the northbound through traffic will have to stop and wait for the left turning vehicles. The idling time for the northbound through traffic increases the fuel consumption and emissions. With regard to the build alternative, there are no alternate routes or alignments available to compare costs. The costs of the only alignment available are reflected in the current Capital Improvement Program.

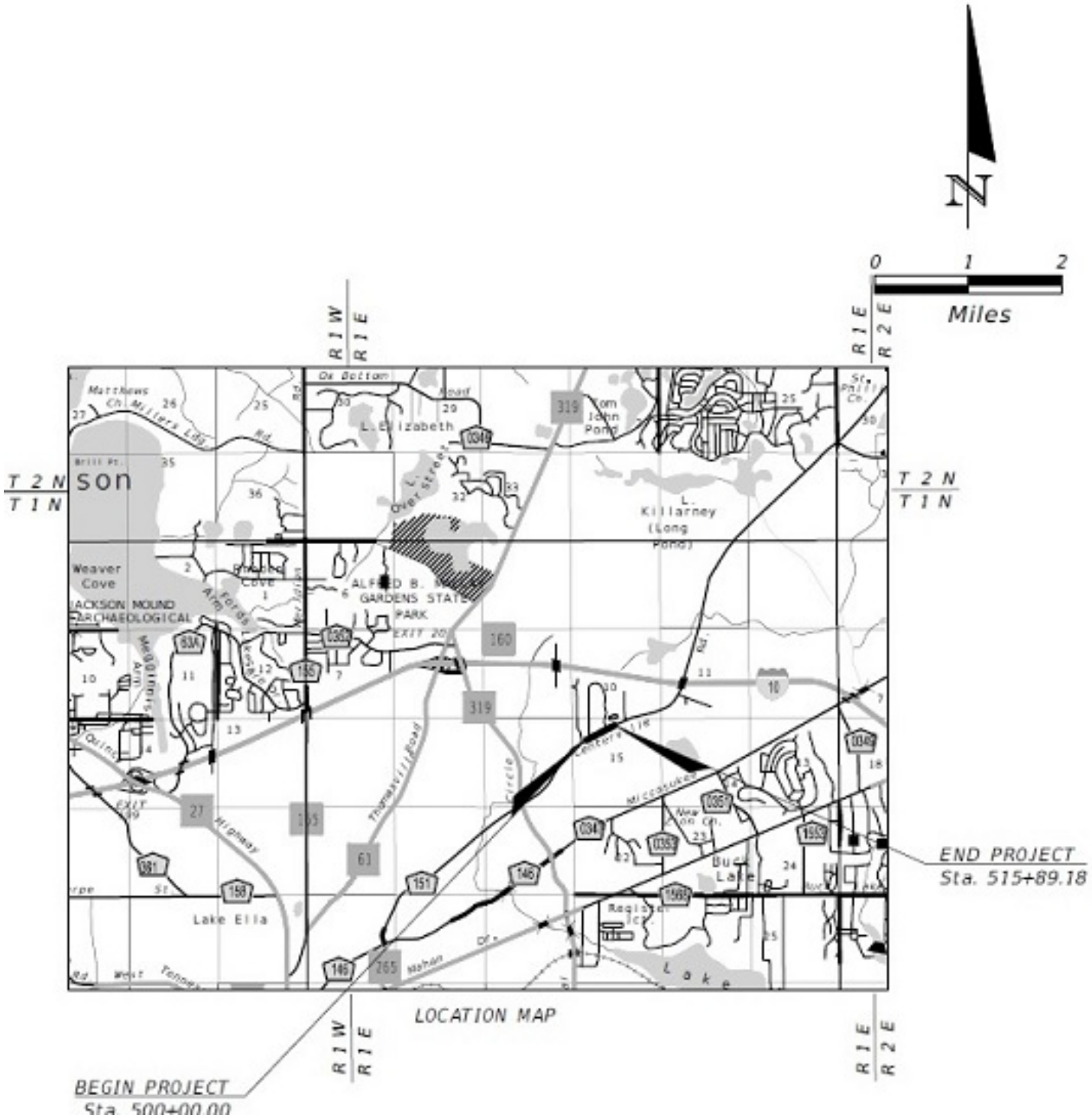
IV. RECOMMENDATION

In summary, Leon County staff considered and weighed many factors in developing the final recommendation. The preferred build alternative addresses the County's long-range planning needs and improve traffic operation without degrading LOS. The build alternative will improve safety and reduce the rear end collisions. The build alternative has no significant environmental impacts.

In order to proceed with the preferred build alternative, it will be necessary to acquire additional right of way as described above for realignment of Centerville Road to add the eastbound left turn lane at Harpers Ferry Drive. The acquisition of these property interests will allow for the County to design and construct the preferred build alternative for the Project. For these reasons, it is recommended that the Board approve the Resolution of public purpose and necessity authorizing the acquisition of the property interests needed for the public purpose of constructing the Centerville Road Turn Lane Addition Project.

Centerville Road Eastbound Turn Lane Addition at Harpers Ferry Drive Project

Exhibit A



Legal Description
Exhibit B

DESCRIPTION (NEWLY CREATED):

PROPOSED RIGHT OF WAY OVER THAT PART OF THE PARCEL OF LAND DESCRIBED IN OFFICIAL RECORD BOOK 4934, PAGE 1203 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

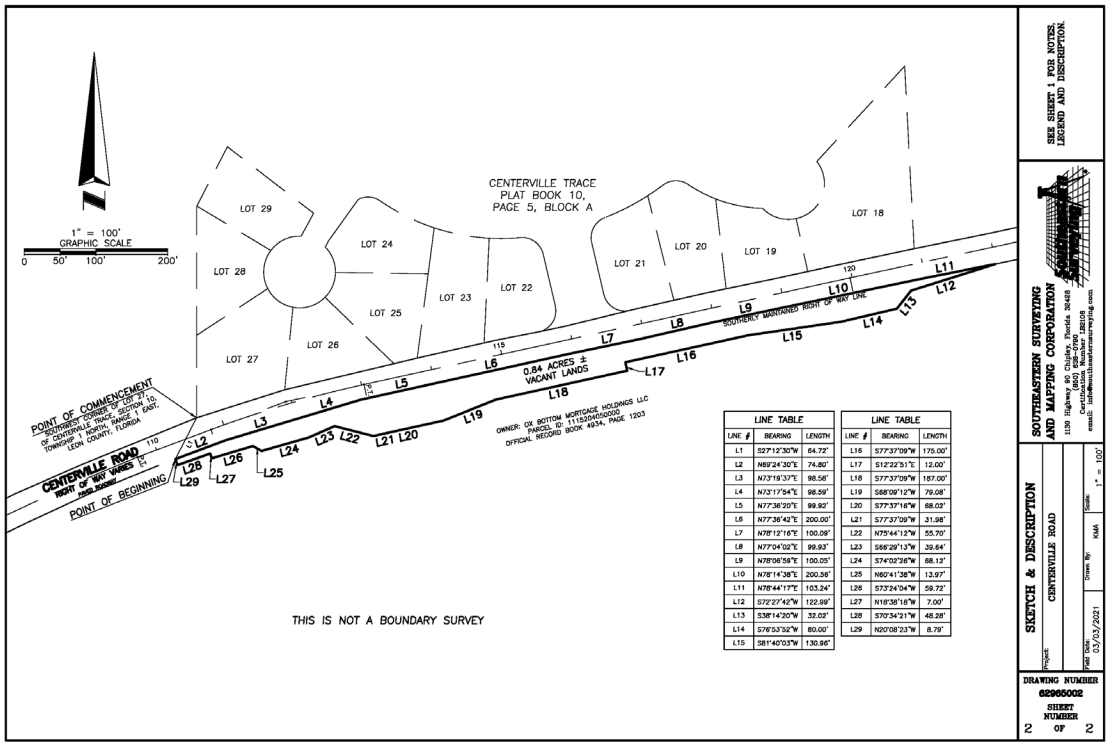
COMMENCE AT THE SOUTHWEST CORNER OF LOT 27 OF THE CENTERVILLE TRACE PLAT AS RECORDED IN PLAT BOOK 10, PAGE 5, OF THE PUBLIC RECORDS FOR LEON COUNTY, FLORIDA; THENCE RUN SOUTH 27°12'30" WEST, 64.72 FEET TO THE SOUTHERLY MAINTAINED RIGHT OF WAY LINE OF CENTERVILLE ROAD (RIGHT OF WAY VARIES) BEING THE POINT OF BEGINNING; THENCE ALONG SAID SOUTHERLY MAINTAINED RIGHT OF WAY LINE THE FOLLOWING 10 COURSES: THENCE RUN NORTH 69°24'30" EAST, 74.80 FEET; THENCE RUN NORTH 73°19'37" EAST, 98.58 FEET; THENCE RUN NORTH 73°17'54" EAST, 98.59 FEET; THENCE RUN NORTH 77°36'20" EAST, 99.92 FEET; THENCE RUN NORTH 77°35'42" EAST, 200.00 FEET; THENCE RUN NORTH 78°12'16" EAST, 100.09 FEET; THENCE RUN NORTH 77°04'02" EAST, 99.93 FEET; THENCE RUN NORTH 78°05'59" EAST, 100.05 FEET; THENCE RUN NORTH 78°14'38" EAST, 200.56 FEET; THENCE RUN NORTH 78°44'17" EAST, 103.24 FEET; THENCE DEPARTING SAID SOUTHERLY MAINTAINED RIGHT OF WAY LINE SOUTH 72°27'42" WEST, 122.99 FEET; THENCE RUN SOUTH 38°14'20" WEST, 32.02 FEET; THENCE RUN SOUTH 76°53'52" WEST, 80.00 FEET; THENCE RUN SOUTH 81°40'03" WEST, 130.96 FEET; THENCE RUN SOUTH 77°37'09" WEST, 175.00 FEET; THENCE RUN SOUTH 12°22'51" EAST, 12.00 FEET; THENCE RUN SOUTH 77°37'09" WEST, 187.00 FEET; THENCE RUN SOUTH 68°09'12" WEST, 79.08 FEET; THENCE RUN SOUTH 77°37'15" WEST, 68.02 FEET; THENCE RUN SOUTH 77°37'09" WEST, 31.98 FEET; THENCE RUN NORTH 75°44'12" WEST, 55.70 FEET; THENCE RUN SOUTH 66°29'13" WEST, 39.64 FEET; THENCE RUN SOUTH 74°02'26" WEST, 68.12 FEET; THENCE RUN NORTH 60°41'38" WEST, 13.97 FEET; THENCE RUN SOUTH 73°24'04" WEST, 59.72 FEET; THENCE RUN NORTH 18°38'18" WEST, 7.00 FEET; THENCE RUN SOUTH 70°34'21" WEST, 48.28 FEET; THENCE RUN NORTH 20°08'23" WEST, 8.79 FEET TO THE POINT OF BEGINNING, CONTAINING 0.84 ACRES (36,472.6 SQUARE FEET) MORE OR LESS.

SURVEYOR'S REPORT:

1. BEARINGS SHOWN HEREON ARE BASED ON NORTH RIGHT OF WAY LINE OF CENTERVILLE ROAD, BEING NORTH 69°24'30" EAST.
2. I HEREBY CERTIFY THAT THE "SKETCH OF DESCRIPTION" OF THE ABOVE DESCRIBED PROPERTY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS RECENTLY DRAWN UNDER MY DIRECTION AND THAT IT MEETS THE STANDARDS OF PRACTICE FOR LAND SURVEYING CHAPTER 5J-17 REQUIREMENTS OF FLORIDA ADMINISTRATION CODE.
3. THE CONSERVATION EASEMENT BOUNDARY LINE, THE SUBJECT PROPERTY BOUNDARY LINE AND THE SOUTHERLY MAINTAINED RIGHT OF WAY LINE SHOWN HEREON ARE ONE AND THE SAME LINE.

SHEET NUMBER 1 OF 2 SHEETS	SKETCH & DESCRIPTION Project: CENTERVILLE ROAD Certified to:	SOUTHEASTERN SURVEYING AND MAPPING CORPORATION 1130 Highway 90 Chipley, Florida 32428 (850) 638-0790 Certification Number LB2108 email: info@southeasternsurveying.com	THOMAS E. MEAD P.S.M. FLORIDA LAND SURVEYOR NO. 5824
	Field Date: 03/03/2021 | Drawn By: KMA | Scale: 1" = 100'		

Legal Sketch
Exhibit B



LINE TABLE		
LINE #	BEARING	LENGTH
L1	S27°12'30"W	64.72'
L2	N69°24'30"E	74.80'
L3	N73°19'37"E	98.58'
L4	N73°17'54"E	98.59'
L5	N77°36'20"E	99.92'
L6	N77°36'42"E	200.00'
L7	N78°12'16"E	100.09'
L8	N77°04'02"E	99.93'
L9	N78°06'59"E	100.05'
L10	N78°14'38"E	200.56'
L11	N78°44'17"E	103.24'
L12	S72°27'42"W	122.99'
L13	S38°14'20"W	32.03'
L14	S76°53'32"W	80.00'
L15	S81°40'03"W	130.96'

LINE TABLE		
LINE #	BEARING	LENGTH
L16	S77°37'09"W	175.00'
L17	S12°22'51"E	12.00'
L18	S77°37'09"W	187.00'
L19	S68°09'12"W	79.08'
L20	S77°37'16"W	68.03'
L21	S77°37'09"W	31.98'
L22	N75°44'12"W	55.70'
L23	S66°29'13"W	39.64'
L24	S74°02'26"W	68.13'
L25	N60°41'38"W	13.97'
L26	S73°24'04"W	59.72'
L27	N18°38'18"W	7.00'
L28	S70°34'21"W	48.28'
L29	N20°08'23"W	8.79'

Leon County

Centerville Road at Harpers Ferry Drive

Traffic Study

Task Order 13-07

JUNE, 2016

CDM Smith

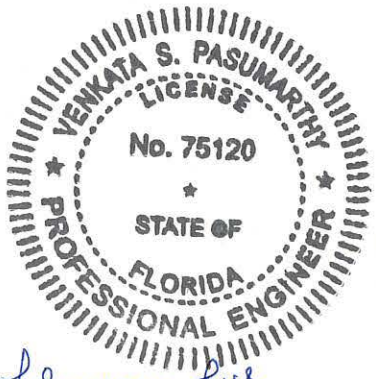
Posted April 1, 2024.

CENTERVILLE ROAD AT HARPERS FERRY DRIVE

TRAFFIC STUDY

LEON COUNTY

June 2016



Praveen Pus
07/14/2016

Venkata S. Pasumarthy, P.E.

Florida P.E. Number 75120

*Note: Figures 5, 6 and 7 are signed by Rodger P. Schmidt, PE

CDM Smith
2308 Killearn Center Boulevard, Suite 201
Tallahassee, Florida 32309
tel: 850 386-9500
fax: 850 668-6745

March 14, 2016

Felton Ard, P.E.
Senior Design Engineer
Engineering Services Division
Leon County Department of Public Works
2280 Miccosukee Road
Tallahassee, Florida 32308

Subject: Traffic Study: Centerville Road at Harpers Ferry Drive
Response to Leon County Review Comments on Draft Report

Dear Mr. Felton:

We offer the following responses to the County review comments on Draft report for Task Order 13-07 Traffic Study: Centerville Rd at Harpers Ferry Dr provided in a phone conversation.

Comment # 1
The Appendix A does not include speed data for westbound direction on Centerville Rd.

CDM Smith Response
The Appendix A has been revised to include correct data.

Comment # 2
County provided additional crash data. Conduct the signal warrant analysis based on new crash data.

CDM Smith Response
Section 4.0 Crash Analysis section has been revised to reflect the new crash data.

Comment # 3
Remove the reference to Crowder Road in page 4.

CDM Smith Response
The sentence in page 4 has been updated.

Comment # 4
Provide an analysis for left-turn bay warrants and provide a reference/source for the turn bay warrants.

CDM Smith Response
Section 5.0 Left-Turn Analysis has been added to describe the left-turn analysis.

Comment # 5
County provided the AutoCAD files for the survey. Provide plan and profile views for the sight distance analysis.

CDM Smith Response
Figures 5, 6 and 7 of this report provide the plan and profile views for intersection sight distance.

Comment # 6
Conduct the sight distance analysis for two additional scenarios – posted speed limit + 5 mph and posted speed limit + 10 mph.

CDM Smith Response
Figures 5, 6 and 7 provide the sight distance analysis for the two additional speeds.

We hope this letter addresses your concerns and comments. Please let me know if you need additional information.

Sincerely,

Praveen Pasumarthy
Project Manager
CDM Smith Inc.

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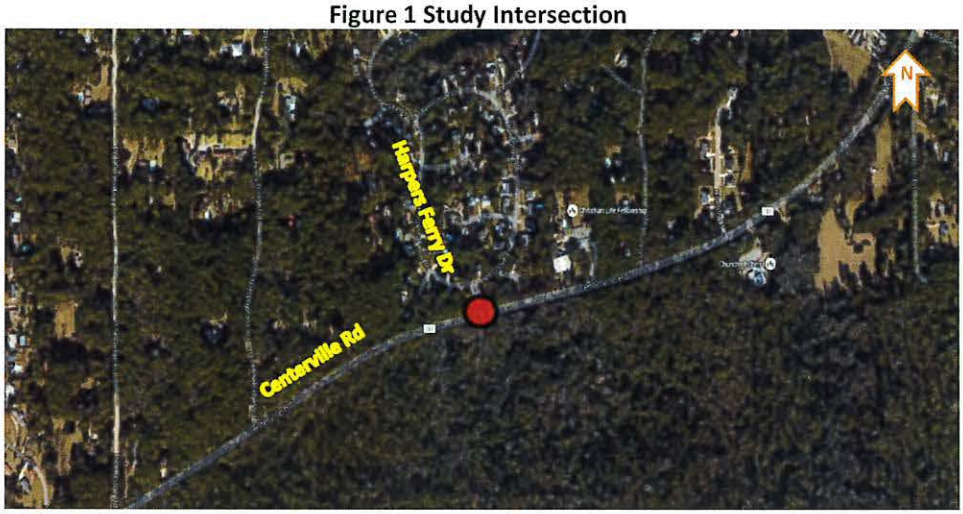
Appendix B Traffic Operational Analysis Results

Traffic Study: Centerville Rd at Harpers Ferry Dr Technical Memorandum

1.0 Introduction

This technical memorandum summarizes the findings of traffic operations analysis, crash analysis and sight distance analysis conducted for the intersection of Centerville Road at Harpers Ferry Drive in Leon County, Florida. The study intersection is shown in **Figure 1** below.

Figure 1 Study Intersection



1.1 Background and Purpose

Leon County received a request from residents to review the traffic operations and roadway design at an intersection and provide recommendations for improvement, if any. In response to this request, a detailed analysis of the study intersection is being conducted.

1.2 Study Methodology

The methodology employed in conducting this study is outlined as follows:

- Conducted a field reconnaissance of the study intersection and roadways;
- Collected weekday 24-hour intersection approach traffic counts as well as morning and evening peak period turning movement counts;
- Collected speed data along Centerville Road;
- Coordinated with Leon County to obtain topographic survey information for Centerville Road;
- Analyzed existing traffic operations, crash and intersection sight distance analysis; and,
- Summarized the findings of the analysis and provided recommendations for improving traffic operations and safety at the study intersection.

2.0 Existing Conditions

The existing conditions were identified by conducting field visits and reviewing the topographic survey of the study area.

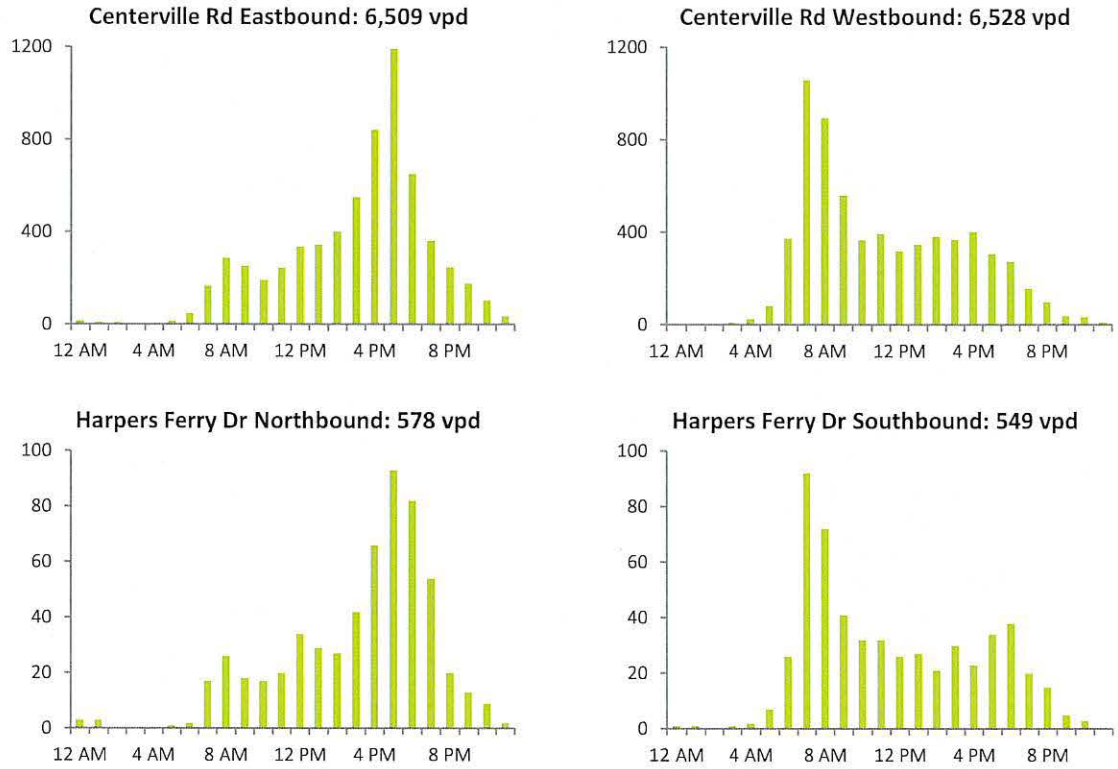
Centerville Road near Harpers Ferry Drive is a two-lane undivided roadway with two travel lanes (one lane in each direction). The posted speed limit on Centerville Road is 45 miles per hour (mph). Centerville Road within the vicinity of the study intersection is categorized as a Canopy Road. Harpers Ferry Drive provides access to the Centerville Trace residential sub-division. The posted speed limit on Harpers Ferry Drive is 25 mph.

3.0 Traffic Operations Analysis

Weekday 24-hour intersection approach traffic counts as well as morning, afternoon and evening peak period turning movement counts were conducted in December 2015 at the study intersection. These traffic counts capture existing traffic volumes and study area travel patterns during the critical morning and evening peak periods of a typical weekday. Intersection turning movement counts were conducted over an eight-hour period (7:00 a.m. to 9:00 a.m.; 11:00 a.m. to 1:00 p.m.; and 3:00 p.m. to 7:00 p.m.). 24-hour counts were also conducted for all three study approaches. Detailed traffic count data collected in December 2015 is included in **Appendix A**. The traffic data was collected when the schools were in session.

Figure 2 summarizes the traffic counts for the intersection of Centerville Road at Harpers Ferry Drive. Centerville Road carries the majority of the traffic volumes at this intersection with approximately 13,000 vehicles per day. The eastbound and westbound approaches on Centerville Road carry similar traffic volumes of 6,500 vehicles per day. Westbound is the peak traffic direction during the morning peak hour (7 am to 8 am with 1,060 vehicles per hour) while eastbound is the peak traffic direction in the evening peak hour (5 pm to 6 pm with 1,200 vehicles per hour). Harpers Ferry Drive carries approximately 1,130 vehicles per day with equal distribution in northbound and southbound directions. As can be expected from a residential sub-division, majority of the traffic exits the Centerville Trace sub-division in the morning and enters in the evening.

Figure 2 Intersection Traffic Volumes



3.1 Level-of-Service Analysis

Capacity analyses were conducted for the study intersection to evaluate existing traffic operating conditions. The Highway Capacity Manual (2010) defines capacity at an intersection as the maximum hourly rate at which vehicles can reasonably be expected to pass through the intersection under prevailing traffic roadway and signalization conditions. The primary Measures of Effectiveness (MOEs) used in evaluating the traffic impacts for the proposed recommendations were peak hour intersection control delay (measured in units of seconds per vehicle) and level-of-service (LOS).

Control delay is defined as that component of total delay caused by decelerating and accelerating at a traffic signal or stop sign. Level-of-Service (LOS) is a qualitative measure of operating conditions at an intersection based on control delay. LOS is given a letter designation from A to F, where LOS A represents free-flow conditions and LOS F represents heavy congestion. The relationship between the various LOS classifications and control delay is summarized for unsignalized intersections in **Table 1**.

Table 1 Unsignalized Intersection Level-of-Service Criteria

Level of Service (LOS)	Average Control Delay (sec/veh)	Description
A	0 - 10	Very low vehicle delays, free traffic flow, signal progression extremely favorable, most vehicles arrive during given signal phase.
B	> 10 - 15	Good traffic flow, good signal progression, more vehicles stop and experience higher delays than for LOS A.
C	> 15 - 25	Stable traffic flow, fair signal progression, significant number of vehicles stop at signals.
D	>25 - 35	Noticeable traffic congestion, longer delays and unfavorable signal progression, many vehicles stop at signals.
E	> 35 - 50	Unstable traffic flow, poor signal progression, significant congestion, traffic near roadway capacity, frequent traffic signal cycle failures.
F	> 50	Unacceptable delay, extremely unstable flow, heavy congestion, traffic exceeds roadway capacity, stop-and-go conditions.

Source: Highway Capacity Manual, Transportation Research Board, 2010

The study intersection was modeled using *Synchro,* a macroscopic simulation software developed by Trafficware® for capacity analysis of intersections that are either isolated or part of a network, and includes an evaluation of delay and queues. *Synchro* also has the capability of optimizing traffic signals, thereby allowing the development of traffic signal timing to accommodate roadway and intersection reconfigurations evaluated as part of this traffic study.

Table 2 summarizes the existing year morning and evening peak hour traffic operations analysis. The southbound Harpers Ferry Drive approach operates at a LOS C during evening peak hour and LOS D during morning peak hour. The intersection operates at LOS A during both peak hours. Details of the results are presented in **Appendix B**.

Table 2 Existing Year Traffic Operations Results

	Delay (sec)/LOS	
	AM Peak	PM Peak
Eastbound	0.6/A	0.5/A
Westbound	0.0/A	0.0/A
Southbound	31.9/D	20.7/C
TOTAL	**2.4/A**	**0.8/A**

3.2 Queuing Analysis

Field observations were conducted during a typical weekday when school was in session to gather the vehicular queuing data at the study intersection. Table 3 summarizes the maximum observed queue duration and queue length for the various critical approaches at the intersection. As it can be observed from the field observations, right turning movement from Harpers Ferry Drive onto Centerville Road experiences the maximum delay. This can be attributed to the heavy right turning volume coupled with sight distance issues (refer to Section 5.0) and opposing through traffic volume on Centerville Road.

Table 3 Maximum Queue Observations

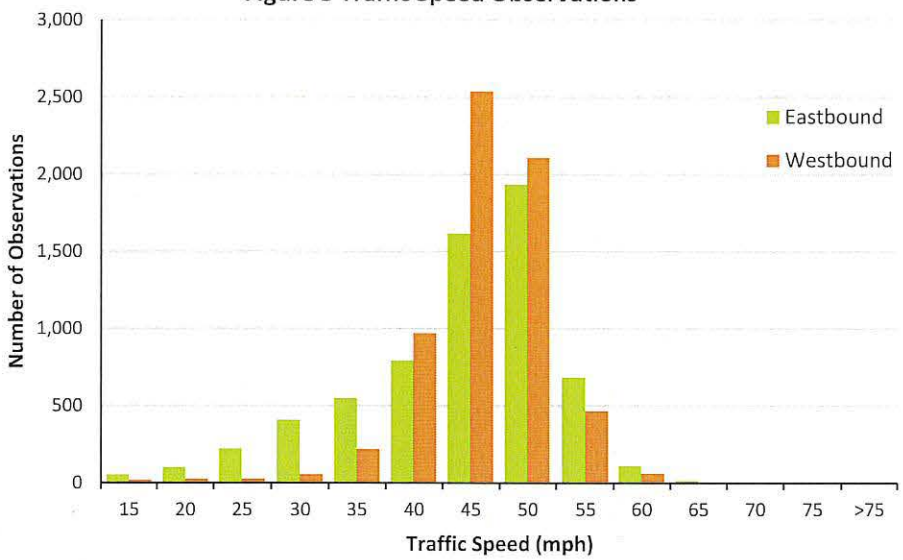
	Maximum Queue Duration (sec)	Maximum Number of Cars queued
Left turn onto Harpers Ferry Dr	46	8
Left turn onto Centerville Rd	40	7
Right turn onto Centerville Rd	170	9

School buses for elementary, middle and high school stop at the intersection of Centerville Road and Harpers Ferry Drive six times a day (3 in the morning and 3 in the afternoon/evening). When the school bus stops to pick up and/or drop off students, traffic on both eastbound and westbound Centerville Road approaches is forced to stop and as a result queues build up. During field observations, it has been observed that a maximum of 16 cars get queued up behind the school bus on Centerville Road.

3.3 Traffic Speed Analysis

Traffic speed analysis was conducted for Centerville Road at the study intersection. 85th percentile speed for the eastbound approach on Centerville Road was observed to be 48.5 mph while the same for westbound approach was 48.1 mph. Details of the speed data collected is presented in **Appendix A. Figure 3** summarizes the traffic speed observations in 5 mph speed bins. More than 55 percent of eastbound traffic and more than 70 percent of westbound traffic is observed to travel with speeds in the range of 40 mph to 50 mph.

Figure 3 Traffic Speed Observations



3.4 Traffic Signal Warrant Analysis

Traffic signal warrant analysis was performed at the intersection of Centerville Road at Harpers Ferry Drive using the methodology outlined in Manual of Uniform Traffic Control Devices (MUTCD) (2012). The nine signal warrants consider major street and minor street traffic volumes, posted speed limits, available gaps in opposing traffic streams, minor street approach delay, pedestrian volume, signal system coordination and crash history. Based on roadway capacity and traffic volume, Centerville Road is considered as the major street while Harpers Ferry Drive is considered as the minor street.

Based on the traffic and roadway conditions, only one warrant – warrant # 3: peak hour – was met. However, based on the guidelines in MUTCD (Section 4C.04), the peak hour warrant shall be applied only in unusual cases, such as office complexes, manufacturing plants, industrial complexes, or high-occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short time. As such, the peak hour signal warrant is not considered for the study intersection. Based on the results of the level of service analysis, queuing analysis and crash analysis (Section 4.0), a traffic signal is not warranted at the study intersection. Details of the results are presented in **Appendix B**.

4.0 Crash Analysis

Crash data at the intersection of Centerville Road at Harpers Ferry Drive was provided by Leon County Public Works Department. Crashes at this intersection for a period of five years (March 2010 – March 2015) were analyzed and a summary of the findings is provided below:

- 8 crashes observed during the five years indicating less than 2 crashes per year on average;
- 5 of the 8 crashes are rear-end type crashes. These crashes occurred when an eastbound vehicle on Centerville Road collided with a stopped vehicle in the same direction which was waiting to turn left into Harpers Ferry Drive;
- 1 crash occurred when a vehicle attempted to turn left from eastbound Centerville Road into Harpers Ferry Drive and was struck by a vehicle traveling westbound on Centerville Road;

- 1 crash occurred when a vehicle turning left from Harpers Ferry Drive was struck by a vehicle traveling eastbound on Centerville Road; and
- Cause of the remaining 1 crash is unknown.

This analysis of the crash data indicates that while crashes have been reported in the past, majority of the crashes were rear-end type crashes which occurred when vehicle waiting to turn left into Harpers Ferry Drive was struck from behind. The crash history was analyzed to find out whether the Crash Experience warrant for installing a traffic signal is met. The Crash Experience signal warrant conditions are intended for application where the severity and frequency of crashes are the principal reasons to consider installing a traffic control signal. Manual of Uniform Traffic Control Devices (2012) states that the need for a traffic control signal at the study location shall be considered if an engineering study finds that all of the following criteria are met:

- Adequate trial of alternatives with satisfactory observance and enforcement has failed to reduce the crash frequency; and
- Five or more reported crashes, of types susceptible to correction by a traffic control signal, have occurred within a 12-month period, each crash involving personal injury or property damage apparently exceeding the applicable requirements for a reportable crash; and
- For each of any 8 hours of an average day, Centerville Road approach carries 400 vehicles per hour (vph) and higher volume approach of Harpers Ferry Drive carries 120 vph.

Based on these criteria, the Crash Experience warrant for installing a traffic signal is not met at the study location.

5.0 Left-Turn Analysis

Guidelines for where left-turn lanes should be provided are set forth in American Association of State Highway Transportation Officials (AASHTO)'s *A Policy on Geometric Design of Highways and Streets* (2011). These guidelines discuss the need for left-turn lanes based upon (a) the number of arterial lanes, (b) design and operating speeds, (c) left-turn volumes, and (d) opposing traffic volumes.

AASHTO Table 9-23, shown here in **Table 4**, is a guide to traffic volumes where left-turn facilities should be considered on two-lane highways. AASHTO guidance is provided for two-lane roadways with speeds between 40 and 60 mph, left-turn volume percentages between 5 and 30 percent, and total hourly volume in a single direction of 800 vehicles or less. The guideline is interpreted as follows, for example: With 800 vehicles on westbound Centerville Road, the maximum volume on eastbound Centerville Road without a left turn lane is suggested as 330 vehicles per hour at 40 mph or 280 vehicles per hour at 50 mph. Similarly, with 800 vehicles on westbound Centerville Road, the minimum suggested left turn volume on eastbound Centerville Road requiring a left turn lane is 17 left turns per hour at 40 mph and 14 left turns per hour at 50 mph.

Table 4 AASHTO Guide for Left-Turn Lanes on Two-Lane Highways

Metric					U.S. Customary				
	Advancing Volume (veh/h)					Advancing Volume (veh/h)			
Opposing Volume (veh/h)	5% Left Turns	10% Left Turns	20% Left Turns	30% Left Turns	Opposing Volume (veh/h)	5% Left Turns	10% Left Turns	20% Left Turns	30% Left Turns
60-km/h Operating Speed					40-mph Operating Speed				
800	330	240	180	160	800	330	240	180	160
600	410	305	225	200	600	410	305	225	200
400	510	380	275	245	400	510	380	275	245
200	640	470	350	305	200	640	470	350	305
100	720	515	390	340	100	720	515	390	340
80-km/h Operating Speed					50-mph Operating Speed				
800	280	210	165	135	800	280	210	165	135
600	350	260	195	170	600	350	260	195	170
400	430	320	240	210	400	430	320	240	210
200	550	400	300	270	200	550	400	300	270
100	615	445	335	295	100	615	445	335	295
100-km/h Operating Speed					60-mph Operating Speed				
800	230	170	125	115	800	230	170	125	115
600	290	210	160	140	600	290	210	160	140
400	365	270	200	175	400	365	270	200	175
200	450	330	250	215	200	450	330	250	215
100	505	370	275	240	100	505	370	275	240

Table 5 summarizes the existing turning movements at the study intersection. AASHTO guidelines for left-turn lanes are met for morning and evening peak hours at the intersection of Centerville Road at Harpers Ferry Drive. During the morning peak hour, 14 vehicles turn left and 226 vehicles travel through along eastbound Centerville Road while 1,042 vehicles travel west along Centerville Road. During the evening peak hour, 77 vehicles turn left and 1,133 vehicles travel through along eastbound Centerville Road while 303 vehicles travel west along Centerville Road.

Table 5 Turning Movement Counts – Centerville Road at Harpers Ferry Drive

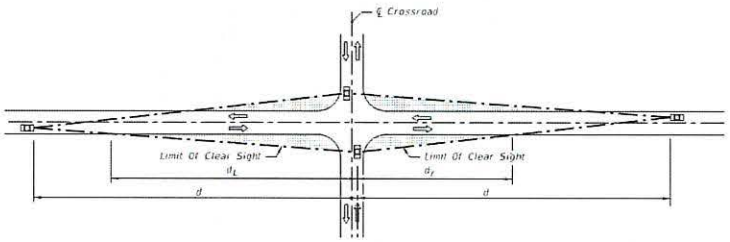
	Harpers Ferry Drive Southbound		Centerville Road Eastbound		Centerville Road Westbound	
	Left	Right	Left	Through	Through	Right
Morning Peak Hour	8	88	14	226	1,042	3
Afternoon Peak Hour	5	24	16	226	403	3
Evening Peak Hour	6	24	77	1,133	303	7

Based on this analysis a left-turn lane is suggested along eastbound Centerville Road at the intersection with Harpers Ferry Drive, pending the availability of right-of-way along Centerville Road.

6.0 Sight Distance Analysis

For analyzing the intersection sight distance requirements, evaluations shall first be based on Florida Department of Transportation (FDOT) standards. If the FDOT standards cannot be met, sight distance criteria for Canopy Roads shall be evaluated. **Figure 4** illustrates the sight distance requirements at the intersection of two 2-lane undivided roadways. Sight distance, 'd', is measured along the roadway (Centerville Road) from the center of the crossroad (Harpers Ferry Drive) to the center of the approach lane on the roadway (Centerville Road).

Figure 4 Sight Distance Requirements



As per the FDOT standards, based on the design speed of 45 mph for Centerville Road, the following guidelines apply at the study intersection:

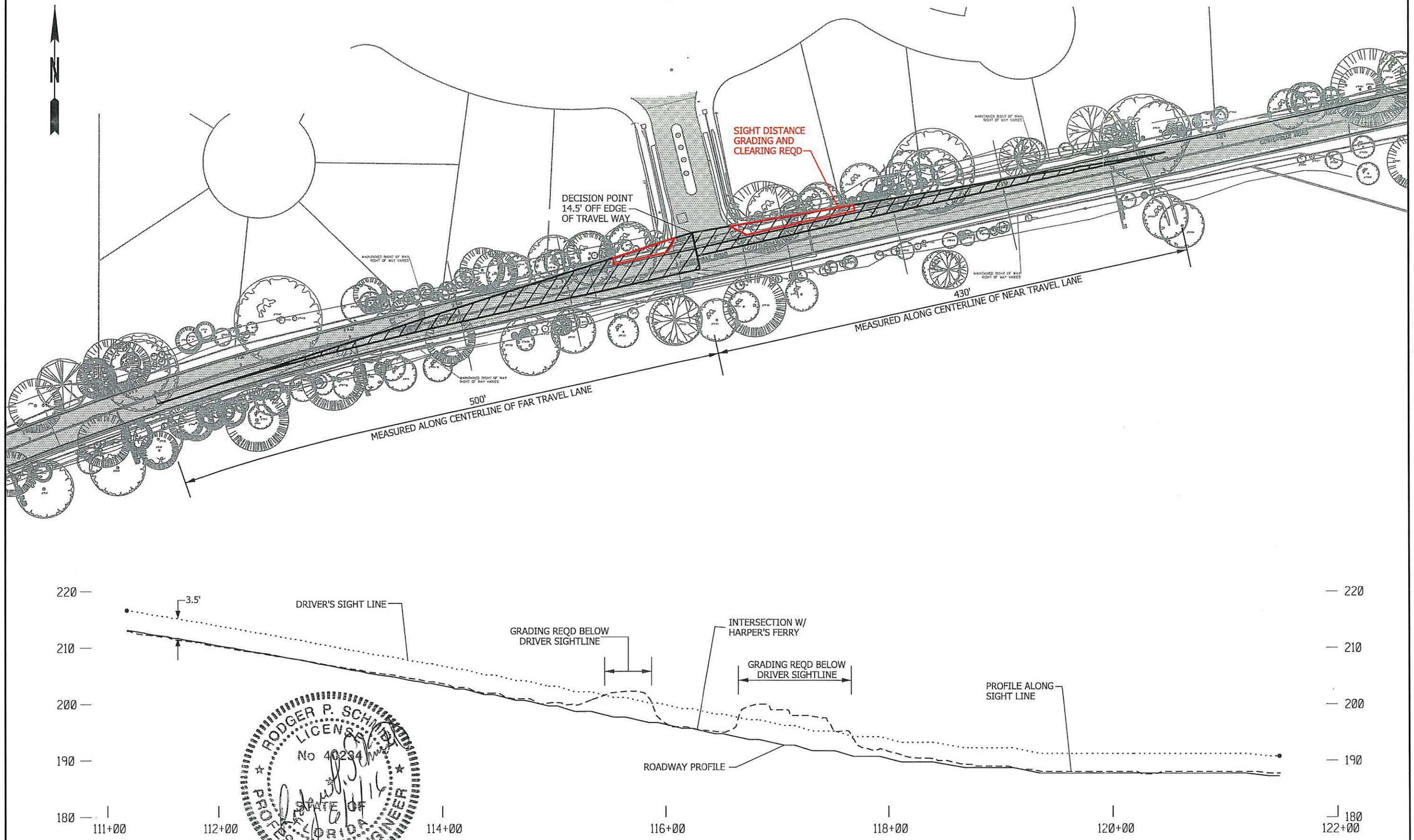
- Sight distance 'd' of 500 feet shall be available along Centerville Road; and,
- The driver eye setback for the limit of the clear sight shall be 14.5 feet from the edge line of Centerville Road.

As per the Canopy Road standards, based on the design speed of 45 mph for Centerville Road, the following guidelines apply at the study intersection:

- Sight distance 'd' of 325 feet shall be available along Centerville Road; and,
- The driver eye setback for the limit of the clear sight shall be 10 feet from the edge line of Centerville Road. If high quality high value trees are present, the driver eye setback may be adjusted to 8 feet from the edge line of Centerville Road.

Survey data was utilized to review the FDOT standards and Canopy Road standards. **Figure 5** illustrates the intersection sight triangles based on FDOT standards for design speeds of 45 mph, 50 mph and 55 mph. The analysis indicates that the sight distance criteria based on FDOT guidelines are not met. **Figure 6** and **Figure 7** illustrate the intersection sight triangles based on Canopy Road standards for design speeds of 45 mph, 50 mph and 55 mph for driver eye setback of 10 feet and 8 feet respectively. The analysis indicates that the sight distance criteria based on Canopy Road guidelines are met. However, it should be noted that the survey does not necessarily include small shrubs and bushes and as such a field visit is undertaken.

FDOT SIGHT DISTANCE - 45 MPH



RODGER P. SCHMITT LICENSE No 40234 STATE OF FLORIDA PROFESSIONAL ENGINEER

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

PREPARED BY:
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2308 KILLEARN CENTER BLVD., SUITE 201
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ENGINEER OF RECORD

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	LEON	

Figure 5
Intersection Sight Triangle - FDOT Standards

SHEET NO.

$USER$ $DATE$ $TIME$ $FILE$

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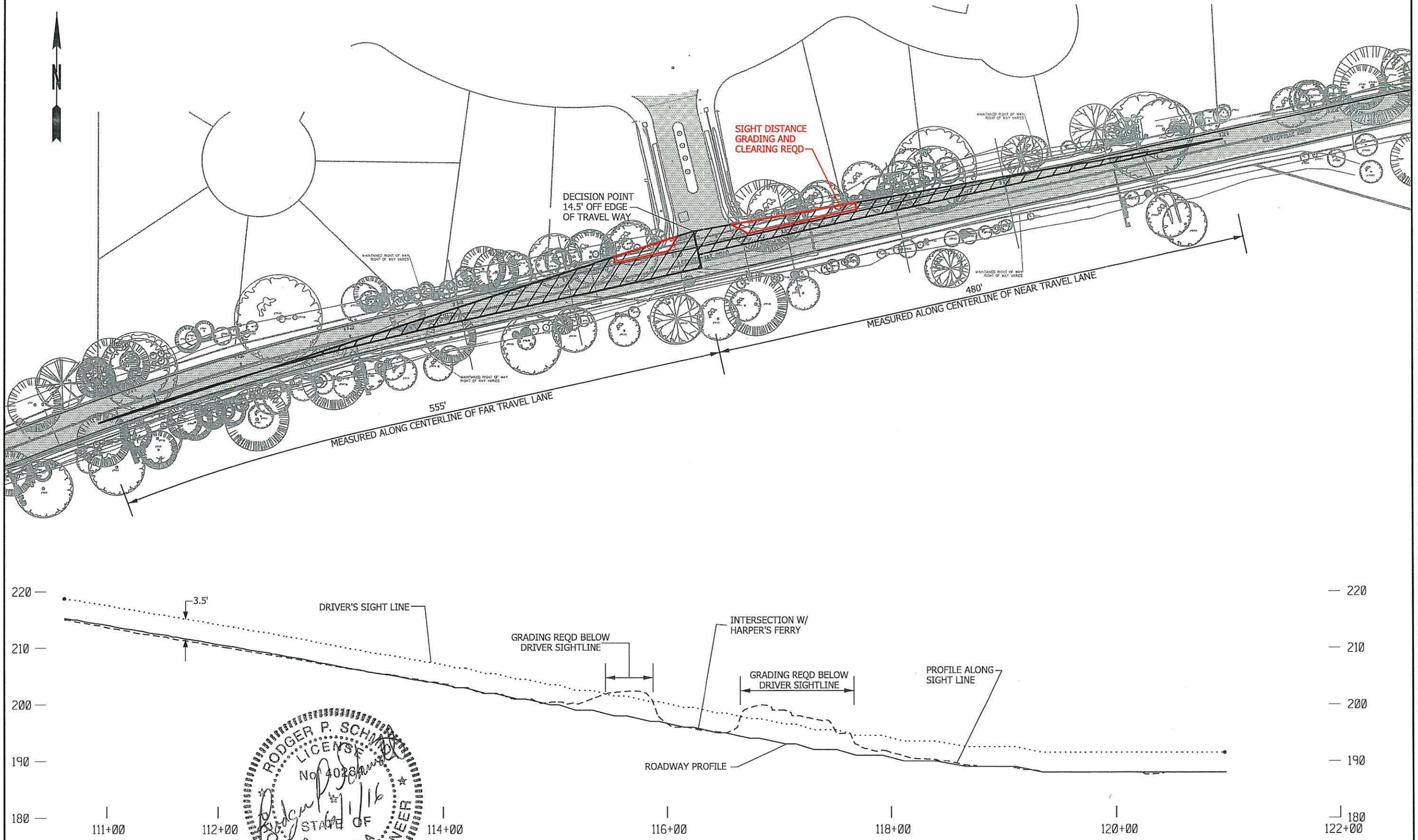
Posted April 1, 2024.

FDOT SIGHT DISTANCE - 50 MPH



RODGER P. SCHMITZ LICENSE No. 40264 STATE OF FLORIDA PROFESSIONAL ENGINEER
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STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	LEON	

$USER$ $DATE$ $TIME$ $FILE$

Figure 5
Intersection Sight Triangle - FDOT Standards

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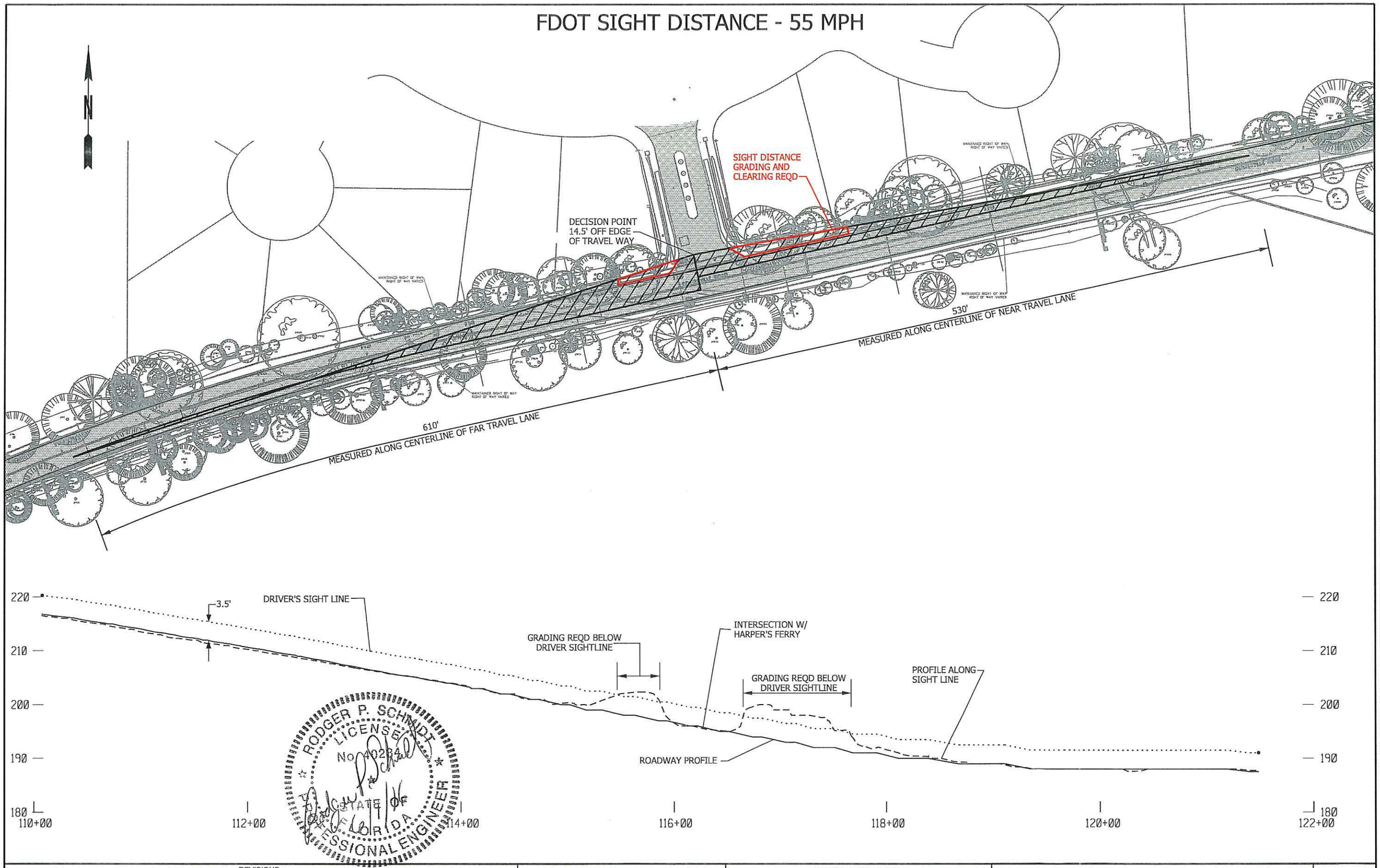
Posted April 1, 2024.

FDOT SIGHT DISTANCE - 55 MPH



RODGER P. SCHMIDT LICENSED No. 40234 STATE OF FLORIDA PROFESSIONAL ENGINEER

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STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	LEON	

$USER$ $DATE$ $TIME$ $FILE$

Figure 5
Intersection Sight Triangle - FDOT Standards

SHEET NO.

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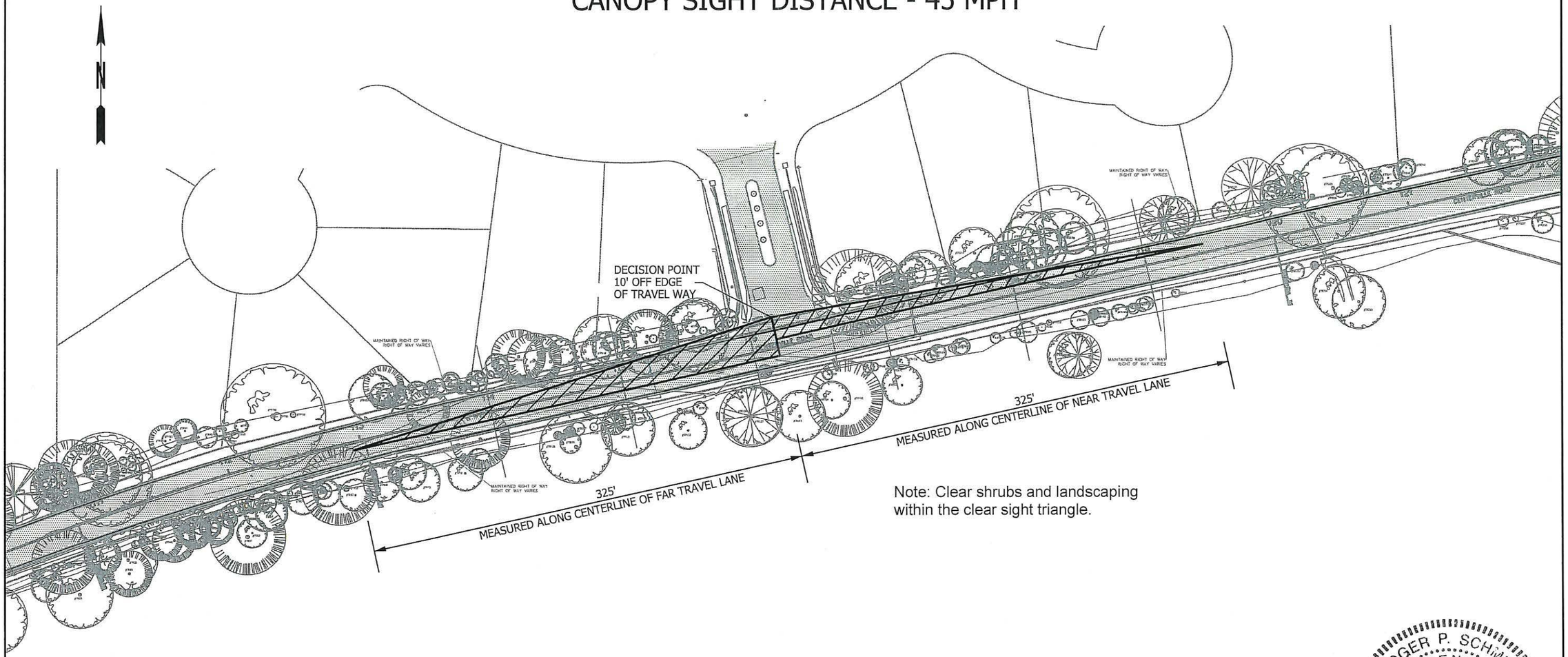
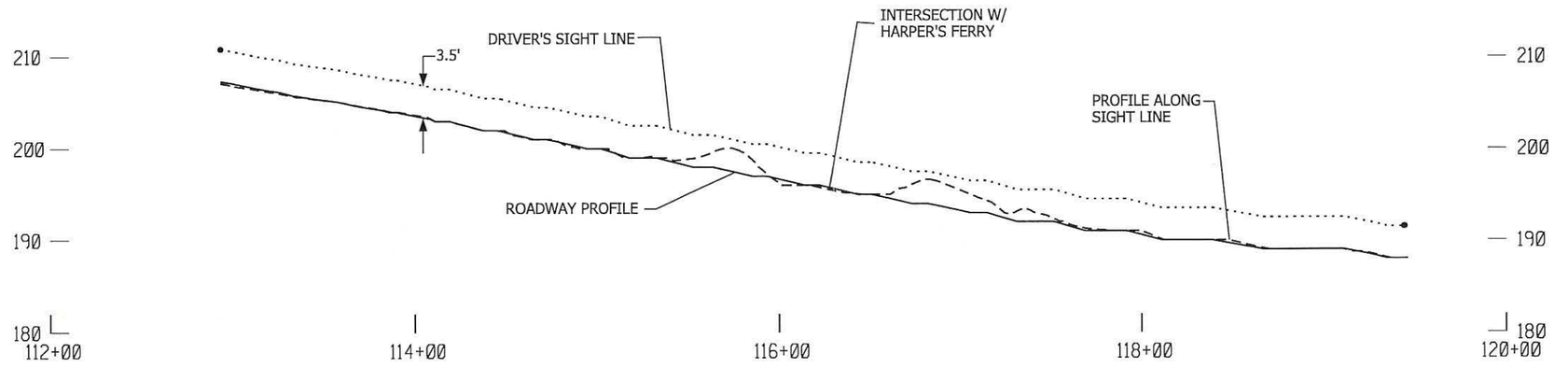
Posted April 1, 2024.

CANOPY SIGHT DISTANCE - 45 MPH



Note: Clear shrubs and landscaping within the clear sight triangle.



RODGER P. SCHMIDT
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STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

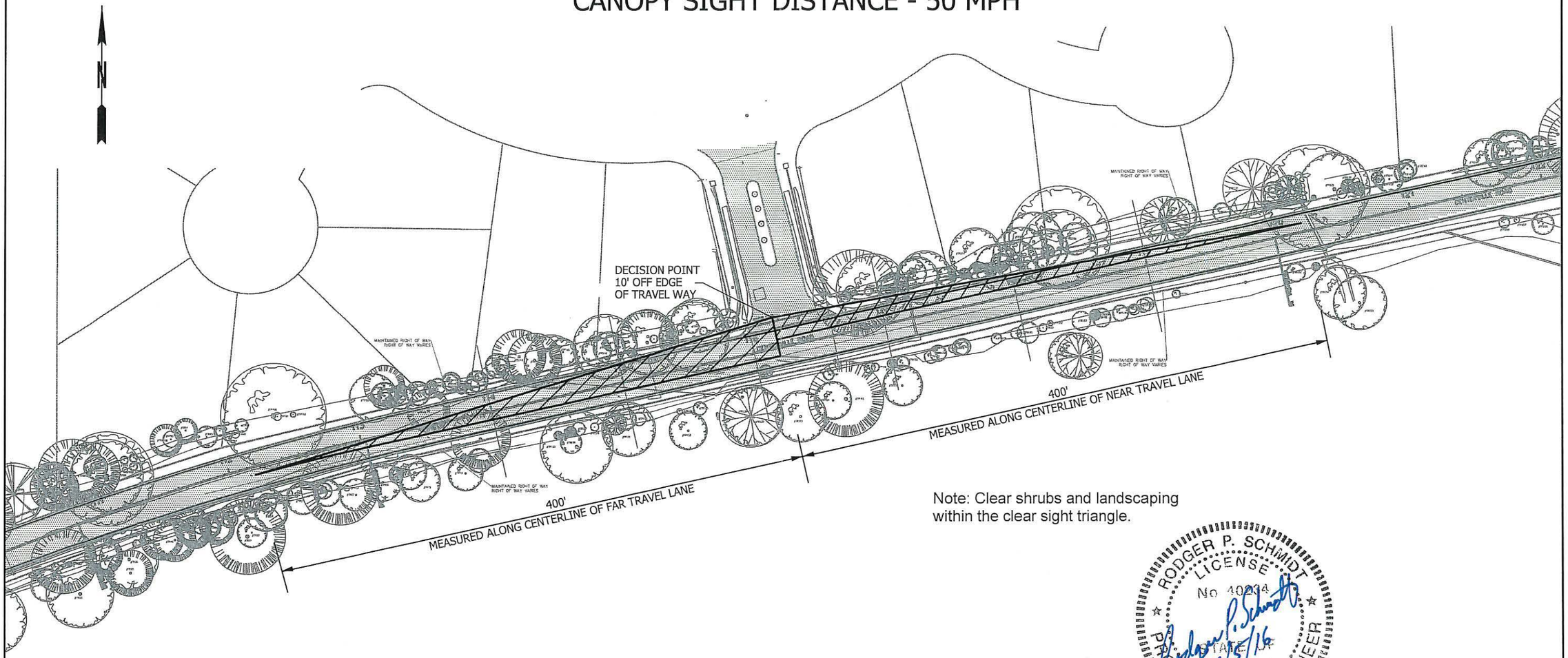
ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	LEON	

Figure 6
Intersection Sight Triangle -
Canopy Road Standards (10ft setback)

SHEET NO.

Posted April 1, 2024

CANOPY SIGHT DISTANCE - 50 MPH



Note: Clear shrubs and landscaping within the clear sight triangle.

RODGER P. SCHMIDT
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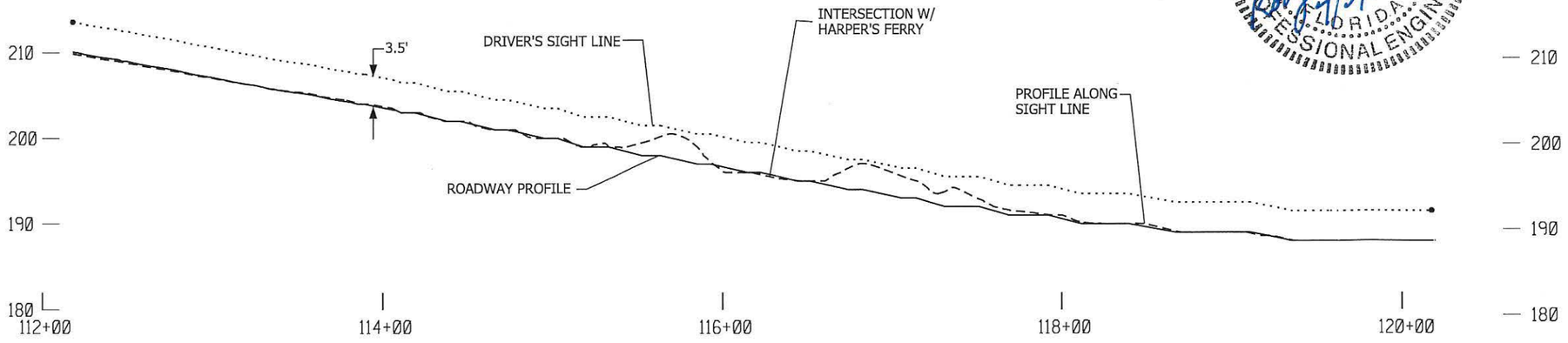
5/3/16



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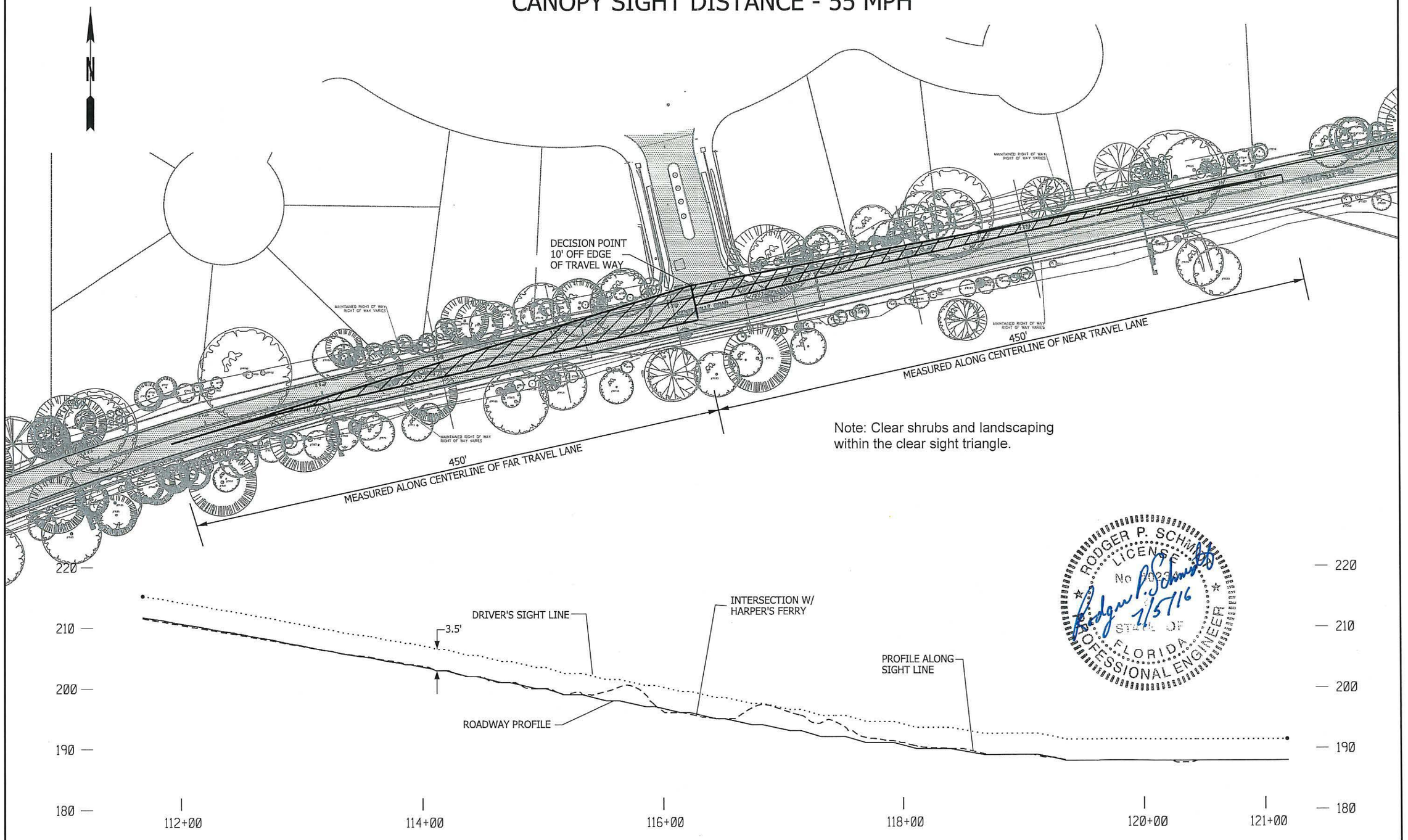
	LEON	

Figure 6
Intersection Sight Triangle -
Canopy Road Standards (10ft setback)

SHEET NO.

Posted April 1, 2024

CANOPY SIGHT DISTANCE - 55 MPH



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ROAD NO.	COUNTY	FINANCIAL PROJECT ID
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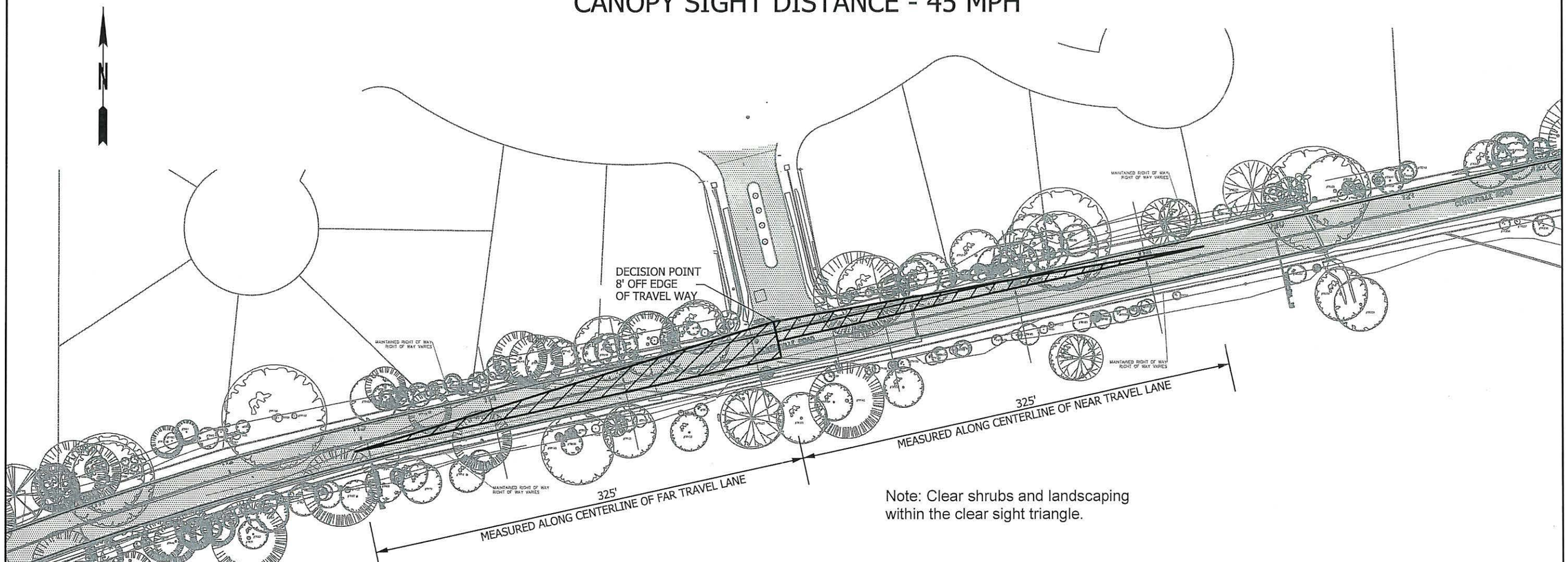
Figure 6
Intersection Sight Triangle -
Canopy Road Standards (10ft setback)

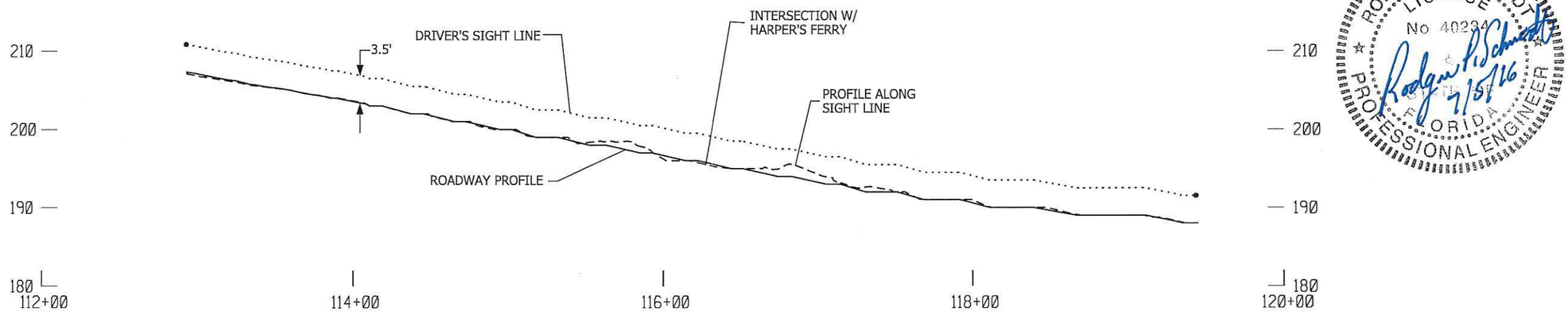
SHEET NO.

Posted April 1, 2024

CANOPY SIGHT DISTANCE - 45 MPH



Note: Clear shrubs and landscaping within the clear sight triangle.



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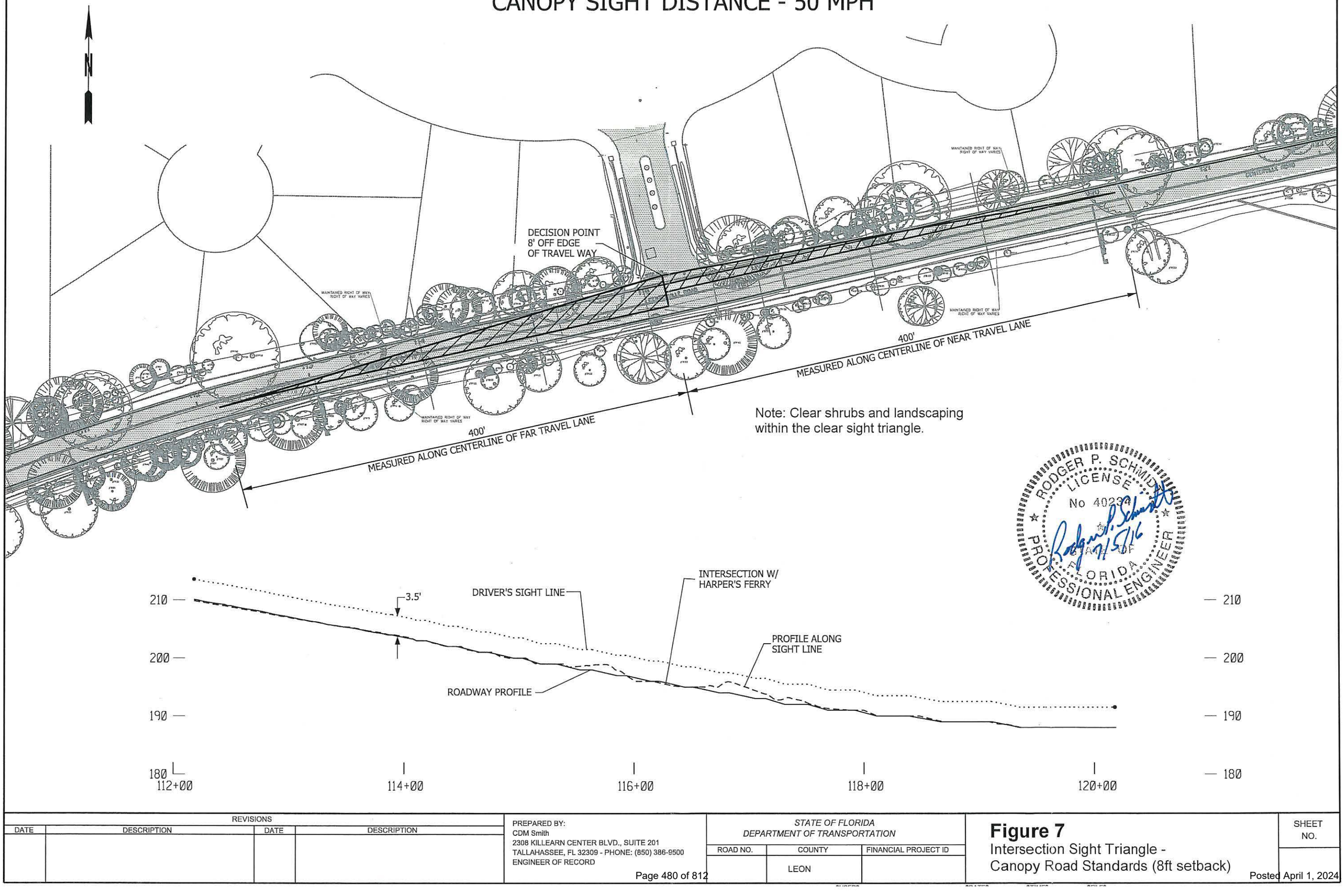
ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	LEON	

Figure 7
Intersection Sight Triangle -
Canopy Road Standards (8ft setback)

SHEET NO.

CANOPY SIGHT DISTANCE - 50 MPH



RODGER P. SCHMIDT
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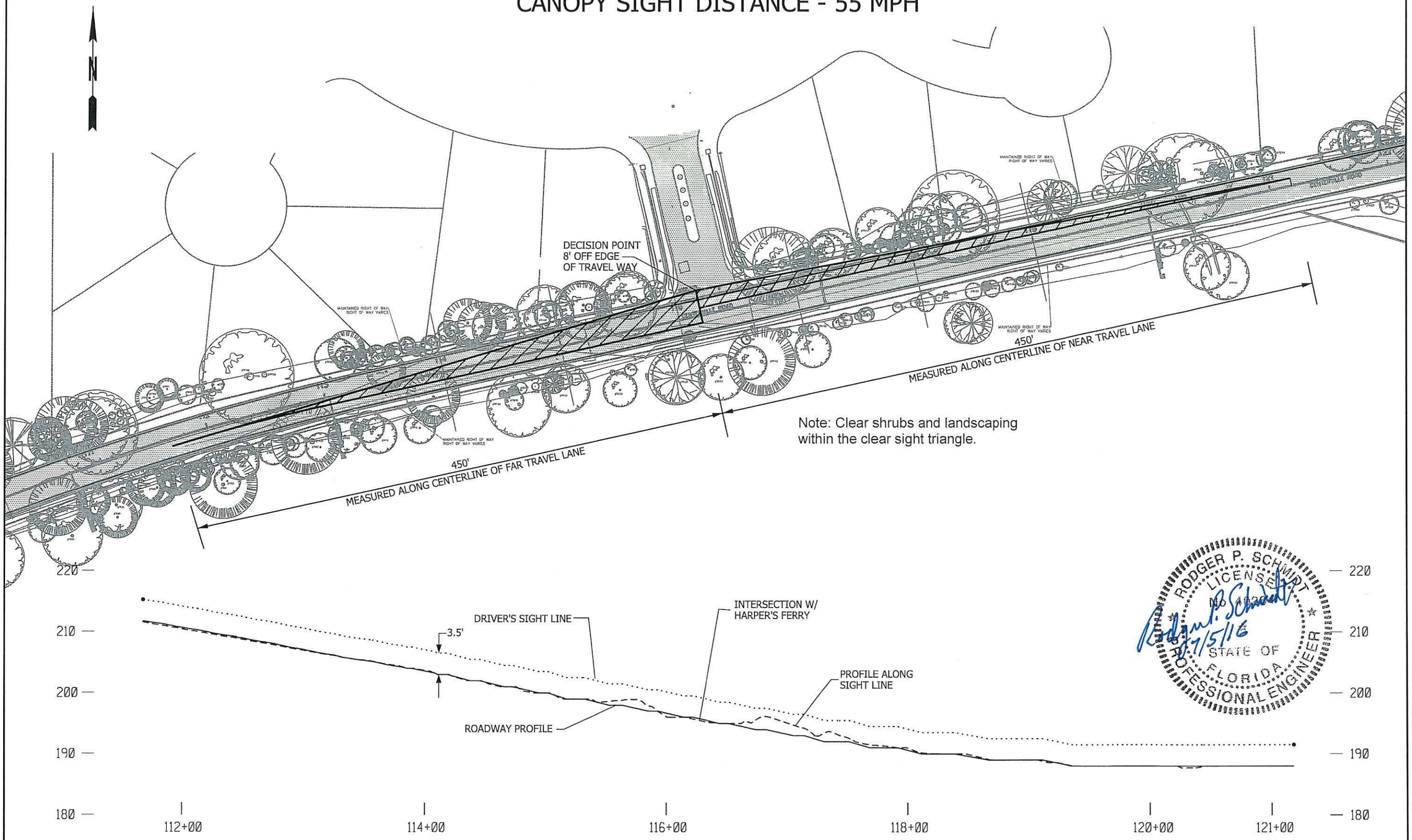
DEPARTMENT OF TRANSPORTATION

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	LEON	

Figure 7
Intersection Sight Triangle -
Canopy Road Standards (8ft setback)

SHEET NO.

CANOPY SIGHT DISTANCE - 55 MPH



Note: Clear shrubs and landscaping within the clear sight triangle.

RODGER P. SCHMIDT
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STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	LEON	

Figure 7
Intersection Sight Triangle -
Canopy Road Standards (8ft setback)

SHEET NO.

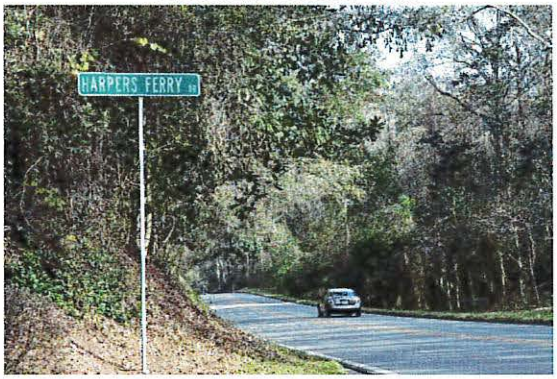
Field visits were conducted to review the sight distance at the study intersection. **Figure 8** shows the sight distance from multiple driver eye setback distances from the edge line of Centerville Road. The field review indicates that adequate sight distance is not available as per FDOT or Canopy Road standards.

Figure 8 Intersection Sight Distance

Looking Left from Harpers Ferry Dr
Driver Eye Setback = 10 ft

Looking Right from Harpers Ferry Dr
Driver Eye Setback = 10 ft

Looking Left from Harpers Ferry Dr
Driver Eye Setback = 8 ft



Looking Right from Harpers Ferry Dr
Driver Eye Setback = 8 ft

7.0 Summary and Conclusions

This technical memorandum summarized the findings of traffic operations analysis, crash analysis and sight distance analysis conducted for the intersection of Centerville Road at Harpers Ferry Drive. The main findings of the summary are as follows:

- The study intersection operates at an overall Level of Service A during the morning and evening peak hours.
- The right-turn movement from Harpers Ferry Drive onto Centerville Road experiences the most queues at this intersection. The left-turn movement from Centerville Road onto Harpers Ferry Drive experiences moderate queues.
- When the school bus stops near the study intersection, the queues along Centerville Road are high. However, the school bus stops at the study intersection only six times per day.
- The 85th percentile speed along Centerville Road is approximately 48 mph, which is very close to the speed limit of 45 mph.
- Traffic signal warrants are not met at the study intersection.
- A total of 8 crashes were observed during a five year period (2010-2015). This analysis of the crash data indicated that majority of the crashes (5 out of 8) were rear-end type crashes which occurred when vehicle waiting to turn left into Harpers Ferry Drive was struck from behind. The Crash Experience warrant for installing a traffic signal is not met at the study intersection.
- Intersection sight distance criteria are not met for the study intersection based on the FDOT or Canopy Road standards. It is recommended that the landscaping and shrubs be cleared within the clear sight triangle at the study intersection, based on the Canopy Road standards.
- Based on the turning movement counts at the study intersection, a left-turn lane along eastbound Centerville Road is suggested, pending availability of right-of-way along Centerville Road.

Appendix A

Traffic Data

HSA CONSULTING GROUP, INC.
1315 COUNTRY CLUB RD.
GULF BREEZE, FLA. 32563

ALL VEHICLES

INTERSECTION OF Centerville Road & Harper's Ferry Drive

COUNT DATE: 8-Dec-15 FILE NAME: centerville & harpers ferry.xls

	Harper's Ferry Dr Southbound		Centerville Rd Westbound				Centerville Rd Eastbound			
Time	Left	Right	Thru	Right			Left	Thru		TOTAL
7:00	1	15	222	1			1	25		265
7:15	1	21	245	0			2	53		322
7:30	2	19	275	2			3	47		348
7:45	2	25	272	1			4	55		359
TOTAL	6	80	1014	4			10	180		1294
8:00	3	23	250	0			5	71		352
8:15	0	15	234	0			4	61		314
8:30	0	9	210	1			3	61		284
8:45	1	11	168	2			7	72		261
TOTAL	4	58	862	3			19	265		1211
9:00	4	9	161	1			2	71		248
9:15	0	6	166	1			2	58		233
9:30	0	13	123	1			4	55		196
9:45	1	6	116	0			5	58		186
TOTAL	5	34	566	3			13	242		863
11:00	1	8	99	2			4	60		174
11:15	1	7	106	0			3	63		180
11:30	3	6	95	0			5	51		160
11:45	0	3	103	1			4	52		163
TOTAL	5	24	403	3			16	226		677
12:00	0	3	78	0			9	82		172
12:15	1	7	59	0			8	84		159
12:30	0	0	95	0			4	68		167
12:45	3	4	80	0			10	80		177
TOTAL	4	14	312	0			31	314		675
15:00	2	5	99	3			6	139		254
15:15	2	4	101	2			8	121		238
15:30	1	3	71	1			10	123		209
15:45	3	5	75	2			8	132		225
TOTAL	8	17	346	8			32	515		926
16:00	0	4	88	2			6	159		259
16:15	1	5	92	2			13	184		297
16:30	2	2	106	2			11	201		324
16:45	1	5	89	0			22	245		362
TOTAL	4	16	375	6			52	789		1242
17:00	3	6	70	3			14	283		379
17:15	2	7	77	0			24	271		381
17:30	1	8	68	2			20	301		400
17:45	0	3	88	2			19	278		390
TOTAL	6	24	303	7			77	1133		1550

Posted April 1, 2024.

PEAK HOUR DATA 7:00 TO 10:00

PEAK HR START TIME 7:15

	Harper's Ferry Dr Southbound		Centerville Rd Westbound			Centerville Rd Eastbound		
	Left	Right	Thru	Right		Left	Thru	TOTAL
PEAK HR TOTALS	8	88	1042	3		14	226	1381
% OF APPROACH	8.3%	91.7%	99.7%	0.3%		5.8%	94.2%	
PEAK HR FACTOR		0.889		0.943			0.789	

PEAK HOUR DATA 11:00 TO 13:00

PEAK HR START TIME 11:00

	Harper's Ferry Dr Southbound		Centerville Rd Westbound			Centerville Rd Eastbound		
	Left	Right	Thru	Right		Left	Thru	TOTAL
PEAK HR TOTALS	5	24	403	3		16	226	677
% OF APPROACH	17.2%	82.8%	99.7%	0.7%		6.6%	93.4%	
PEAK HR FACTOR		0.806		0.958			0.917	

PEAK HOUR DATA 15:00 TO 18:00

PEAK HR START TIME 17:00

	Harper's Ferry Dr Southbound		Centerville Rd Westbound			Centerville Rd Eastbound		
	Left	Right	Thru	Right		Left	Thru	TOTAL
PEAK HR TOTALS	6	24	303	7		77	1133	1550
% OF APPROACH	20.0%	80.0%	97.7%	2.3%		6.4%	93.6%	
PEAK HR FACTOR		0.833		0.861			0.942	

HSA Consulting Group, Inc.
1315 Country Club Road
Gulf Breeze, Florida 32563

Location: Centerville Road east of Harper's Ferry Dr — Direction: WB
Start Date: 8-Dec-15 — Start Time: 0:00 — Posted Speed: 45 MPH

		Miles Per Hour													
8-Dec	Total	0-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	>75
0:00	4	0	0	0	0	0	1	1	2	0	0	0	0	0	0
1:00	5	0	0	0	0	0	1	1	2	0	1	0	0	0	0
2:00	7	0	0	0	0	0	0	2	3	1	1	0	0	0	0
3:00	9	0	0	0	0	0	1	1	2	4	0	1	0	0	0
4:00	25	0	0	0	0	1	0	3	9	7	3	1	1	0	0
5:00	82	0	0	0	0	0	4	12	39	17	8	2	0	0	0
6:00	373	3	6	7	7	7	15	88	172	56	12	0	0	0	0
7:00	1060	10	4	8	27	88	203	467	235	18	0	0	0	0	0
8:00	896	7	7	9	5	23	158	461	208	17	1	0	0	0	0
9:00	561	0	0	0	2	16	68	209	213	48	5	0	0	0	0
10:00	367	0	0	0	4	13	48	139	128	32	2	1	0	0	0
11:00	394	0	0	0	0	5	37	134	164	47	7	0	0	0	0
12:00	321	0	0	0	0	3	38	109	123	42	5	1	0	0	0
13:00	348	0	0	0	1	11	46	132	119	34	5	0	0	0	0
14:00	382	0	2	2	4	9	55	132	153	24	1	0	0	0	0
15:00	368	0	0	1	2	9	62	157	114	22	1	0	0	0	0
16:00	403	1	12	4	1	9	100	165	102	9	0	0	0	0	0
17:00	307	0	0	0	3	15	40	118	100	26	4	1	0	0	0
18:00	274	0	0	0	0	6	68	97	81	19	2	1	0	0	0
19:00	158	0	0	0	0	0	11	60	66	20	1	0	0	0	0
20:00	99	0	0	0	2	5	7	33	35	13	3	0	1	0	0
21:00	40	0	0	0	0	1	5	9	16	7	2	0	0	0	0
22:00	34	0	0	0	0	1	3	7	17	3	1	1	1	0	0
23:00	13	0	0	0	0	0	1	3	7	2	0	0	0	0	0
Daily Totals	6530	21	31	31	58	222	972	2540	2110	468	65	9	3	0	0

Posted April 1, 2024.

HSA Consulting Group, Inc.
1315 Country Club Road
Gulf Breeze, Florida 32563

Start Study	0:00	End Study	23:00	Start Date	8-Dec-15
Location	Centerville Road east of Harper's Ferry Dr			Direction	WB
Posted Speed	45 MPH				

Data Summary

15th Percentile Speed:		37.5 MPH
Median Speed (50th percentile) :		43.0 MPH
Average Speed - All Vehicles :		43.4 MPH
85th Percentile Speed :		48.1 MPH
95th Percentile Speed :		51.3 MPH
10MPH Pace Speed :		40-49 MPH
Number of Vehicles inPace :		4650
Percentof Vehicles inPace :		71.2%
Number of Vehicles >	45MPH	2655
Percentof Vehicles >	45MPH	40.7%

Posted April 1, 2024.

HSA Consulting Group, Inc.
1315 Country Club Road
Gulf Breeze, Florida 32563

Location: Centerville Road west of Harper's Ferry Dr — Direction: EB
Start Date: 8-Dec-15 — Start Time: 0:00 — Posted Speed: 45 MPH

		Miles Per Hour														
8-Dec		Total	0-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	>75
0:00		16	0	0	0	0	4	1	1	5	1	3	1	0	0	0
1:00		9	0	0	0	0	1	1	0	6	0	1	0	0	0	0
2:00		9	0	0	0	0	0	0	2	3	4	0	0	0	0	0
3:00		7	0	0	0	0	0	0	3	2	1	0	1	0	0	0
4:00		3	0	0	0	0	0	0	2	0	0	0	0	1	0	0
5:00		15	0	0	0	0	0	0	1	5	4	2	3	0	0	0
6:00		50	0	0	0	1	1	0	6	25	10	7	0	0	0	0
7:00		167	2	1	2	2	8	26	35	61	26	4	0	0	0	0
8:00		289	2	1	11	19	16	33	96	85	24	2	0	0	0	0
9:00		254	0	2	2	6	6	25	61	114	28	9	1	0	0	0
10:00		192	0	0	0	3	8	21	57	67	28	7	1	0	0	0
11:00		246	0	0	1	6	9	13	57	112	41	7	0	0	0	0
12:00		336	0	0	2	10	16	24	80	146	52	5	1	0	0	0
13:00		347	0	0	0	14	33	39	100	115	40	5	1	0	0	0
14:00		401	4	2	10	22	20	45	91	151	54	2	0	0	0	0
15:00		553	4	3	22	35	35	53	153	188	49	10	0	1	0	0
16:00		848	13	37	59	63	69	129	233	208	36	1	0	0	0	0
17:00		1193	21	42	68	119	176	216	342	187	21	1	0	0	0	0
18:00		652	7	6	30	78	88	103	151	127	54	7	0	1	0	0
19:00		363	3	9	12	18	27	29	72	116	63	13	1	0	0	0
20:00		249	0	0	2	5	13	21	33	112	52	8	3	0	0	0
21:00		178	0	1	3	6	9	10	23	48	61	14	2	0	1	0
22:00		105	0	0	0	4	12	3	12	40	28	4	2	0	0	0
23:00		36	0	0	0	0	1	4	8	14	8	1	0	0	0	0
Daily Totals		6518	56	104	224	411	552	796	1619	1937	685	113	17	3	1	0

Posted April 1, 2024.

HSA Consulting Group, Inc.
1315 Country Club Road
Gulf Breeze, Florida 32563

Start Study	0:00	End Study	23:00	Start Date	8-Dec-15
Location	Centerville Road west of Harper's Ferry Dr			Direction	EB
Posted Speed	45 MPH				

Data Summary

15th Percentile Speed:		31.3 MPH
Median Speed (50th percentile) :		42.6 MPH
Average Speed - All Vehicles :		41.6 MPH
85th Percentile Speed :		48.5 MPH
95th Percentile Speed :		52.3 MPH
10MPH Pace Speed :		40-49 MPH
Number of Vehicles inPace :		3556
Percentof Vehicles inPace :		54.6%
Number of Vehicles >	45MPH	2756
Percentof Vehicles >	45MPH	42.3%

Posted April 1, 2024.

HSA Consulting Group, Inc.
1315 Country Club Road
Gulf Breeze, Florida 32563

Location: Centerville Rd east of Harper's Ferry Dr
County: Leon
Start Date: 8-Dec-15 Start Time: 0:00

	Eastbound					Westbound					Combined
Time	1st	2nd	3rd	4th	Hour Tot.	1st	2nd	3rd	4th	Hour Tot.	Total
0:00	5	4	1	2	12	0	1	2	1	4	16
1:00	2	1	0	4	7	1	1	2	1	5	12
2:00	5	2	0	2	9	4	0	1	2	7	16
3:00	2	2	1	2	7	2	0	3	4	9	16
4:00	1	1	0	1	3	0	3	7	15	25	28
5:00	3	1	4	8	16	10	20	20	32	82	98
6:00	11	13	11	20	55	45	69	108	151	373	428
7:00	26	60	57	62	205	230	255	288	287	1060	1265
8:00	78	66	59	76	279	264	239	212	180	895	1174
9:00	76	57	54	63	250	157	170	124	110	561	811
10:00	56	34	43	48	181	102	89	96	80	367	548
11:00	66	64	60	57	247	99	99	91	105	394	641
12:00	85	84	73	86	328	83	63	96	78	320	648
13:00	82	72	82	89	325	85	91	92	80	348	673
14:00	78	95	100	105	378	92	94	93	103	382	760
15:00	137	130	131	133	531	107	111	76	74	368	899
16:00	164	190	218	233	805	97	100	112	94	403	1208
17:00	271	283	287	270	1111	71	74	76	86	307	1418
18:00	198	164	109	131	602	82	62	84	46	274	876
19:00	78	87	90	73	328	62	42	33	21	158	486
20:00	75	61	50	45	231	22	30	24	23	99	330
21:00	47	49	30	35	161	10	12	10	8	40	201
22:00	30	35	21	9	95	10	9	7	8	34	129
23:00	13	11	5	4	33	2	6	3	2	13	46
Total					6199					6528	12727

Peak Hour Summary

	Direction:	Eastbound
	Hour	Volume
A.M	800	279
P.M	1700	1111
Daily	1700	1111

	Direction:	Westbound
	Hour	Volume
A.M	715	1094
P.M	1600	403
Daily	715	1094

	Direction:	Combined
	Hour	Volume
A.M	715	1351
P.M	1700	1418
Daily	1700	1418

Posted April 1, 2024.

HSA Consulting Group, Inc.
1315 Country Club Road
Gulf Breeze, Florida 32563

Location: Centerville Rd west of Harper's Ferry Dr
County: Leon
Start Date: 8-Dec-15 Start Time: 0:00

	Eastbound					Westbound					Combined
Time	1st	2nd	3rd	4th	Hour Tot.	1st	2nd	3rd	4th	Hour Tot.	Total
0:00	6	4	4	2	16	1	1	2	1	5	21
1:00	3	1	0	5	9	1	1	3	1	6	15
2:00	5	2	0	2	9	4	0	1	2	7	16
3:00	2	2	1	2	7	2	0	3	5	10	17
4:00	1	1	0	1	3	0	2	8	16	26	29
5:00	3	0	4	8	15	12	20	21	36	89	104
6:00	12	10	9	18	49	47	75	113	171	406	455
7:00	18	52	45	52	167	249	268	306	314	1137	1304
8:00	82	71	57	78	288	283	246	221	181	931	1219
9:00	74	67	53	60	254	168	173	132	117	590	844
10:00	58	35	45	54	192	104	95	101	81	381	573
11:00	64	60	59	63	246	102	107	101	108	418	664
12:00	83	88	74	91	336	87	76	92	82	337	673
13:00	94	76	87	90	347	91	91	107	86	375	722
14:00	81	102	109	109	401	103	98	98	107	406	807
15:00	142	134	138	138	552	112	107	81	85	385	937
16:00	172	195	229	246	842	96	100	115	92	403	1245
17:00	284	302	317	290	1193	81	77	86	75	319	1512
18:00	210	179	117	146	652	88	67	90	49	294	946
19:00	92	95	99	77	363	65	44	38	22	169	532
20:00	81	63	55	50	249	26	28	27	23	104	353
21:00	50	54	39	35	178	10	12	11	11	44	222
22:00	34	39	21	11	105	10	10	7	7	34	139
23:00	15	12	5	4	36	2	5	3	2	12	48
Total					6509					6888	13397

Peak Hour Summary

	Direction:	Eastbound
	Hour	Volume
A.M	800	288
P.M	1700	1193
Daily	1700	1193

	Direction:	Westbound
	Hour	Volume
A.M	715	1171
P.M	1430	424
Daily	715	1171

	Direction:	Combined
	Hour	Volume
A.M	715	1402
P.M	1700	1512
Daily	1700	1512

Posted April 1, 2024.

HSA Consulting Group, Inc.
1315 Country Club Road
Gulf Breeze, Florida 32563

Location: Harper's Ferry Dr north of Centerville Rd
County: Leon
Start Date: 8-Dec-15 Start Time: 0:00

	Northbound					Southbound					Combined
Time	1st	2nd	3rd	4th	Hour Tot.	1st	2nd	3rd	4th	Hour Tot.	Total
0:00	1	0	2	0	3	1	0	0	0	1	4
1:00	1	0	0	2	3	0	0	1	0	1	4
2:00	0	0	0	0	0	0	0	0	0	0	0
3:00	0	0	0	0	0	0	0	0	1	1	1
4:00	0	0	0	0	0	0	0	0	2	2	2
5:00	0	0	1	0	1	2	1	1	3	7	8
6:00	0	1	0	1	2	1	5	8	12	26	28
7:00	3	3	5	6	17	16	19	25	32	92	109
8:00	5	6	4	11	26	29	20	11	12	72	98
9:00	3	4	7	4	18	15	7	14	5	41	59
10:00	4	3	5	5	17	10	5	12	5	32	49
11:00	6	5	4	5	20	9	10	10	3	32	52
12:00	11	9	6	8	34	4	11	1	10	26	60
13:00	6	6	8	9	29	4	5	8	10	27	56
14:00	8	9	4	6	27	3	8	4	6	21	48
15:00	9	11	12	10	42	7	7	6	10	30	72
16:00	10	18	13	25	66	6	6	5	6	23	89
17:00	19	28	22	24	93	12	9	8	5	34	127
18:00	26	15	22	19	82	12	6	12	8	38	120
19:00	13	20	11	10	54	5	3	8	4	20	74
20:00	6	5	4	5	20	7	5	3	0	15	35
21:00	2	4	5	2	13	0	0	3	2	5	18
22:00	2	2	2	3	9	0	1	2	0	3	12
23:00	1	1	0	0	2	0	0	0	0	0	2
Total					578					549	1127

Peak Hour Summary

	Direction:	Northbound
	Hour	Volume
A.M	800	26
P.M	1715	100
Daily	1715	100

	Direction:	Southbound
	Hour	Volume
A.M	730	106
P.M	1800	38
Daily	730	106

	Direction:	Combined
	Hour	Volume
A.M	730	128
P.M	1715	134
Daily	1715	134

Posted April 1, 2024.

Appendix B

Traffic Operational Analysis Results

1: Centerville Rd & Harpers Ferry Dr

Intersection	
Int Delay, s/veh	2.4

Movement	SEL	SER	NEL	NET	SWT	SWR
Traffic Vol, veh/h	8	88	14	226	1042	3
Future Vol, veh/h	8	88	14	226	1042	3
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	89	89	79	79	94	94
Heavy Vehicles, %	2	2	5	5	1	1
Mvmt Flow	9	99	18	286	1109	3

Major/Minor	Minor2		Major1		Major2	
Conflicting Flow All	1432	1110	1112	0	-	0
Stage 1	1110	-	-	-	-	-
Stage 2	322	-	-	-	-	-
Critical Hdwy	6.42	6.22	4.15	-	-	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	2.245	-	-	-
Pot Cap-1 Maneuver	148	255	617	-	-	-
Stage 1	315	-	-	-	-	-
Stage 2	735	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	143	255	617	-	-	-
Mov Cap-2 Maneuver	143	-	-	-	-	-
Stage 1	315	-	-	-	-	-
Stage 2	709	-	-	-	-	-

Approach	SE	NE	SW
HCM Control Delay, s	31.9	0.6	0
HCM LOS	D		

Minor Lane/Major Mvmt	NEL	NET	SELn1	SWT	SWR
Capacity (veh/h)	617	-	239	-	-
HCM Lane V/C Ratio	0.029	-	0.451	-	-
HCM Control Delay (s)	11	0	31.9	-	-
HCM Lane LOS	B	A	D	-	-
HCM 95th %tile Q(veh)	0.1	-	2.2	-	-

1: Centerville Rd & Harpers Ferry Dr

Intersection	
Int Delay, s/veh	0.8

Movement	SEL	SER	NEL	NET	SWT	SWR
Traffic Vol, veh/h	6	24	77	1133	303	7
Future Vol, veh/h	6	24	77	1133	303	7
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	83	83	94	94	86	86
Heavy Vehicles, %	3	3	1	1	2	2
Mvmt Flow	7	29	82	1205	352	8

Major/Minor	Minor2		Major1		Major2	
Conflicting Flow All	1725	356	360	0	-	0
Stage 1	356	-	-	-	-	-
Stage 2	1369	-	-	-	-	-
Critical Hdwy	6.43	6.23	4.11	-	-	-
Critical Hdwy Stg 1	5.43	-	-	-	-	-
Critical Hdwy Stg 2	5.43	-	-	-	-	-
Follow-up Hdwy	3.527	3.327	2.209	-	-	-
Pot Cap-1 Maneuver	97	686	1204	-	-	-
Stage 1	707	-	-	-	-	-
Stage 2	235	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	77	686	1204	-	-	-
Mov Cap-2 Maneuver	77	-	-	-	-	-
Stage 1	707	-	-	-	-	-
Stage 2	187	-	-	-	-	-

Approach	SE	NE	SW
HCM Control Delay, s	20.7	0.5	0
HCM LOS	C		

Minor Lane/Major Mvmt	NEL	NET	SELn1	SWT	SWR
Capacity (veh/h)	1204	-	266	-	-
HCM Lane V/C Ratio	0.068	-	0.136	-	-
HCM Control Delay (s)	8.2	0	20.7	-	-
HCM Lane LOS	A	A	C	-	-
HCM 95th %tile Q(veh)	0.2	-	0.5	-	-

Warrants Summary

Information			
Analyst	CDM Smith	Intersection	
Agency/Co	Leon County	Jurisdiction	Leon County
Date Performed	Jan 2016	Units	U.S. Customary
Project ID		Time Period Analyzed	
East/West Street	Centerville Road	North/South Street	Harpers Ferry Dr
File Name	Warrants1	Major Street	East-West

Project Description

General				Roadway Network	
Major Street Speed (mph)	45	☐	Population < 10,000	Two Major Routes	☐
Nearest Signal (ft)	4700	☐	Coordinated Signal System	Weekend Count	☐
Crashes (per year)	1	☐	Adequate Trials of Alternatives	5-yr Growth Factor	0

Geometry and Traffic	EB			WB			NB			SB		
	LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
Number of lanes, N	0	1	0	0	1	0	0	0	0	0	0	0
Lane usage		LT			TR						LR	
Vehicle Volume Averages (vph)	0	455	0	0	473	0	0	0	0	39	0	0
Peds (ped/h) / Gaps (gaps/h)	--	0 / 0	--	--	0 / 0	--	--	0 / 0	--	--	0 / 0	--
Delay (s/veh) / (veh-hr)	--	0.6 / 0.1	--	--	0 / 0	--	--	0 / 0	--	--	17.3 / 0.2	--

Warrant 1: Eight-Hour Vehicular Volume	☐
1 A. Minimum Vehicular Volumes (Both major approaches --and-- higher minor approach) --or--	☐
1 B. Interruption of Continuous Traffic (Both major approaches --and-- higher minor approach) --or--	☐
1 80% Vehicular --and-- Interruption Volumes (Both major approaches --and-- higher minor approach)	☐
Warrant 2: Four-Hour Vehicular Volume	☐
2 A. Four-Hour Vehicular Volumes (Both major approaches --and-- higher minor approach)	☐
Warrant 3: Peak Hour	☑
3 A. Peak-Hour Conditions (Minor delay --and-- minor volume --and-- total volume) --or--	☐
3 B. Peak- Hour Vehicular Volumes (Both major approaches --and-- higher minor approach)	☑
Warrant 4: Pedestrian Volume	☐
4 A. Four Hour Volumes --or--	☐
4 B. One-Hour Volumes	☐
Warrant 5: School Crossing	☐
5. Student Volumes --and--	☐
5. Gaps Same Period	☐
Warrant 6: Coordinated Signal System	☐
6. Degree of Platooning (Predominant direction or both directions)	☐
Warrant 7: Crash Experience	☐
7 A. Adequate trials of alternatives, observance and enforcement failed --and--	☐
7 B. Reported crashes susceptible to correction by signal (12-month period) --and--	☐
7 C. 80% Volumes for Warrants 1A, 1B --or-- 4 are satisfied	☐

Warrant 8: Roadway Network	☐
8 A. Weekday Volume (Peak hour total --and-- projected warrants 1, 2 or 3) --or--	☐
8 B. Weekend Volume (Five hours total)	☐
Warrant 9: Grade Crossing	☐
9 A. Grade Crossing within 140 ft --and--	☐
9 B. Peak-Hour Vehicular Volumes	☐

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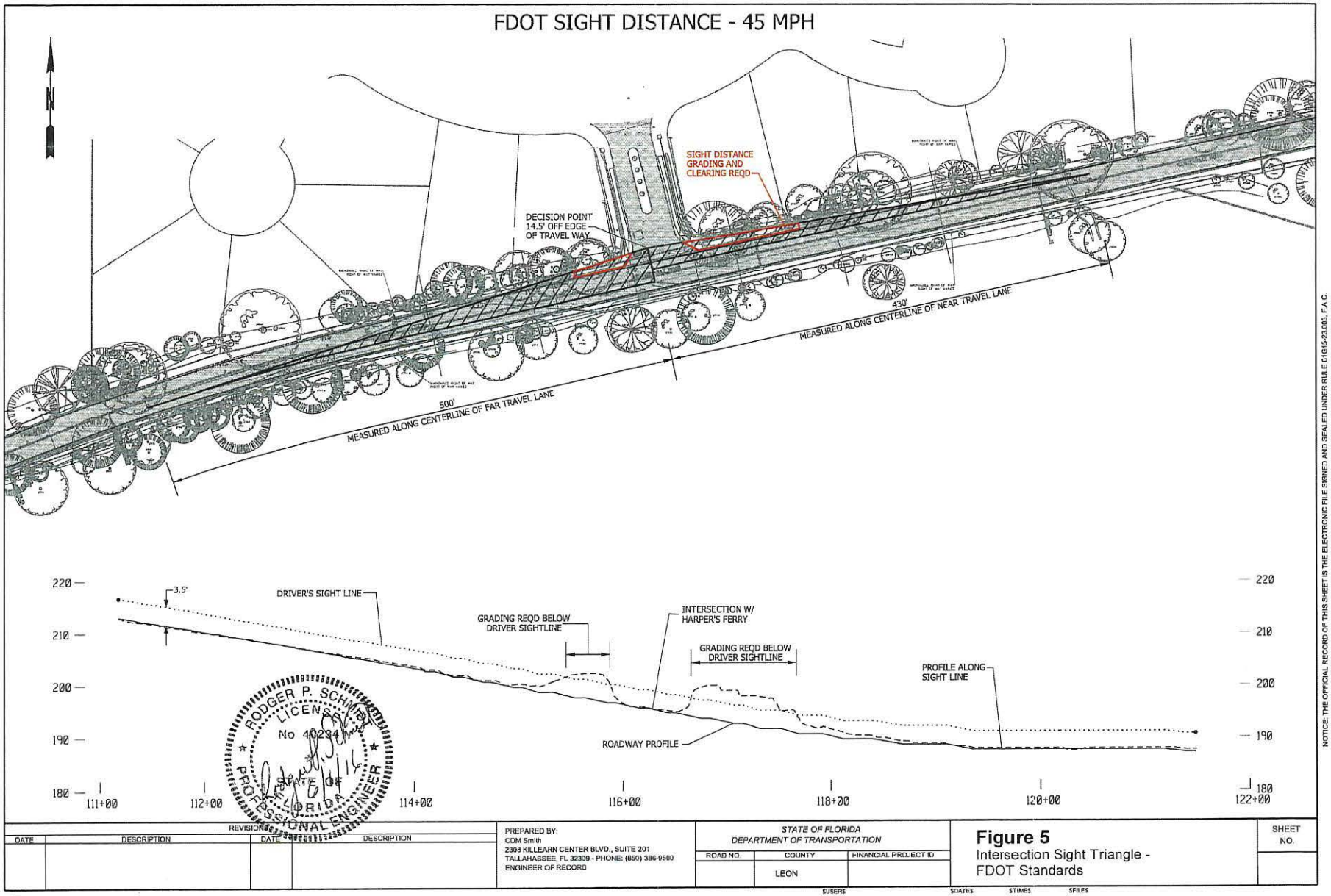
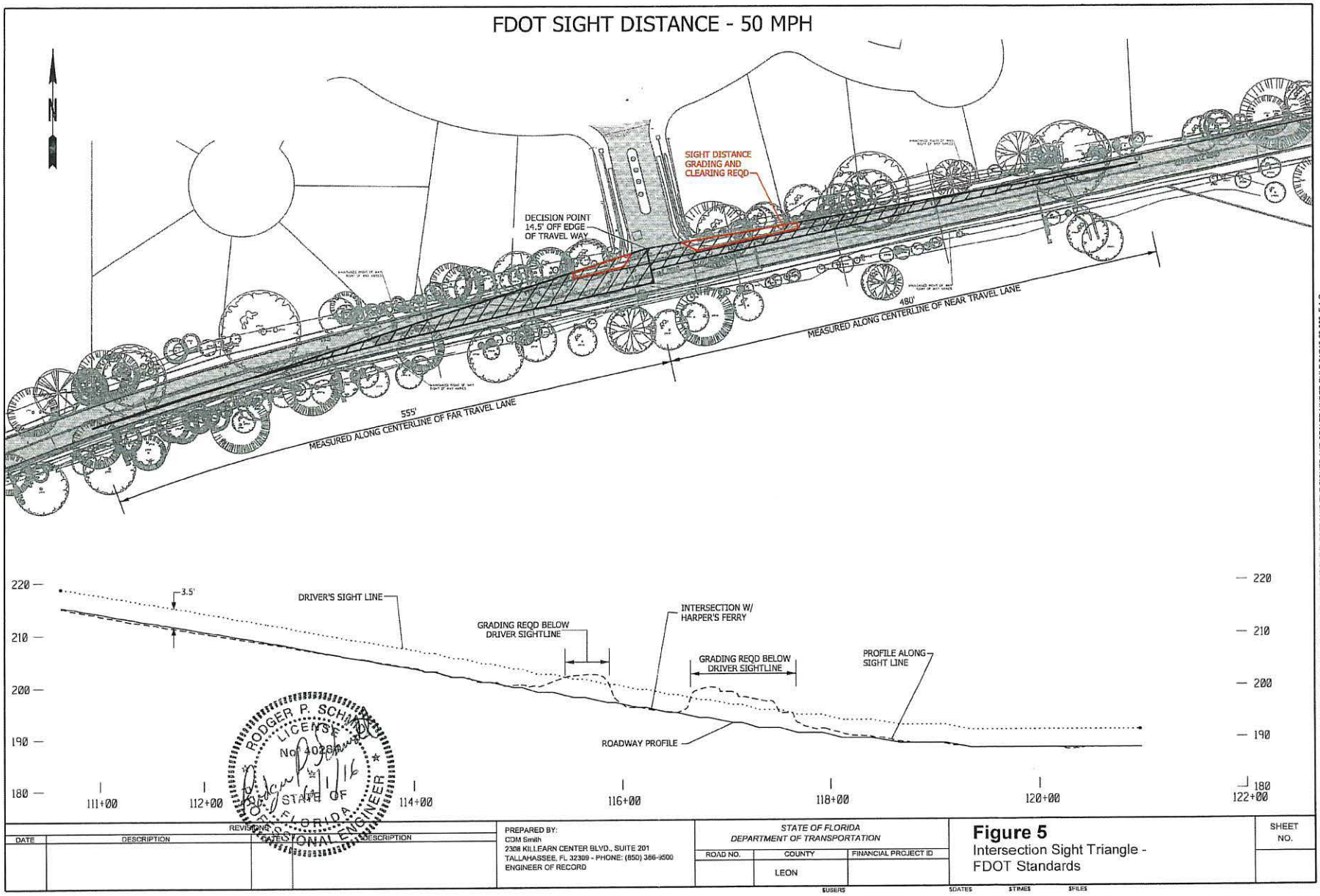
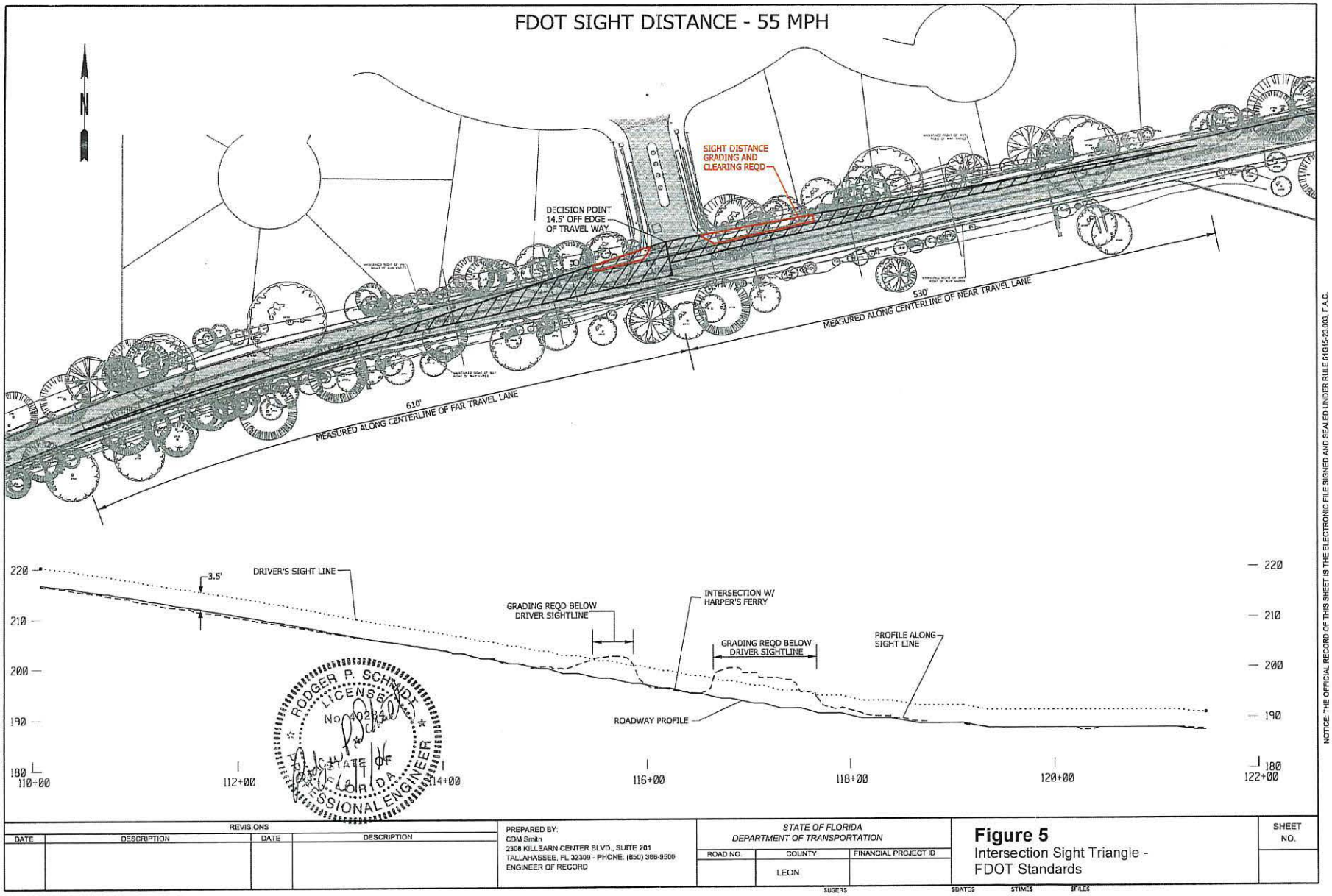
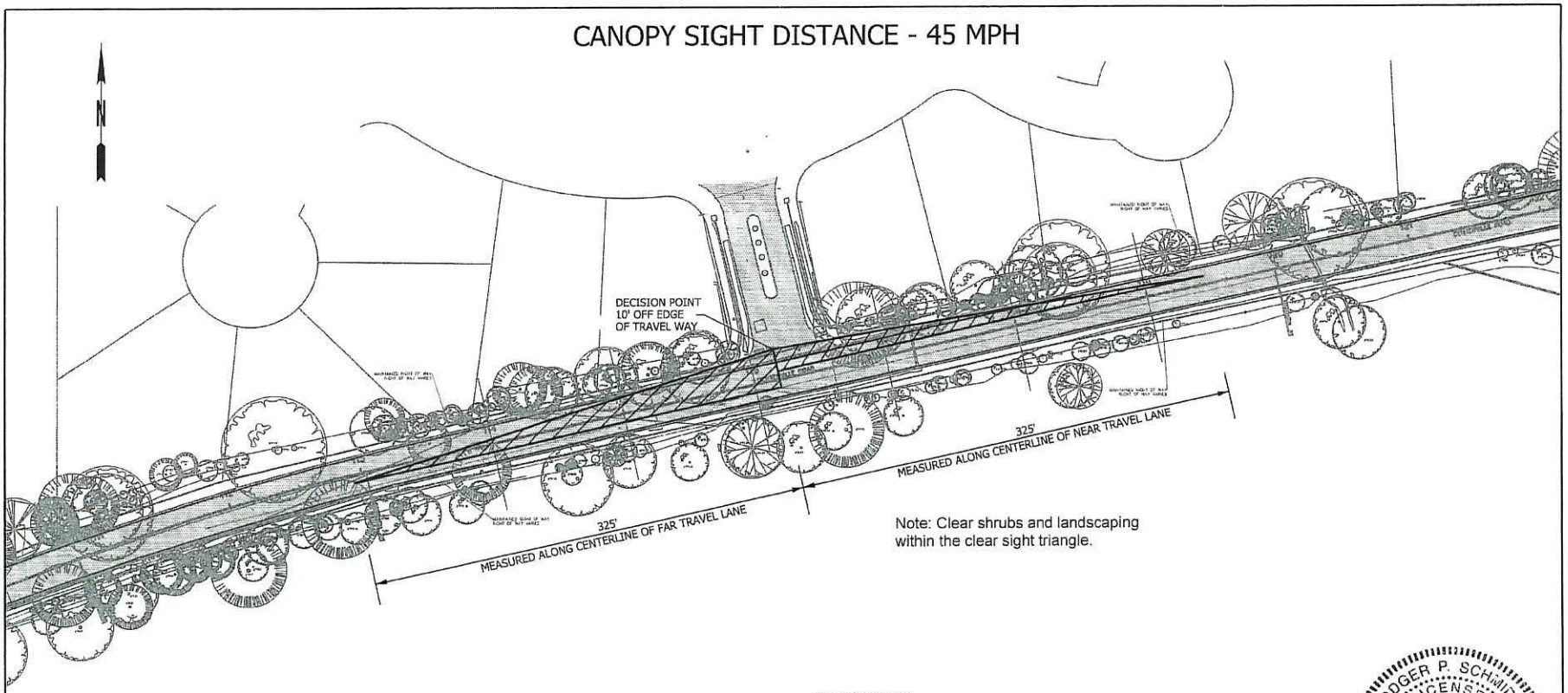

FDOT SIGHT DISTANCE - 45 MPH
N
SIGHT DISTANCE GRADING AND CLEARING REQD
DECISION POINT 14.5' OFF EDGE OF TRAVEL WAY
430'
MEASURED ALONG CENTERLINE OF NEAR TRAVEL LANE
500'
MEASURED ALONG CENTERLINE OF FAR TRAVEL LANE
220
210
200
190
180
3.5'
DRIVER'S SIGHT LINE
GRADING REQD BELOW DRIVER SIGHTLINE
INTERSECTION W/ HARPER'S FERRY
GRADING REQD BELOW DRIVER SIGHTLINE
PROFILE ALONG SIGHT LINE
ROADWAY PROFILE
111+00
112+00
114+00
116+00
118+00
120+00
122+00
RODGER P. SCHMITZ
LICENSE
No 40294
STATE OF FLORIDA
PROFESSIONAL ENGINEER
REVISIONS
DATE
DESCRIPTION
DATE
DESCRIPTION
PREPARED BY:
CDM Smith
2308 KILLEARN CENTER BLVD., SUITE 201
TALLAHASSEE, FL 32309 - PHONE: (850) 386-9500
ENGINEER OF RECORD
STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION
ROAD NO.
COUNTY
LEON
FINANCIAL PROJECT ID
$USERS
$STATES
$TIMES
$FILES
Figure 5
Intersection Sight Triangle - FDOT Standards
SHEET NO.
NOTICE: THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE SIGNED AND SEALED UNDER RULE 61G15-23.003, F.A.C.


FDOT SIGHT DISTANCE - 50 MPH
N
SIGHT DISTANCE GRADING AND CLEARING REQD
DECISION POINT 14.5' OFF EDGE OF TRAVEL WAY
480'
MEASURED ALONG CENTERLINE OF NEAR TRAVEL LANE
555'
MEASURED ALONG CENTERLINE OF FAR TRAVEL LANE
220
210
200
190
180
3.5'
DRIVER'S SIGHT LINE
GRADING REQD BELOW DRIVER SIGHTLINE
INTERSECTION W/ HARPER'S FERRY
GRADING REQD BELOW DRIVER SIGHTLINE
PROFILE ALONG SIGHT LINE
ROADWAY PROFILE
111+00
112+00
114+00
116+00
118+00
120+00
122+00
RODGER P. SCHMITZ
LICENSE
No. 40280
STATE OF FLORIDA
PROFESSIONAL ENGINEER
REVISIONS
DATE
DESCRIPTION
PREPARED BY:
CDM Smith
2308 KILLEARN CENTER BLVD., SUITE 201
TALLAHASSEE, FL 32309 - PHONE: (850) 386-9500
ENGINEER OF RECORD
STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION
ROAD NO.
COUNTY
LEON
FINANCIAL PROJECT ID
Figure 5
Intersection Sight Triangle - FDOT Standards
SHEET NO.
NOTICE: THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE SIGNED AND SEALED UNDER RULE 61G15-23.003, F.A.C.



NOTICE: THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE SIGNED AND SEALED UNDER RULE 61G15-23.003, F.A.C.

CANOPY SIGHT DISTANCE - 45 MPH



RODGER P. SCHMIDT
LICENSE
No. [illegible]
STATE OF FLORIDA
PROFESSIONAL ENGINEER
4/15/16

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

PREPARED BY:
CDM Smith
2308 KILLEARN CENTER BLVD., SUITE 201
TALLAHASSEE, FL 32309 - PHONE: (850) 386-9500
ENGINEER OF RECORD

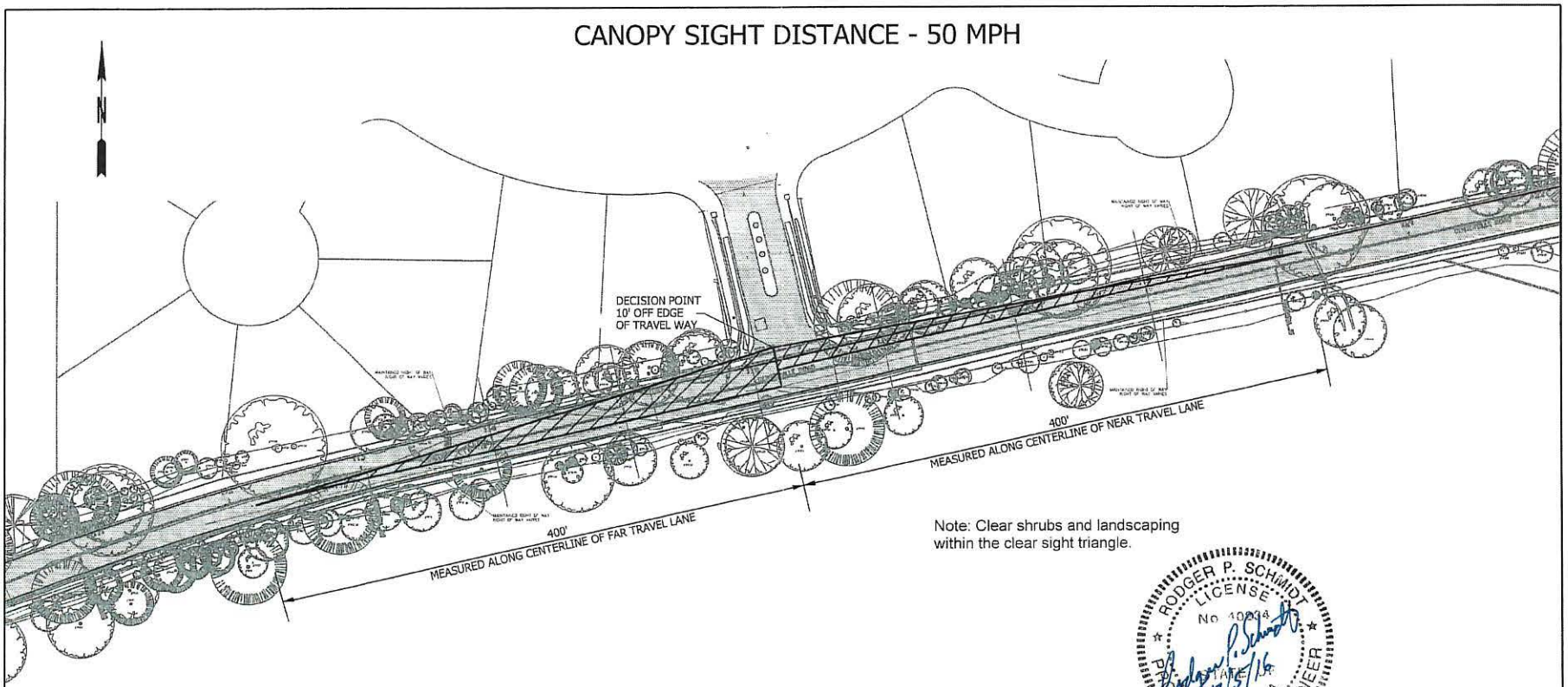
STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	LEON	

Figure 6
Intersection Sight Triangle -
Canopy Road Standards (10ft setback)

SHEET NO.

CANOPY SIGHT DISTANCE - 50 MPH



REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

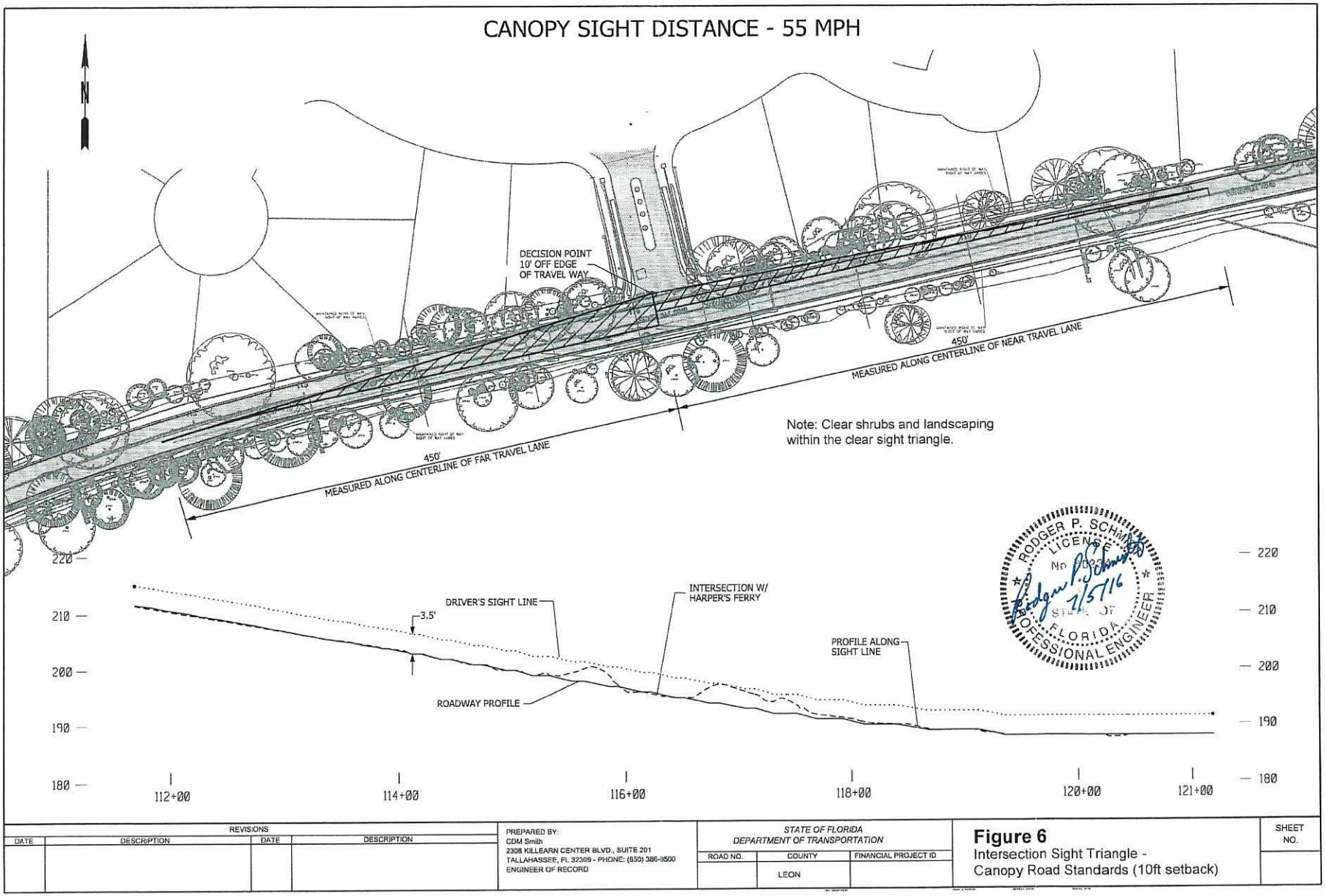
PREPARED BY:
CDM Smith
2308 KILLEARN CENTER BLVD., SUITE 201
TALLAHASSEE, FL 32309 - PHONE: (850) 386-6500
ENGINEER OF RECORD

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

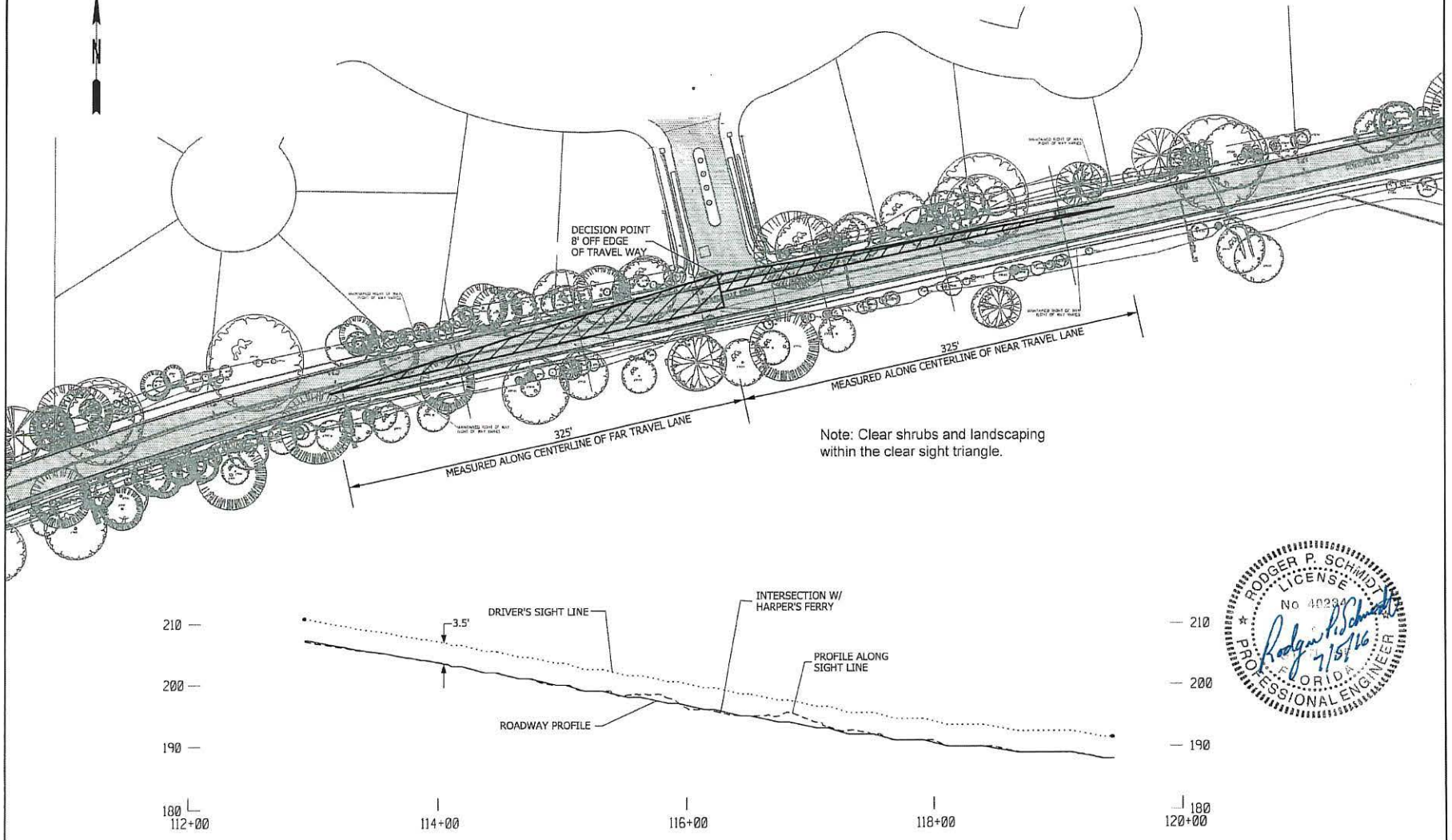
ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	LEON	

Figure 6
Intersection Sight Triangle -
Canopy Road Standards (10ft setback)

SHEET NO.

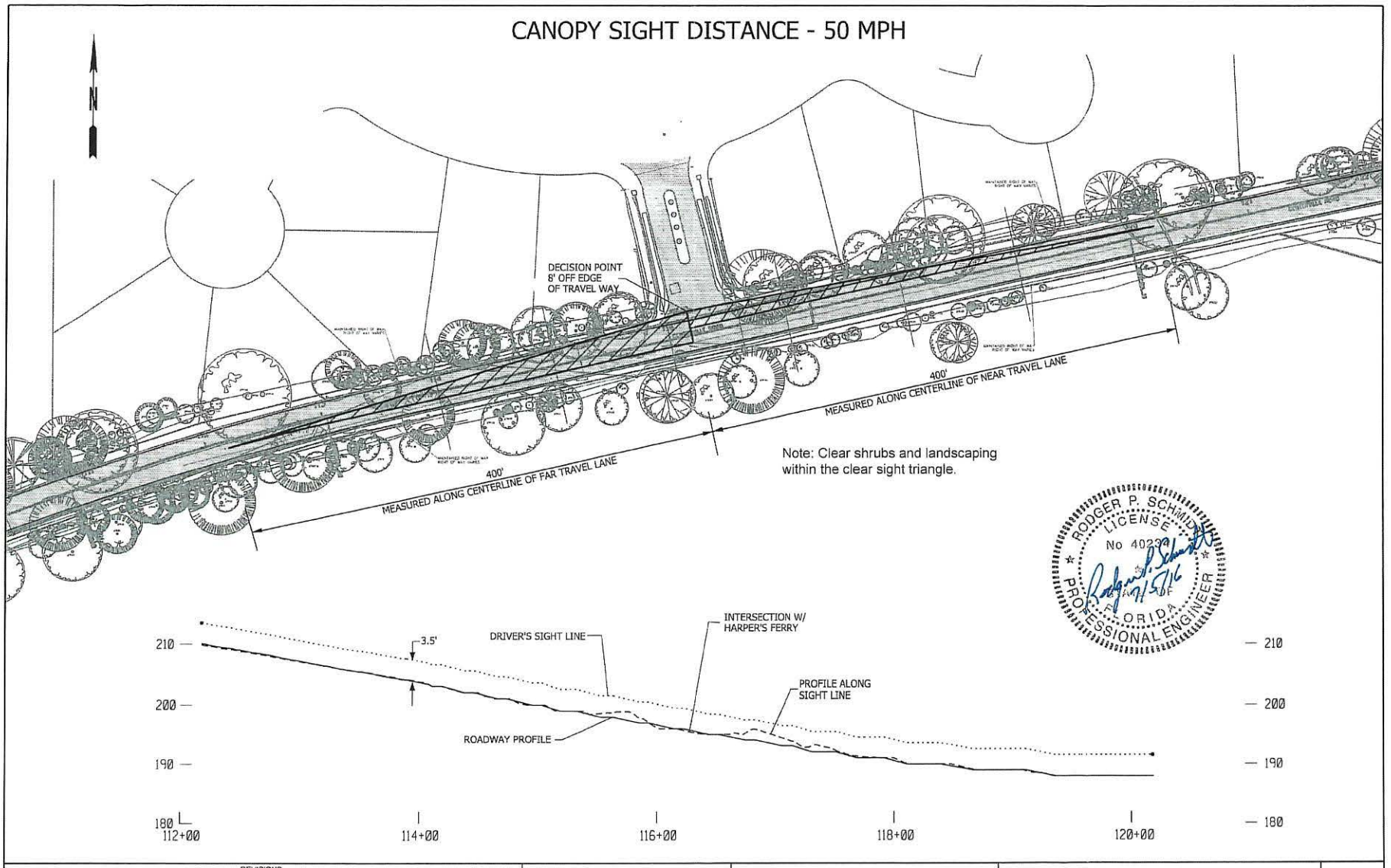

CANOPY SIGHT DISTANCE - 55 MPH
N
DECISION POINT
10' OFF EDGE
OF TRAVEL WAY
450'
MEASURED ALONG CENTERLINE OF NEAR TRAVEL LANE
450'
MEASURED ALONG CENTERLINE OF FAR TRAVEL LANE
Note: Clear shrubs and landscaping
within the clear sight triangle.
RODGER P. SCHMITT
LICENSE
No. 0064
STATE OF
FLORIDA
PROFESSIONAL ENGINEER
7/5/16
220
210
200
190
180
DRIVER'S SIGHT LINE
3.5'
INTERSECTION W/
HARPER'S FERRY
PROFILE ALONG
SIGHT LINE
ROADWAY PROFILE
112+00
114+00
116+00
118+00
120+00
121+00
REVISIONS
DATE
DESCRIPTION
DATE
DESCRIPTION
PREPARED BY:
CDM Smith
2306 KILLEARN CENTER BLVD., SUITE 201
TALLAHASSEE, FL 32309 - PHONE: (850) 386-9500
ENGINEER OF RECORD
STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION
ROAD NO.
COUNTY
LEON
FINANCIAL PROJECT ID
Figure 6
Intersection Sight Triangle -
Canopy Road Standards (10ft setback)
SHEET
NO.

CANOPY SIGHT DISTANCE - 45 MPH



RODGER P. SCHMIDT
LICENSE
No 40230
STATE OF FLORIDA
PROFESSIONAL ENGINEER
7/5/16

REVISIONS				PREPARED BY:	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			Figure 7	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION	CDM Smith 2308 KILLEARN CENTER BLVD., SUITE 201 TALLAHASSEE, FL 32309 - PHONE: (850) 386-5500 ENGINEER OF RECORD	ROAD NO.	COUNTY	FINANCIAL PROJECT ID	Intersection Sight Triangle - Canopy Road Standards (8ft setback)	
						LEON			



REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

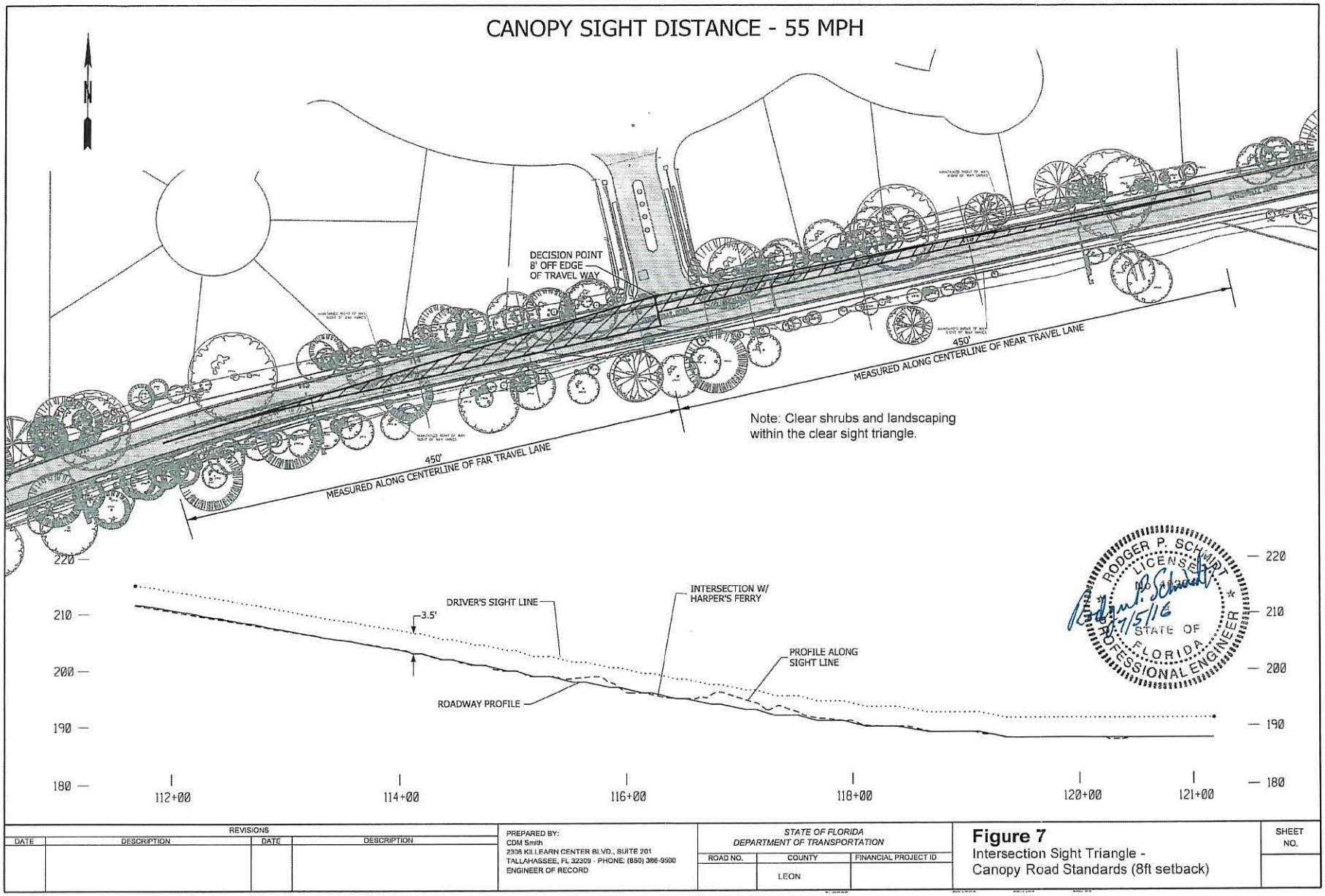
PREPARED BY:
CDM Smith
2308 KILLEARN CENTER BLVD., SUITE 201
TALLAHASSEE, FL 32309 - PHONE: (850) 386-0500
ENGINEER OF RECORD

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	LEON	

Figure 7
Intersection Sight Triangle -
Canopy Road Standards (8ft setback)

SHEET NO.



REVISIONS				PREPARED BY:	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			Figure 7	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION	CDM Smith 2398 KILLEARN CENTER BLVD., SUITE 201 TALLAHASSEE, FL 32309 - PHONE: (850) 386-9500 ENGINEER OF RECORD	ROAD NO.	COUNTY	FINANCIAL PROJECT ID	Intersection Sight Triangle - Canopy Road Standards (8ft setback)	
						LEON			

Leon County
Board of County Commissioners

Notes for Agenda Item #17

Leon County Board of County Commissioners

Agenda Item #17

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointments to the Minority Women & Small Business Enterprise Citizen Advisory Committee and the Tallahassee Sports Council

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 Minority Women & Small Business Enterprise Citizen Advisory Committee, and the Tallahassee Sports Council.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Appoint one citizen to the At-Large seat on the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee for a two-year term ending April 30, 2026. The eligible applicants are: Anthony Anderson and Danielle Andrews.

Option #2: Appoint two citizens to the At-Large seats on the Tallahassee Sports Council for three-year terms ending April 30, 2027. The eligible applicants are: Judy Alexander, Jason Pappas*, Douglas Bell, Michael Gomez, Mike Kay, Ryan Kline, David Muntean*, Chris Petley*, Jonathan Richard and Lori Wilkey*.

**Applicants request a waiver of their conflicting employment relationships as disclosed in Form 4A Should the Board choose to appoint Mr. Pappas, Mr.Muntean, Mr. Petley or Ms. Wilkey it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.*

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:

Minority, Women, and Small Business Enterprise Citizen Advisory Committee

In 2017, the Board of County Commissioners and the Tallahassee City Commission approved consolidating the County and City Advisory Committees for the respective MWSBE Programs into one single committee for improved efficiency and support, under the Tallahassee-Leon County MWSBE Division of the Office of Economic Vitality, and pursuant to Joint Resolution R17-03 / 17-R-11, established the joint Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee (MWSBE CAC).

Purpose: The MWSBE CAC monitors the progress of the MWSBE program and is responsible for reviewing and recommending policy alternatives, as well as providing programmatic recommendations relative to certification appeals and Good Faith Efforts.

Composition: The MWSBE CAC has eleven (11) members who are appointed as follows:

- 4 members appointed by the Board of County Commissioners
- 4 members appointed by the City Commission
- 1 member appointed by the Big Bend Minority Chamber of Commerce
- 1 member appointed by the Capital City Chamber of Commerce
- 1 member appointed by the Greater Tallahassee Chamber of Commerce

Of the 4 Board appointed members, at least 1 shall have expertise in the field of architecture, construction, or engineering. Members serve for two-year terms, with no member serving more than three consecutive full terms.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
11	0	Female – 7 Male – 4	Black - 6 White –2 Hispanic - 2 Not Available - 1

Vacancies: The term of Board appointed MWSBE CAC member, Fabiola Antoine will expire on April 30, 2024. Ms. Antoine has served one full term and is not seeking reappointment. The eligible applicants are listed in Table #1.

Table #1. Minority, Women, and Small Business Enterprise Citizen Advisory Committee

Vacancies / Category *Term Status*	**Term Expiration**	**Eligible Applicant** **Application Attachment #**	**Gender-Race**	**Recommended Action**
Fabiola Antoine / *At-Large Seat* *Served 1 full term* *Not seeking reappointment*	4/30/2024	1. Anthony Anderson 2. Danielle Andrews	Male – Black Female – Black	Appoint **one** citizen to the At-Large Seat for a two-year term expiring on April 30, 2026.

Tallahassee Sports Council (TSC)

Purpose: The purpose of the TSC is to focus on the economic benefits of visitor-generating events to support sports tourism for the betterment of the Tallahassee-Leon County community.

Composition: At its October 10, 2023 meeting, the Board approved enabling resolution R23-36 reestablishing the TSC. The TSC is composed of seventeen (17) members:

- 10 members are designated by their appointing organizations:
  - Florida A&M University, Athletics
  - Florida A&M University, Campus Recreation
  - Florida State University, Athletics
  - Florida State University, Campus Recreation
  - Leon County Division of Parks & Recreation
  - Leon County Schools
  - Tallahassee Community College Athletics
  - Tallahassee/Leon County Civic Center
  - Tallahassee Orthopedic & Sports Physical Therapy
  - City of Tallahassee Parks, Recreation, and Neighborhood Affairs
- 1 County Commissioner; and
- 6 at-large members are appointed by the full Board. The at-large members are citizens who have demonstrated experience and interest in aspects of sports within Leon County.

Currently, Commissioner Nick Maddox serves as the Board's representative on the TSC.

The at-large members serve 3-year terms and may not serve more than three consecutive full terms. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
17	0	Male – 12 Female – 5	White – 14 Black –2 Asian - 1

Vacancies: The terms of TSC members Judy Alexander and Jason Pappas are due to expire on April 30, 2024. Ms. Alexander and Mr. Pappas have each served two full terms and are seeking reappointment. Their applications and attendance records are included at Attachments #3 and #4. All eligible applicants are listed in Table #2.

Table #2. Tallahassee Sports Council

Vacancies *Term Status*	**Term Expiration**	**Eligible Applicants** **Application Attachment #**	**Gender-Race**	**Recommended Action**
Judy Alexander *Served 2 full terms* *Seeking reappointment*	4/30/2024	3. Judy Alexander	Female – White	Appoint **two** eligible applicants for three-year terms expiring on April 30, 2027.
		4. Jason Pappas*	Male-White	
		5. Douglas Bell	Male-White	
Jason Pappas *Served 2 full terms* *Seeking reappointment*	4/30/2024	6. Michael Gomez	Male – Hispanic	
		7. Mike Kay	Male – White	
		8. Ryan Kline	Male – White	
		9. David Muntean*	Male – White	
		10. Chris Petley*	Male – White	
		11. Jonathan Richard	Male – White	
		12. Lori Wilkey*	Female – White	

* *Applicants request a waiver of their conflicting employment relationships as disclosed in Form 4A. Mr. Pappas' disclosure Form 4A is included in Attachment #4 and Mr. Muntean's disclosure Form 4A is included in Attachment #9. At the time of the writing of this agenda item, disclosure Forms 4A were not available to include with the applications for Chris Petley or Lori Wilkey; however, once received they will be provided to the Board. Should the Board choose to appoint Mr. Pappas, Mr. Muntean, Mr. Petley or Ms. Wilkey, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.*

Options:

1. Appoint one citizen to the At-Large seat on the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee for a two-year term ending April 30, 2026. The eligible applicants are: Anthony Anderson and Danielle Andrews.
2. Appoint two citizens to the At-Large seats on the Tallahassee Sports Council for three-year terms ending April 30, 2027. The eligible applicants are: Judy Alexander, Jason Pappas*, Douglas Bell, Michael Gomez, Mike Kay, Ryan Kline, David Muntean*, Chris Petley,* Jonathan Richard, and Lori Wilkey*.

   **Applicants request a waiver of their conflicting employment relationships as disclosed in Form 4A. Should the Board choose to appoint Mr. Pappas, Mr. Muntean, Mr. Petley, or Ms. Wilkey it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.*
3. Board direction.

Recommendations:

Options #1 and #2

Attachments:

1. Anderson application and resume
2. Andrews application and resume
3. Alexander application, resume and attendance
4. Pappas application, resume, Form 4A and attendance
5. Bell application
6. Gomez application and resume
7. Kay application and resume
8. Kline application and resume
9. Muntean application, resume and Form 4A
10. Petley application
11. Richard application and resume
12. Wilkey application

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.

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

Name: Mr. Anthony Anderson | **Date:** 2/13/2024 3:19:33 PM

Home Address:	1555 Delaney Dr APT 802 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?	No
Home Phone:	(850) 901-3032	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	a.anderson6991@gmail.com	**How many years have you lived in Leon County?**	14

(EMPLOYMENT INFORMATION)

Employer:	Prison Fellowship	**Work Address:**	
Occupation:	Florida Field Director		
Work/Other Phone:	(850) 901-3032	**Work Email:**	anthony_anderson@pfm.org

(OPTIONAL)

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

Race: Black or African American **Gender:** M **Age:** 38

District: District IV **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Jason White	**Name:**	
Address:	2281 Hampshire Way, Tallahassee FL, 32309	**Address:**	
Phone:	(850) 566-7702	**Phone:**	

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

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

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

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

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

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* *No*

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

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

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

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

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

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

Members on this committee must be resident of Leon County.

Members must have experience in the membership eligibility listed below. Please indicate your area of expertise.

- [ ] Architecture
- [ ] Construction
- [ ] Engineering
- [x] Community Member at-large

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

Signature: *Mr. Anthony Anderson*

The application was electronically sent: 2/13/2024 3:19:33 PM

ANTHONY ANDERSON

a.anderson6991@gmail.com

(850) 901-3032

Tallahassee, FL 32304

PROFESSIONAL SUMMARY

I have experience in project management, hiring, training, staff development, sales, community engagement, and public speaking. I have demonstrated the aforementioned attributes within the financial and non-profit sectors. Throughout my career, I have exceeded company goals, while building strong external relationships with state-agencies and communities throughout north and central Florida. I desire to be an asset to your company. And, if honored with the opportunity, I will add great value to your company.

SKILLS

- Compliance Assessments
- Prioritizing and Planning
- Operational Reporting
- Staff Recruitment and Hiring
- Employee Training Oversight
- Branch Operations
- Management of Financial Resources
- Business Relationship Management
- Loan Processing
- Remote Video Conferencing
- Sales Support

EDUCATION

Florida State University
Tallahassee, FL • 2012

Bachelor of Arts: History/Law & Society
GPA 3.3

- Dean's List
- Member of Southern

ACCOMPLISHMENTS

Prison Fellowship Core Values Spotlight
Department of Corrections Volunteer Awards
Bank of America One Team Sales Effectiveness Award
Bank of America Operational Accuracy Award
Edward Jones Investments Series 7 & 66 License

WORK HISTORY

PRISON FELLOWSHIP, North & Central Florida - Director
06/2019 - Current

- Manage all volunteer recruitment projects throughout North and Central Florida
- Establish and manage all Prison Fellowship correctional institution projects and programming throughout North and Central Florida
- Direct and manage the fulfillment of charitable gifts for prisons (38 Institutions) in North Florida
- Coordinate with the Florida Department of Corrections to develop and conduct special projects
- Internal department coordination and project management
- Manage a budget in excess of $80,000 per year
- Manage and complete expense reports
- Train and develop new employees

Scholarship Foundation
- Literary contribution to Law and Society Department

Florida State College At Jacksonville
Jacksonville, FL • 2009

Associate of Arts: History
GPA: 3.56
- Dean's List
- President's List
- President M.A.L.E.S Club

Florida State College At Jacksonville
Jacksonville, FL • 2007

Associate of Science:
Automotive Technology
GPA: 3.52
- President's List
- Dean's List
- FSCJ General Motors Automotive Technology Education Board

- Build relationships with the Florida Department of Corrections and other government entities.
- Manage daily operations while overseeing multiple counties/areas to foster increased productivity.
- Delegate assignments based on plans, project needs and knowledge of individual team members.
- Develop impactful and strategic partnerships with state-agencies to drive business development.
- Focuse teams on developing innovative and cutting-edge approaches with effective resource allocation and strategic planning.
- Work with team leaders to arrange schedules based on production requirements and available resources.

EDWARD JONES FINANCIAL INVESTMENTS - Financial Advisor

- Series 7 and Series 66 Investment Licensed.
- Helped individuals and families build and execute wealth management strategies based on unique goals and objectives.
- Worked with clients to support understanding of rationale and details of financial strategies.
- Built a network of local professionals such as Doctors, Lawyers, Business Owners
- Built and facilitated relationships within different residential communities
- Conducted prospecting strategies to identify entities or individuals in need of financial guidance
- Created computer presentations to project financial benefits and relationship models.
- Educated clients on various financial matters and provided professional recommendations on investment opportunities, products and services based on each clients' individual needs.
- Created business plan and identified target customers by interacting on phone and in person, handling basic inquiries and providing quotes.
- Partnered with local organizations to provide specialized financial planning support to diverse populations with unique needs.

ENVISION CREDIT UNION - Assistant Vice President / Branch Manager

- Traveled frequently to meet with prospects and clients
- Managed two separate banch locations
- Worked closely with Branch Operations Supervisor to ensure regulatory compliance
- Reviewed credit reports to determine and facilitate mortgage financing opportunities
- Created reports acquired from multiple databases to target areas of growth and opportunity
- Developed sales strategies and tracking methods to enhance productivity and efficiency
- Interpreted data and develop sales and marketing strategies based upon emerging market needs
- Drove branch productivity by developing new business practices and bank routines
- Conducted daily performance debriefs celebrating success and targeting opportunities
- Provided direction and leadership to all employees to maximize productivity and bottom-line profitability.
- Built and maintained productive relationships with internal and external C-level executives to facilitate business success.
- Defined strategies for geographical areas and made proactive adjustments to maintain results.
- Performed routine closings, maintained clean, accurate and accessible records and kept close eye on transaction updates throughout each quarter.
- Recruited, interviewed, hired and trained employees and implemented mentoring program to promote positive feedback and engagement.
- Developed strategic plans for day-to-day financial operations.
- Identified improvement changes regarding key processes for internal controls and accounting procedures.
- Improved overall financial reporting by streamlining control processes and reporting structures.

SUNTRUST BANK, INC - Branch Manager / Bank Officer

- Officer of all bank branch operations and sales
- Managed a team of highly skilled individuals
- Individually coached and developed teammates
- Recruited and hired highly skilled and motivated individuals
- Created reports acquired from multiple databases to

target areas of growth and opportunity
- Developed sales strategies and tracking methods to enhance productivity and efficiency
- Interpreted data and develop sales and marketing strategies based upon emerging market needs
- Drove branch productivity by developing new business practices and bank routines
- Conducted daily performance debriefs celebrating success and targeting opportunities.
- Utilized up-to-date information to make effective decisions governing bank operations.
- Built and maintained productive relationships with internal and external C-level executives to facilitate business success.
- Defined sales strategies for surrounding communities and made proactive adjustments to maintain results.
- Supervised branch operations and made continuous improvements in each area.
- Met with clients to generate new business and negotiate contracts.
- Represented bank at community events to establish strong ties and promote business.

BANK OF AMERICA - Personal Banker

- Opened Consumer Checking, Consumer Savings, Small Business, CD, and IRA accounts
- Assisted customers with setting up or closing accounts, completing loan applications and signing up for new services.
- Networked to increase client base and encourage existing clients to expand financial portfolios.
- Created innovative financial solutions to meet customer needs and provide competitive edge.
- Attracted revenue from local businesses, and their employees, through offsite meetings
- Protected bank assets by enforcing and upholding risk management policies
- Ensured compliance with Federal Regulation E, and Federal Regulation R
- Monitored and assist with accounts subject to risk closure
- Maintained federal regulation training standards
- Made independent determinations regarding Resident

and Non Resident Alien accounts
- Trained new bankers in operational compliance and risk reduction
- Worked with Bank of America Legal Processing to ensure compliance with local and federal laws.

MONTFORD MIDDLE SCHOOL - Mentor Coordinator/ Instructional Paraprofessional

- Worked in conjunction with the volunteer district office to perform background and security checks
- Matched struggling students with mentors to advance academic achievement
- Supervised all mentor/student interactions to facilitate academic growth.
- Assisted teachers with classroom management and document coordination to maintain positive learning environment.

ADDITIONAL INFORMATION

- Montford Middle School: School Related Employee of the Year, 2011.
- Southern Scholarship Foundation: Alumni Council / current

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.

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

Name: Mrs. Danielle Andrews | **Date:** 4/6/2023 10:04:05 AM

Home Address:	2111 Harriet Drive Tallahassee, FL 32303	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(727) 433-2402	**Do you own property in the Tallahassee City Limits?**	Yes
Email:	danielleandrews0217@gmail.com	**How many years have you lived in Leon County?**	5

(EMPLOYMENT INFORMATION)

Employer:	Self-Employed	**Work Address:**	1648-B Metropolitan Circle Tallahassee, FL 32303
Occupation:	Real Estate Broker		
Work/Other Phone:	(850) 391-7337		

(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:** 29

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Carrie Edgerson	**Name:**	
Address:	4481 Rivers Landing Drive Tallahassee, FL 32303	**Address:**	
Phone:	(309) 340-2222	**Phone:**	

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

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

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

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

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

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* *No*

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

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

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

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

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

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

Members on this committee must be resident of Leon County.

Members must have experience in the membership eligibility listed below. Please indicate your area of expertise.

- [ ] Architecture
- [ ] Construction
- [ ] Engineering
- [x] Community Member at-large

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

Signature: *Mrs. Danielle Andrews*

The application was electronically sent: 4/6/2023 10:04:05 AM

Danielle possesses a Bachelor of Arts Degree in Political Science from the University of Central Florida, a Master of Science in Education Policy and Evaluation from Florida State University, and an Education Specialist Degree in Education Leadership from Arkansas State University. Danielle owns her own Real Estate business, Danielle Andrews Real Estate, that has allowed her the opportunity to successfully help many local families achieve their homeownership goals. Furthermore, in January 2021, Danielle co-founded Capital Hills Title Services. This company is a full service real estate closing and escrow firm that made history by becoming the first Black-owned title company in Tallahassee and the first Black female-owned title company in Florida. She is also a loving wife and mom to a handsome baby boy! She is a member of the Nu Omega Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated and enjoys spending time with her family, volunteering, trying new restaurants, watching movies and exercising in her free time.

DANIELLE **ANDREWS**

2111 Harriet Drive Tallahassee, FL 32303 · (727)433-2402
Danielle@rognextgeneration.com

Licensed Qualifying Real Estate Broker/Owner of Realty One Group Next Generation with excellent communication and negotiation skills, strong theoretical and practical knowledge of real estate markets, property appraisal and contract negotiations.

EXPERIENCE

MARCH 2022 – PRESENT

BROKER/OWNER, REALTY ONE GROUP NEXT GENERATION

- SUPERVISE OFFICE OF REAL ESTATE AGENTS AND FACILITATE THEIR PROFESSIONAL DEVELOPMENT

JANUARY 2021 – PRESENT

TEAM LEADER, DANIELLE ANDREWS REAL ESTATE TEAM AT KELLER WILLIAMS REALTY

- IDENTIFY VALUE-ADD SOLUTIONS TO COMPLEX PROBLEMS AND LEVERAGE TRENDS IN CUSTOMER SERVICE TO INCREASE SALES
- DIRECT, TRAIN, INSPIRE, EDUCATION REAL ESTATE TEAM MEMBERS
- MANAGE A LIST OF REAL ESTATE PROPERTIES, INCLUDING LOCATION, SIZE AND FEATURES

OCTOBER 2018 – JANUARY 2021

SALES ASSOCIATE, KELLER WILLIAMS TOWN & COUNTRY REALTY

- PRESENT PURCHASE OFFERS TO SELLERS AND FACILITATE NEGOTIATIONS BETWEEN PARTIES
- ANALYZE PROPERTIES TO DEVELOP COMPETITIVE MARKET PRICE
- MAINTAIN KNOWLEDGE OF LOCAL MARKET CONDITIONS AND TRENDS

OCTOBER 2016 – OCTOBER 2018

SALES ASSOCIATE, WEICHERT REALTY HALLMARK PROPERTIES

- GENERATE LEADS TO BUY, SELL AND RENT PROPERTIES
- ADVISE CLIENTS ON MARKET CONDITIONS, COMPARABLE PRICES, AND MORTGAGES
- COMMUNICATE WITH BUYERS TO DETERMINE THEIR NEEDS AND SHOW APPROPRIATE PROPERTIES

EDUCATION

AUGUST 2018
EDUCATION SPECIALIST, EDUCATION LEADERSHIPSHIP, ARKANSAS STATE UNIVERSITY

DECEMBER 2018
MASTER OF SCIENCE, EDUCATION POLICY & EVALUATION, FLORIDA STATE UNIVERSITY

AUGUST 2014
BACHELOR OF ARTS, POLITICAL SCIENCE, UNIVERSITY OF CENTRAL FLORIDA

PROFESSIONAL MEMBERSHIPS

- Tallahassee Board of REALTORS®
- Florida Association of REALTORS®
- National Association of REALTORS®
- National Association of Real Estate Brokers (NAREB)
- Southwest Georgia Association of REALTORS®
- Georgia Association of REALTORS®
- Southeast Alabama Association of REALTORS®
- Alabama Association of REALTORS®

LICENSES

- Real Estate Sales Broker, Florida, September 2020
- Real Estate Sales Broker, Alabama, June 2023
- Real Estate Sales Broker, Georgia, October 2023

PROFESSIONAL ACTIVITIES

- Florida Realtors Professional Development Committee Member, 2023-Present
- Florida Realtors Certified Faculty, 2023-Present
- National Association of Realtors Broker Engagement Committee Member, 2023-Present
- Tallahassee Board of Realtors Equal Opportunity Committee Chair, 2024
- Tallahassee Board of Realtors Equal Opportunity Committee Member, 2019, 2023
- Tallahassee Board of Realtors Member Resources Committee Member, 2023-Present
- Tallahassee Board of Realtors Professional Development Committee Member, 2023- Present
- Keller Williams Associate Leadership Council Member, 2020-2022
- Keller Williams North Florida Region Social Equity Committee Member, 2020-2022

COMMUNITY INVOLVMENT

- Alpha Kappa Alpha Sorority, Incorporated, Nu Omega Omega Chapter Secretary- 2024-Present
- Maternal and Perinatal Services Non-Profit Board of Directors President, Dec 2023-Present
- IMPACT Youth Non-Profit Board of Directors Member, Jan 2023-Present
- University of Central Florida Black Alumni Association Scholarship Committee Member, Summer 2023-Present
- New Mt. Zion AME Church Social Media Ministry Member, Fall 2023-Present
- SISTUHS, Incorporated- Legislative Affairs Director, 2017-2019
- New Leaders Council Tallahassee Chapter Membership Director, 2021-2022
- Tallahassee UCF Alumni Club Board, Communications Chair, 2020

AWARDS

- Tallahassee Board of Realtors Honor Society, 2021 & 2023
- Tallahassee Woman Magazine Resilient Woman Finalist, 2023
- National Association of Realtors 30 Under 30 Finalist, 2023
- Alpha Kappa Alpha Sorority, Incorporated, Nu Omega Omega Chapter, Sorority Member of the Year, 2023
- Carolyn G. Randolph Servant Leader of the Year Award, 2023

Mary Smach

From: Danielle Andrews <danielleandrews0217@gmail.com>
Sent: Monday, March 4, 2024 12:13 PM
To: Mary Smach
Subject: Re: Danielle Andrews Application Receipt
Attachments: Biography-Danielle Andrews.pdf (1).docx; Danielle Andrews_Real Estate Resume.docx; Danielle Andrews_Service Resume.pdf

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Hi Mary,
Yes, I am still interested. This is still accurate.

On Mon, Mar 4, 2024 at 11:33 AM Mary Smach <SmachM@leoncountyfl.gov> wrote:

> Dear Danielle Andrews,
>
> The County has an upcoming vacancy on the Minority, Women & Small Business Enterprise Citizen Advisory Committee. We have your 2023 application on file, and we were wondering if you are still interested in being considered for a seat on the Committee? If so is the attached application still current? If not, please complete a new online application for consideration.
>
> Thank you for your time.
>
> Regards,
>
> Mary
>
> **From:** Mary Smach <SmachM@leoncountyfl.gov>
> **Sent:** Thursday, April 6, 2023 10:24 AM
> **To:** Danielle Andrews <danielleandrews0217@gmail.com>
> **Subject:** RE: Danielle Andrews Application Receipt
>
> Dear Danielle Andrews,

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

We received your application for the joint Tallahassee-Leon County Minority, Women & Small Business Citizen Advisory Committee (MWSBE CAC). We will forward your application to the appropriate personnel, and your application will be kept on file for two years.

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

Regards,

Mary Smach

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

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: Danielle Andrews <danielleandrews0217@gmail.com>
Sent: Thursday, April 6, 2023 10:09 AM

To: Mary Smach <SmachM@leoncountyfl.gov>
Subject: Danielle Andrews Application Receipt

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Good morning,

I just wanted to confirm that you received the application submission for Danielle Andrews? I can't tell if it went through successfully and haven't received a confirmation email of submission.

--

Regards,

--

REALTYONEGROUP
NEXT GENERATION

DANIEL
BROKE
Daniell
ANDREW
REAL ESTATE

17,000+
PROFESSIONALS

400+
LOCATIONS

Regards,

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE SPORTS 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: Ms. Judy Alexander | **Date:** 3/1/2024 2:51:07 PM

Home Address:	1152 Supreme Court Tallahassee, FL 32301	**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) 321-6886	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	jalexander98@comcast.net	**How many years have you lived in Leon County?**	28

(EMPLOYMENT INFORMATION)

Employer:	High Touch High Tech of North Florida, Inc.	**Work Address:**	1152 Supreme Court Tallahassee, FL 32301
Occupation:	Owner/Educator		
Work/Other Phone:	(850) 321-6886	**Work Email:**	jalexander98@comcast.net

(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:** 62

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Lynn Landis	**Name:**	Vicky Droze
Address:	3472 Cedarwood Trail Tallahassee, FL 32312	**Address:**	224 Meridianna Tallahassee, FL 32312
Phone:	(850) 566-4486	**Phone:**	(850) 339-7766

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

I have had the honor and pleasure to serve on this board since 2018 and would like to continue to do so.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

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

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

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

If Yes, on what Committee(s) have you served? *Tallahassee Sports Council*

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

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* *Yes*

If yes, please explain *I am a contract vendor for Leon County Schools.*

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

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

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* *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 shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center

- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *I have represented the running community through Gulf Winds Track Club, the premier running club of Tallahassee.*

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

Signature: Ms. Judy Alexander

The application was electronically sent: 3/1/2024 2:51:07 PM

JUDY ALEXANDER
1152 Supreme Court
Tallahassee, Florida 32301
850-321-6886 (mobile)
Jalexander98@comcast.net

Business Owner/Science Educator **1996- Present**
High Touch High Tech, Inc. Tallahassee, Florida
Houston, Texas

Sales and marketing of programs and all business functions, including accounting, database set-up, purchasing, employee hiring/training/developing and inventory. Teach hands-on science programs at area elementary schools and educational organizations.

Consultant to first Middle Eastern HTHT franchise owner **2013-2014**
(4 months)
Doha, Qatar

Call Team **2012-present**
A Closer Look
Worldwide mystery shop calling/information gathering

Editor **2012-2015**
A Closer Look
Edited mystery shop reports

Faculty, Head Track & Field/Cross Country Coach
North Florida Christian School Tallahassee, FL
Florida State University High School

Full-time high school Spanish Teacher and head of language department at private school. Head track and field and cross-country coach for 4 seasons.

Reporter/ Editor/ Customer Service Manager/Senior Researcher
Reed Construction Data, Reed Elsevier, Inc. Various Locations

Managed Ft. Lauderdale office, including all aspects of information/data gathering, production and publication before relocating to Kansas City. Designed and launched customer service department for product enhancement. As of October 1990, worked from in-home satellite office gathering hotel project-related data for subscribers.

Reporter
F.W. Dodge Reports, McGraw-Hill, Inc. Houston, Texas

Called on architects, engineers, owners and developers for information on planned and bidding construction projects, for subscription trade publication.

Education
BA Liberal Arts, University of Texas at Austin

Tallahassee Sports Council – Visit Tallahassee: Board member since 2018
Holocaust Education Resource Council (HERC): Board member since 2019
Gulf Winds Track Club (GWTC): Former president (4 years) and current board member of 2000-member running club

Bilingual (English/Spanish); critical thinking and complex problem solving; results-oriented decision making; active listening; computer applications/database setup; sales and marketing; hiring/employee training and development

Tallahassee Sports Council Attendance

Last	First	1/31/2023	5/2/2023	7/11/2023	9/12/2023	10/31/2023	1/30/2024
Alexander	Judy	✓	✓	✓	✓	✓	A
Card	James Robert	A	A	A	A	✓	✓
Collins	Michael	✓	✓				
Edwards	Ashley	A	✓	A	Sent Rep	Sent Rep	✓
Egloff	Isabella	✓	A	✓	A	A	✓
Englert	Roger	✓	A	✓	Sent Rep		
Fleischacker	Michael						✓
Hagen	Bill	A	✓	A	A		
Hansen	Scott	✓	✓	A	✓	A	✓
Heidecker	Amanda	✓	✓	✓	✓	✓	✓
Hendrix	Jason	✓					
Holmes	Ben			✓	✓	A	✓
Lim	Gei-Nam	✓	✓	✓	✓	✓	✓
Maddox	Nick	A	A	A	A	A	A
Meadows	JJ						✓
Moore	Chuck	A	A	A	✓	✓	✓
Pappas	Jason	✓	A	✓	✓	✓	A
Pearce	Stuart	A	✓	✓	✓	A	✓
Smith	Michael	✓	✓	✓	✓	✓	A
Watson	James	A	A	✓	A	A	A
Waxman	Bernie	✓	✓	A	A		
Zornes	Ryan					✓	✓

A=Absent

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE SPORTS 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: Dr. Jason C Pappas | **Date:** 3/1/2024 4:17:50 PM

Home Address:	1224 SANDLER RIDGE RD TALLAHASSEE, FL 32317	**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) 728-9769	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	jpappas@fsu.edu	**How many years have you lived in Leon County?**	13

(EMPLOYMENT INFORMATION)

Employer:	Florida State University	**Work Address:**	139 Chieftian Way Florida State University, Tallahassee , FL 32317
Occupation:	Teaching Professor		
Work/Other Phone:	(850) 645-0239	**Work Email:**	jpappas@fsu.edu

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 49

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Dr. Jeff James	**Name:**	Dr. David Pifer
Address:	139 Chieftan Way Florida State University Tully 1006	**Address:**	139 Chieftan Way Florida State University Tully 1006
Phone:	(850) 644-4813	**Phone:**	(423) 994-4148

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* *No*

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

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

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 shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *I have worked in Florida State University's Athletic Department and am currently a Teaching Professor in Sport Management at Florida State University in charge of our internship/practicum program.*

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

Signature: Dr. Jason C Pappas

The application was electronically sent: 3/1/2024 4:17:50 PM

Curriculum Vitae
Jason Christopher Pappas

December 11, 2023

General Information

University address: Sport Management
College of Education
TULLY 1020
Florida State University
Tallahassee, FL 32306
Phone: 850-645-0239; Fax: None

E-mail address: jpappas@fsu.edu

Professional Preparation

2010 Doctor of Education, University of Southern California, Los Angeles, CA. Major: Education. Higher Education Administration.

Dr. Jason Pappas. (2010). *Physical Aggression In Higher Education: Student-Athletes' Perceptions and Reporting Behaviors*. Unpublished doctoral dissertation, University of Southern California, Los Angeles, CA.

2001 Master of Education, University of South Carolina, Columbia, South Carolina. Major: Education. Higher Education Administration.

1998 Master of Science, Florida State University, Tallahassee, Florida. Major: Education. Sport Management.

1996 Bachelor of Science, Florida State University, Tallahassee, Florida. Major: Communication. Business Communication.

Professional Credential(s)

2006–present Sports Management Institute Program.

Professional Experience

2023–present Teaching Professor, Sport Management, Florida State University.

2012–present	Co-Director, Sport Management Conference, Sport Management, Florida State University.
2012–present	Practicum Coordinator, Sport Management, Florida State University.
2019–2023	Associate Teaching Professor, Global Sport Management, Florida State University.
2018–2023	Associate Teaching Professor, Sport Management, Florida State University.
2015–2019	Assistant Teaching Professor, Global Sport Management, Florida State University.
2013–2018	Assistant Teaching Professor, Sport Management, Florida State University.
2012–2013	Visiting Assistant Instructor, Sport Management, Florida State University.

Areas of Expertise

Athletics: Preparing students to work in all areas of the sport industry.

Honors, Awards, and Prizes

Center for Public Trust: Campus Being a Difference Award Recipient, National Association of State Boards of Accountancy (2021).
Partners With A Purpose Award Recipient, Florida State University Division of Student Affairs (2020).
UndergraduateTeaching Award, Florida State University (2020). ($2,000).
Transformation Through Teaching Award Recipient, Florida State University (2012).

Current Membership in Professional Organizations

National Collegiate Athletic Association
National Organization of Athletic Advising

Teaching

Courses Taught

Human Resource Management (MAN4301)
Negotiation and Conflict Management (MAN4441)
Practicum in Sport Management (SPM 4941)

Practicum in Sport Management (SPM 5947)
Professional Development in Sport (SPM 5907)
Field Lab Internship (SPM 5940)
Current Issues in International Sport (SPM4020)
Directed Individual Study (SPM 5906)
Global Issues in Sport Management (SPM5022)
Diversity Management (MAN4113)
Directed Individual Study (SPM4905)
Learning Community Colloquium (HUM1921)
Contemporary Leadership Challenges (MAN4143)
Undergraduate Thesis (SPM4911)
Global Sport Venues (SPM5021)
Field Laboratory Internship (SPM5940)
Athletic Administration (SPM5158)
Portfolio Development (SPM5906)
Assistant Athletic Dir Exp (SPM5940)
Athletic Ticket Office Intern (SPM5940)
Event Ops - Tampa Bay Rays (SPM5940)
FAMU Athletic Department (SPM5940)
Harvard Events & Operations (SPM5940)
Introduction to Sport Management (SPM 4154)
Recruiting Asst. FSU Football (SPM5940)
Brooklyn Nets Basketball Operations (SPM5940)
Designing A Running Program (SPM5940)
Events Ops w/ Ivy League Conf (SPM5906)
IMG Differences (SPM5940)
Oklahoma City Sport Commission (SPM5940)
Advanced Topics (SPM6932)
Current Issues in Sport Management (SPM 4004)
Issues in Sport Management (SPM4004)
Issues in Sport Management (SPM 5930)

New Course Development

Professional Development in Sport (2013)

Research and Original Creative Work

Publications

Refereed Journal Articles

Pappas, J. (submitted). Student-Athletes: How Do They Cope? *Academic Athletic Journal*. Manuscript submitted for publication, 11 pages.

This article explores coping strategies student athletes use to balance the demands of competing at a high level and academics, while maintaining personal well-being.

Floyd, C., Gulavani, S. S., Du, J., Kim, A. C. H., & Pappas, J. (2021). A Tale of Two Cities: COVID-19 and Student-Athletes' Emotional Well-Being using Natural Language Processing. *Frontiers in Sports and Active Living*, 16. doi:doi:https://doi.org/10.3389/fspor.2021.710289

This research explores how the COVID pandemic and current social issues influence the mental health and well-being of Division I student-athletes.

Nonrefereed Books

Pappas, J. C., & Sharma, V. (2021). *Masters of the Games: The Inspiring Chronicles of Sport Business Game Changers*. The Sport Business School of Excellence.

This book reveals the life experiences of sport executives from diverse backgrounds, illustrating characteristics essential for a successful career in the highly competitive sports industry.

Service

Florida State University

FSU University Service

Committee Member, College of Education Diversity, Equity, and Inclusion Committee (2020–present).

Faculty Supervisor, FSU Men's and Women's Swimming Club (2015–present).

Faculty Supervisor, FSU Men's and Women's Rugby (2014–present).

Faculty Supervisor, FSU Wrestling Club (2013–present).

Mentor, Garnet and Gold Society (2013–present).

Faculty Supervisor, FSU Pageant (2014–2015).

FSU Department Service

Co-Director, FSU Sport Management Conference (2012–present).

Faculty Supervisor, Sport Management Student Association (2012–present).

FSU Program Service

Board Member, Tallahassee Quarterback Club (2012–2016).

The Community

Member At-Large, Tallahassee Sports Council (2018–present).

Peer Review Committee Member, National Collegiate Athletic Association (2012–present).

School Board Member, FSUS School Board, Florida State University School (2014–2020).

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL	OFFICE / POSITION HELD
Pappas, Jason C	Professor
MAILING ADDRESS	AGENCY OR ADVISORY BOARD
1224 Sandler Ridge Rd Leon	Florida State University
CITY ZIP COUNTY	ADDRESS OF AGENCY
Tallahassee 32317 Leon	139 Chieftain Way, Tallahassee, FL 32306

HOW TO COMPLETE AND FILE THIS FORM:

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

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

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

WHO MUST COMPLETE THIS PART:

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

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   (✓) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:

   ( ) Supplying the following realty, goods, and/or services: _____.

   (✓) Regulation of the business entity by the governmental agency served by the advisory board member.

3. The following business entity is doing business with or regulated by the governmental agency:

   Education.

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

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

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

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   ( ) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

   _____.

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

   _____
   (NAME OF ENTITY) (ADDRESS OF ENTITY)

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

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
	4/1/2024	

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10.000.

CE FORM 4A -- REV. 1-98

[CONTINUED FROM FIRST SIDE]

Tallahassee Sports Council Attendance

Last	First	1/31/2023	5/2/2023	7/11/2023	9/12/2023	10/31/2023	1/30/2024
Alexander	Judy	✓	✓	✓	✓	✓	A
Card	James Robert	A	A	A	A	✓	✓
Collins	Michael	✓	✓				
Edwards	Ashley	A	✓	A	Sent Rep	Sent Rep	✓
Egloff	Isabella	✓	A	✓	A	A	✓
Englert	Roger	✓	A	✓	Sent Rep		
Fleischacker	Michael						✓
Hagen	Bill	A	✓	A	A		
Hansen	Scott	✓	✓	A	✓	A	✓
Heidecker	Amanda	✓	✓	✓	✓	✓	✓
Hendrix	Jason	✓					
Holmes	Ben			✓	✓	A	✓
Lim	Gei-Nam	✓	✓	✓	✓	✓	✓
Maddox	Nick	A	A	A	A	A	A
Meadows	JJ						✓
Moore	Chuck	A	A	A	✓	✓	✓
Pappas	Jason	✓	A	✓	✓	✓	A
Pearce	Stuart	A	✓	✓	✓	A	✓
Smith	Michael	✓	✓	✓	✓	✓	A
Watson	James	A	A	✓	A	A	A
Waxman	Bernie	✓	✓	A	A		
Zornes	Ryan					✓	✓

A=Absent

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE SPORTS 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: Mr. Douglas S Bell | **Date:** 7/12/2023 3:34:54 PM

Home Address:	216 Hawk Meadow Drive TALLAHASSEE, FL 32312	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 510-7146	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	doug.bell@MHDfirm.com	**How many years have you lived in Leon County?**	25

(EMPLOYMENT INFORMATION)

Employer:	Metz Husband & Daughton	**Work Address:**	119 South Monroe Street tallahassee, FL 32312
Occupation:	attorney		
Work/Other Phone:		**Work Email:**	doug.bell@mhdfirm.com

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 54

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Marjorie Turnbull	**Name:**	Farrukh Alvi
Address:	Westminster Oaks	**Address:**	FSU
Phone:	(850) 443-4138	**Phone:**	(850) 591-7893

Resume Uploaded? No

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

Doug Bell focuses his practice on government affairs and administrative law, where he has worked in various policy areas focusing on healthcare, insurance, general business issues, and various local government issues.

He has garnered an AV® Preeminent distinction, the highest available mark for professional excellence from Martindale-Hubbell's Peer Review Ratings. Doug has also been noted in Florida Trend Magazine as a member of the Florida Legal Elite, and has been listed among The Best Lawyers in America® publication.

Doug has served on many not-for-profit boards over the years and he is the former chairman of the Tallahassee Community College Foundation and the former chairman of the Tallahassee Ronald McDonald House. Other relevent boards include: Tallahassee Visitors & Convention Bureau, Chenoweth Committee of the Gulf Winds Track Club, current president of the Tallahassee Mountain Bike Association.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

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

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

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

If Yes, on what Committee(s) have you served? *Tallahassee Visitors and Convention Bureau*

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 shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- ☐ Employee of FAMU Athletics
- ☐ Employee of FAMU Campus Recreation
- ☐ Employee of FSU Athletics
- ☐ Employee of FSU Campus Recreation
- ☐ Representative from the Leon County School Board
- ☐ Employee of Leon County Schools Activities & Athletics
- ☐ Employee of the Tallahassee Community College Athletics
- ☐ Employee of Tallahassee-Leon County Civic Center

- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *I was a serious runner and triathlete for 10+ years and participated in many races in Tallahassee. I currently serve on the Chenoweth Committee of the GWTC which provides funding to needy running related organizations. I have volunteered at many local running races, I have served as Race Director for a local foot race for over 5 years, and I current serve as race director of a local duathlon. I am a long time mountain bike rider, and I am currently the president of the Tallahassee Mountain Bike Association. I have ridden my bicycle along roads of Leon and surrounding roads for many years.*

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

Signature: Mr. Douglas S Bell

The application was electronically sent: 7/12/2023 3:34:54 PM

Mary Smach

From: Douglas Bell <doug.bell@mhdfirm.com>
Sent: Monday, March 4, 2024 9:59 AM
To: Mary Smach
Subject: RE: TSC Application Received

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Yes. Yes. Thank you.

MHD
METZ, HUSBAND & DAUGHTON, PA

Douglas S. Bell
119 S. Monroe Street | Suite 200
Tallahassee, FL 32301
O: (850) 205-9000
C: (850) 510-7146

From: Mary Smach <SmachM@leoncountyfl.gov>
Sent: Monday, March 4, 2024 9:52 AM
To: Douglas Bell <doug.bell@mhdfirm.com>
Subject: RE: TSC Application Received

Dear Douglas Bell,

The County has two upcoming vacancies on the Tallahassee Sports Council (TSC). We have your 2023 application on file, and we were wondering if you are still interested in being considered for a seat on the TSC? If so is the attached application still current? If not, please complete a new online application for consideration.

Thank you for your time.

Regards,

From: Mary Smach
Sent: Monday, July 17, 2023 10:21 AM
To: doug.bell@MHDfirm.com
Subject: TSC Application Received

Dear Douglas Bell,

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

We received your application for the Tallahassee Sports Council (TSC). We currently have upcoming vacancies on the TSC and I will forward your application to the appropriate personnel. We will keep your application on file for a period of two years.

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

Regards,

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

People Focused. Performance Driven.

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

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE SPORTS 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: Mr. Michael Gomez | **Date:** 8/31/2023 4:09:27 PM

Home Address:	2610 Hayward Drive #2 Tallahassee, FL 32304	**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:	(305) 281-9807	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	michael.gomez712@gmail.com	**How many years have you lived in Leon County?**	13

(EMPLOYMENT INFORMATION)

Employer:	James Moore	**Work Address:**	2477 Tim Gamble Place Tallahassee, FL 32304
Occupation:	Accountant		
Work/Other Phone:		**Work Email:**	

(OPTIONAL)

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

Race: Hispanic or Latino **Gender:** M **Age:** 30

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Kirk Swanner	**Name:**	
Address:	578 N Campus Avenue Upland, CA 91786	**Address:**	
Phone:	(954) 347-4147	**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.

I have served as coach and director of rugby for the FSU men's club rugby team for the last 9 years. In that time I have also coached the women's club and restarted the Tallahassee rugby club. I am looking to help find ways to seek postitive outlets for all youth in Tallahassee. Rugby is the most inclusive sport with the lowest cost of entry and with a little support from the county, could have a greater impact than any youth sport currently 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 shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *In my time with rugby I have helped reach hundreds of students across all 3 colleges and instill a passion for rugby and becoming positive members of their community. I wish to broaden the reach of rugby and bring it out of the schools and in to the community.*

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

Signature: Mr. Michael Gomez

The application was electronically sent: 8/31/2023 4:09:27 PM

Michael Gomez

2610 Hayward Drive #2
Tallahassee, FL 32304
(305) 281-9807
Michael.gomez712@gmail.com

EDUCATION

Tallahassee Community College, Tallahassee, FL — *Accounting Technology Specialist*

August 2020 - April 2021

- 4.0 GPA
- Courses include: financial, managerial, tax, and computer accounting

Florida State University, Tallahassee, FL — *Environmental Studies*

August 2010 - May 2014

- 120 credit hours completed
- Anticipated graduation date, Spring 2024

PROFESSIONAL EXPERIENCE

Gray Media, Tallahassee, FL — *Accounts Receivable Clerk*

July 2021 - October 2022

- Verified and processed payments, refunds and transfers
- Balanced and maintained monthly cash sheets for 8 major markets
- Reconciled logs and processed all billing

Publix, Tallahassee, FL — *Meat Cutter/Job Class Trainer*

July 2017 - PRESENT

- Provided premier quality customer service
- Provided premier quality product by following all company presentation and safety standards
- Managed and tracked $80-100,000 of inventory
- Trained over five associates on proper standards and processes for cutting meat and serving customers

University Center Champions Club, Tallahassee, FL — *Bar Manager*

September 2017 - Present

- Managed and tracked inventory according to club procedures.
- Trained employees on best practices

SKILLS

Proficient in Microsoft Word, Excel and Powerpoint Office

Proficient in Quickbooks

LANGUAGES

English, Spanish (fluent), French (conversational)

Mary Smach

From: Michael Gomez <michael.gomez712@gmail.com>
Sent: Monday, March 4, 2024 10:56 AM
To: Mary Smach
Subject: Re: TSC Application Received

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Hi Mary,

Yes, I am still interested in the position and the application is still accurate.

Thank you,

Michael Gomez

On Mon, Mar 4, 2024 at 9:58 AM Mary Smach <SmachM@leoncountyfl.gov> wrote:

> Dear Michael Gomez,
>
> The County has two upcoming vacancies on the Tallahassee Sports Council (TSC). We have your 2023 application on file, and we were wondering if you are still interested in being considered for a seat on the TSC? If so is the attached application still current? If not, please complete a new online application for consideration.
>
> Thank you for your time.
>
> Regards,
>
> Mary

From: Mary Smach <SmachM@leoncountyfl.gov>
Sent: Tuesday, September 5, 2023 11:30 AM
To: michael.gomez712@gmail.com
Subject: TSC Application Received

Dear Michael Gomez,

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

We received your application for the Tallahassee Sports Council (TSC). We currently have upcoming vacancies on the TSC and I will forward your application to the appropriate personnel. We will keep your application on file for a period of two years.

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

Regards,

Mary Smach

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

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.

--

Michael Gomez
Head Coach
FSU Rugby
C:(305) 281-9807

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE SPORTS 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: Mr. Mike Kay

Date: 12/1/2023 5:36:35 PM

Home Address:	1821 Wagon Wheel Cir E Tallahassee, FL 32317-7439	**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) 877-6830	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	michaelkay@comcast.net	**How many years have you lived in Leon County?**	37

(EMPLOYMENT INFORMATION)

Employer:	ESI Services, LLC	**Work Address:**	P.O. Box 15888 Tallahassee, FL 32317-7439
Occupation:	Managing Director		
Work/Other Phone:	(858) 057-5017 Ext.7	**Work Email:**	mkay@esiusa.com

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 66

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Ashley Edwards, Director	**Name:**	Scott Hansen, Director Student Activities
Address:	City of Tallahassee Parks, Recreation & Neighborhood Affairs Department 1201 Myers Park Dr. Tallahassee, FL 32301	**Address:**	Leon County Schools 2757 West Pensacola Street Tallahassee, FL 32304
Phone:	(850) 891-3853	**Phone:**	(850) 487-7370

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 shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *I have been an active participant in sports both as a player and a coach for virtually my entire life. I have coached several sports at various levels while in Tallahassee, most significantly 25 years as a volunteer tackle football coach at Swift Creek Middle School and 2 years as a semi-pro football coach for the Tallahassee Tornados. Sports play a significant role in many people's lives and the diversity of sports in Leon County is a significant asset to the community as a whole.*

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

Signature: Mr. Mike Kay

The application was electronically sent: 12/1/2023 5:36:35 PM

Michael D. Kay, PMP®

1821 Wagon Wheel Circle East Tallahassee, FL 32317-7439
Home: 850-877-6830 Office: 850-575-0179 Ext. 7 MichaelKay@comcast.net

Experience Summary

Over forty-four years in the Information Technology field, thirty-four of which have involved management of technical staff and projects. Considerable background in product and project management, requirements analysis, migration planning, and customer consulting.

Work Experience

Managing Director – ESI Services, LLC (ESI), Tallahassee, FL January 2017 to present
Manage day-to-day activities of all staff; coordinate sales, customer service, and technical support functions.

Senior Project Manager – ESI Services, LLC (ESI), Tallahassee, FL March 2003 to present
Responsible for managing all project management staff; managed large variety of projects including custom application development and migrations.

Director of Methods & Procedures – ESI , Tallahassee, FL May 2000 to February 2003
In addition to actively managing projects, defined project-based methodology and procedures for all projects performed by ESI.

Director of Support, Testing, and Education - ESI, Tallahassee, FL December 1998 to April 2000

Manager, Software Engineering - EDP Systems Inc. (ESI), Tallahassee, FL April 1993 to Nov 1998

Senior Technical Consultant - EDP Systems Inc. (ESI), Livonia, MI October 1988 to March 1993

Director of MIS - EDP Systems Inc. (ESI), Tallahassee, FL June 1987 to September 1988

System Software Specialist - EDP Systems Inc. (ESI), Tallahassee, FL June 1983 to June 1987

Visiting Professor - Florida A & M University, Tallahassee, FL June 1982 to June 1983

Data Center Technical Analyst - Burroughs Corporation, Detroit, MI June 1979 to June 1982

Education

Graduate Certificate in Project Management.
Florida State University, Tallahassee, FL. December 2010 (4.0 GPA).

Master of Science in Liberal Arts (incomplete).
Wayne State University, Detroit, MI. Majoring in Computer Science.

Bachelor of Science in Applied Arts and Sciences.
Central Michigan University, Mt. Pleasant, MI. Majored in Computer Science, minored in Mathematics.

Michael D. Kay, PMP®

Community Service

Tallahassee Parks and Recreation Advisory Board – June 2018 to present (term expires May 2024).

- Chair 2022 to present
- Vice Chair 2020-2022
- Winter Festival Parade Judge 2022 and 2023.

Tallahassee PMI Chapter Board of Directors – VP of Administration 2015-2017.

- Initiated and coordinated annual strategic planning sessions.
- Rewrote/Updated Tallahassee PMI Chapter Bylaws.
- Wrote Tallahassee PMI Chapter Policies and Procedures.

Project Management Professional (PMP) certification from PMI. February 2013 to present.

Member of Project Management Institute (PMI) and Tallahassee PMI chapter since 2007.

The Tallahassee Ballet

- Volunteer activities – ushering at performances, reorganizing/cleaning warehouse.
- Rewrote/Updated bylaws.

Elder Care Services Meals on Wheels – 2002-2006.

UNITE (Unisys user's group) Board of Directors 1995-2003;

- Chairman of the Board
- Secretary/Treasurer
- Director of Marketing
- Director of the Display Room
- Conference Planning Director
- Initiated and coordinated annual strategic planning sessions.
- Rewrote/Updated UNITE bylaws
- Rewrote/Updated UNITE Policies and Procedures
- Recipient of UNITE Star Award (2005).

Volunteer tackle football coach at Swift Creek Middle School – 1999-present.

Football coach for Tallahassee Tornados Minor League Football – 1996-1998.

Additional community service activities include coaching youth sports (flag football, baseball, and softball) for Tallahassee Parks and Recreation Department and Chaires Little League – 1992-2003.

Football coach for high schools in Michigan – Plymouth Canton High School, Highland Park High School, Cranbrook Kingswood Upper School, Birmingham Brother Rice High School.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE SPORTS COUNCIL

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

Name: Mr. Ryan Patrick Kline | **Date:** 8/4/2023 12:34:14 PM

Home Address:	3308 Robinhood Rd. Tallahassee, FL 32312	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 345-9839	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	ryanpkline@gmail.com	**How many years have you lived in Leon County?**	15

(EMPLOYMENT INFORMATION)

Employer:	WPTallahassee	**Work Address:**	315 E. Georgia St. Tallahassee, FL 32312
Occupation:	Co-Founder / Web Designer		
Work/Other Phone:	(850) 391-8742	**Work Email:**	ryan@wptallahassee.com

(OPTIONAL)

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Race: White **Gender:** M **Age:** 36

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Chris Corum	**Name:**	Janelle Irwin
Address:	315 E. Georgia St. Tallahassee FL 32301	**Address:**	4909 Ballygar Dr, Tallahassee, FL 32309
Phone:	(850) 591-5130	**Phone:**	(850) 408-3753

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.

Please feel free to also view my resume online at https://www.ryanpkline.com.

(COMMITTEE QUESTIONNAIRE)

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

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

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

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- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *I have coached cheerleading in Leon County for nearly a decade.*

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

Signature: Mr. Ryan Patrick Kline

The application was electronically sent: 8/4/2023 12:34:14 PM

RYAN P. KLINE

Cheerleading Expert

Phone
(850) 345-9839

Email
ryanpkline@gmail.com

Website
www.ryanpkline.com

EXPERT —*A person who has a comprehensive and authoritative knowledge of or skill in a particular area.*

Ryan P. Kline serves as an Expert Witness, assisting counsel in all aspects of cheerleading and consults on issues of safety, rules and regulations, competitions, and accident analysis and re-creation. As an Expert Witness, Ryan brings 10+ years of experience in cheerleading with expertise in coaching, instruction, safety, and standards of care.

Ryan has gained his expertise by coaching at both the High School and Collegiate level of the sport of cheerleading. Safety is one of Ryan's most important values. He practices that on a daily basis by ensuring the safety of his cheerleading athletes at practices and events, and also enforces both local and national rules and guidelines.

CHEERLEADING EXPERIENCE

MACLAY SCHOOL

Varsity Cheerleading Coach / 2022 - 2023

- Responsible for managing the entire program and assistant coaches, including the middle school coaches
- Responsible for practice and game management for the varsity cheerleaders
- Responsible for managing the entire cheerleading budget within the school
- USA Cheer/AACCA Safety Certified, CPR/AED Certified, CrossFit Level 1 Trainer

FLORIDA STATE UNIVERSITY

Cheerleading Coach / 2014 - 2022

- Responsible for creating a safe environment to allow for self-growth and development of cheerleaders
- Responsible for practice and game management for up to 50 athletes
- USA Cheer/AACCA Safety Certified, CPR/AED Certified, CrossFit Level 1 Trainer

LINCOLN HIGH SCHOOL

Varsity Cheerleading Coach / 2011 - 2013

- Responsible for managing the entire program and assistant coaches, including the junior varsity coach
- Responsible for practice and game management for the varsity cheerleaders
- Responsible for managing the entire cheerleading budget within the school
- AACCA Safety Certified

Posted April 1, 2024.

RYAN P. KLINE

Cheerleading Expert

PROFESSIONAL EXPERIENCE

WPTALLAHASSEE & TALLAHASSEE WEB DESIGN

Co-Founder, Lead Designer & Developer / 2019 -

- Brought original 15 clients in from my personal dealings, and continued to grow the company to 50+ clients to date
- Handled all aspects of the business including meeting with clients to discuss their projects, designing mock-ups, deploying live websites, and invoicing
- Increased brand awareness with digital and physical marketing as well as relationships through local networking

AVISIAN

Polymath / 2006 -

- Began as part-time internship employee have become longest tenured employee
- Worked with local printer to design and layout over 6,500+ pages of magazines
- Attended industry conferences to record video and audio of presentations and then edited for digital consumption
- 2014 Silver ADDY award winner for poster: The Contactless Conundrum

VOLUNTEER EXPERIENCE

HANG TOUGH FOUNDATION

Board Member / 2020 -

- The Hang Tough Foundation offers resources and encouragement to families during their journey with childhood illness and special needs
- Board members are chartered with guiding the organization and overseeing the staff to keep the organization mission-centric, including assessing, evaluating, and compensating staff appropriately, aiming to both retain current employees as well as recruit new employees
- The board is fiscally responsible for the budget, develops the strategic direction for the organization, and annually reviews goals and metrics

EDUCATION

BACHELOR OF ARTS IN ADVERTISING

Florida State University / Cum Laude / 2008

Represented University as a cheerleader.

Posted April 1, 2024.

Mary Smach

From: Ryan P. Kline <ryanpkline@gmail.com>
Sent: Monday, March 4, 2024 10:06 AM
To: Mary Smach
Subject: Re: TSC Application Received

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Yes, I am still interested. Thank you so much!

Ryan P. Kline
850-345-9839

On Mon, Mar 4, 2024 at 10:00 AM Mary Smach <SmachM@leoncountyfl.gov> wrote:

> Dear Ryan Kline,
>
> The County has two upcoming vacancies on the Tallahassee Sports Council (TSC). We have your 2023 application on file, and we were wondering if you are still interested in being considered for a seat on the TSC? If so is the attached application still current? If not, please complete a new online application for consideration.
>
> Thank you for your time.
>
> Regards,
>
> Mary

From: Mary Smach
Sent: Monday, August 7, 2023 8:58 AM
To: Ryan P. Kline <ryanpkline@gmail.com>
Subject: TSC Application Received

> Dear Ryan Kline,

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

We received your application for the Tallahassee Sports Council (TSC). We currently have upcoming vacancies on the TSC and I will forward your application to the appropriate personnel. We will keep your application on file for a period of two years.

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

Sorry for an inconvenience you experienced while trying to submit your application.

Regards,

Mary Smach

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

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LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE SPORTS COUNCIL

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

Name: Mr. David Muntean Jr

Date: 3/9/2024 10:35:10 PM

Home Address: 5485 Caddo Drive
Tallahassee, FL 32311

Home Phone: (850) 212-1115

Primary Email: dmuntean5485@yahoo.com

Do you live in Leon County? Yes

Do you live within the City limits? Yes

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? 39

(EMPLOYMENT INFORMATION)

Employer: HALFF

Occupation: Civil Engineer

Work/Other Phone: (850) 848-9434

Work Address: 2255 Killearn Center Blvd.
Suite 200, Tallahassee, FL 32311

Work Email: dmuntean@halff.com

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 62

District: District V **Disabled?** No

(RESUME AND REFERENCES)

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

Name: Mike Hemmen
Address: 1725 Riverbirch Hollow, Tallahassee, FL 32308
Phone: (850) 510-6461

Name: Linda Figg
Address: 424 N Calhoun St., Tallahassee, FL 32301
Phone: (850) 556-3444

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)

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

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

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* *Yes*

If yes, please explain *My employer, HALFF, is presently under a continuing services contract to conduct miscellaneous (i.e., task work orders) professional civil engineering services, contracted through the Leon County Public Works 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*

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- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy

☑ County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *Experience serving on several Boards, cumulative total 45 yrs. & dedicated 2,000+ hrs. to the Parks Recr Dept., disc golf & bowling. I'm Tallahassee's longest professionally sponsored athlete in disc golf. Professional resume attached. I've led marketing, planning and execution of world-ranked disc golf competitions here & served as Tournament Director for yrs., leader in course design & major redesign efforts on Tallahassee's courses, w/ Tom Brown Park being a Top100 World-ranked facility the last 4 yrs. Served as Vice President on the Tallahassee Disc Golf Association for 13 yrs. & liaison to Leon Co. & City Parks & Recr. Depts. Other nearby cities have also requested my assistance. I've also educated in course design via conferences, workshops, and seminars. Past also includes experience working well together with others on various Boards, serving several years on the Tallahassee Bowling Association Board of Directors, and other civic/professional organizations.*

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

Signature: Mr. David Muntean Jr

The application was electronically sent: 3/9/2024 10:35:10 PM

Dave Muntean, PE

Dave Muntean brings more than 38 years of experience in transportation engineering, planning, and project management with a particular emphasis on roadway safety improvements, corridor studies, traffic impact studies and review, traffic operations analyses, origin-destination studies, bridge research & project development, bridge construction permitting, pre-cast concrete segmental inspection, origin-destination studies, expert testimony, and numerous data collection studies. He also served as ITS Project Manager for Tallahassee's (Florida) award-winning Regional Transportation Management Center. Dave has managed multidisciplinary teams on major and minor infrastructure projects and led workshop sessions with governmental agencies regarding roadway, data collection, analyses, and safety recommendations.

Heavily involved with the Institute of Transportation Engineers (ITE) throughout his entire career, Dave served on ITE's International Steering and Advisory Committee during four editions of "Trip Generation" and held all major officer positions in Florida where he presently embraces his highly active senior mentor role and partner to the Florida-Puerto Rico ITE District Board.

His career has included successful working relationships and communication with local and regional staff from the Florida Department of Transportation, City of Tallahassee, Leon County, Bay County, Alachua County, City of Alachua, consulting firms, and other review agencies such as the Department of Community Affairs and various Regional Planning Councils to bring projects and related tasks to successful completion. Outside of this region, key coordination and relationships on projects included major regulatory agencies, DOTs, clients, and project team consultants.

Outside of his work life, he is a nine-year sponsored professional disc golf athlete representing one of the largest manufacturers in the world. He has competed in several world championships and other national, regional & local tournaments, and once traveled to north of Tokyo, Japan for a major competition.

ROLE
Senior ITS/Traffic Manager

EXPERIENCE
38 Years

EDUCATION
BS, Civil Engineering, Virginia Polytechnic Institute and State University, 1984

REGISTRATION
Licensed Professional Engineer:
FL #43368
AL #21315
GA #024423

PROFESSIONAL ORGANIZATIONS
Florida-Puerto Rico District of ITE, Board Mentor/Advisor

Leon County Code Enforcement Board, Vice Chair

Tallahassee Disc Golf Association, Vice President & City Liaison

Volunteer, City of Tallahassee Parks & Recreation

REPRESENTATIVE PROJECT EXPERIENCE

Blueprint Intergovernmental Agency, Airport Gateway Stage 2, Tallahassee, FL.

This project involves a broad range of transportation improvements to various rural and urban corridors within COT and Leon County. Tasks include transportation planning, data gathering, conceptual design evaluations, design services, technical and administrative coordination, and public engagement. Covering over 7 miles of roadway and over 12 miles of sidewalks, trails, and bicycle lanes, the Airport Gateway intends to substantially improve transportation in the community.

©Halff - 2023

Grand Boulevard Transportation Studies, Walton County, FL.
Dave led a range of transportation and planning services at Grand Boulevard (and also Sandestin) over many years. Efforts included planning, data collection, traffic operations analyses, intersection improvement studies, and related coordination with FDOT and local government.

Capital Regional Planning Agency, SR 267 (Bloxham Cutoff Road) Trail Feasibility Study from the Edward Ball Wakulla Springs State Park Entrance to St. Marks Trail, Wakulla County, FL.
Senior Transportation Engineer responsible for analyzing three potential trail routes along approximately 4.78 miles of SR 267 (Bloxham Cutoff Road) and updating a trail feasibility study. The evaluation includes intersection redesign concepts, Long Range Estimate (LRE) opinions of probable cost for design, right of way, and construction. Maps will be developed which display alternative routes and highlight specific challenges and opportunities.

City of Groveland, Professional Engineering Services, Groveland, FL.
Halff has been providing continuing services to the City of Groveland since 2017. Dave's involvement focuses on conducting miscellaneous transportation/traffic-related peer review services on an as-needed basis for submitted traffic impacts studies, access management studies/permits, roadway/intersection studies, traffic signal design plans, safety studies, and methodology reports. Related services also include meetings with relevant parties to the project, documentation, research, transportation/traffic analyses, status reports and summaries, client coordination, and project management.

Arkansas Department of Transportation, Springdale Bypass Design, Springdale, AR.
This project includes estimating project costs and developing preliminary alignments for various work orders. The first work order includes an analysis of two conceptual interchange designs at Highway 71B (N Thompson St) and Highway 265 (Old Wire Rd) for acceptability as part of the Springdale Bypass eastern connection from I-49 to Highway 412. Dave was primarily responsible for evaluating future traffic volume demand and level of service on freeway segments, on/off ramps, and merge/diverge sections.

Arbor Communities, Alford Property Traffic Review, Tallahassee, FL.
Project Manager for this preliminary traffic review for a revised conceptual development of the Alford Property.

OTHER RELEVANT PROJECTS

- **Howard Group, US 98 Traffic and Intersection Studies, Miramar Beach, FL.**
- **CRTPA, Congestion Management Plan, Tallahassee, FL.**
- **Eagle LNG Partners, Jax 1 Export Facility, Jacksonville, FL.**
- **EastGroup, Lakeside Village 3 South Due Diligence, Plant City, FL.**
- **Foundry, Lakeside Station Loop Road, Plant City, FL.**
- **SWCA, Water Main, Jacksonville, FL.**

EXPERIENCE PRIOR TO HALFF

Blair Stone Road Northern Extension Study, Tallahassee Public Works, Tallahassee, FL.
As senior transportation project engineer, Dave was responsible for directing existing traffic data collection, administering a local origin-destination study, summarizing data collection results, developing traffic forecasts, conducting level of service analyses, and recommending intersection improvements. Approximately three miles in length, this section of Blair Stone Road provided Tallahassee with a newly constructed north-south corridor. Also directed group workshops to present and discuss findings and recommendations to representatives of the City of Tallahassee, Leon County, and the Florida Department of Transportation.

Capital Circle SW PD&E Study, Tallahassee, FL.
Served as senior project transportation engineer involved in working with a wide cross-section of community

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stakeholders and technical experts, and creation of newsletters discussing project elements. Services included data collection, traffic analysis, developing recommendations, participating in public information meetings and numerous meetings with local, state, and federal reviewers. The goal of the project was to confirm that the transportation improvements also incorporated regional stormwater solutions and greenways, protected and enhanced the natural environment, included aesthetic enhancements, and sought opportunities to include recreational improvements.

Thomasville Road PD&E Study, FDOT District Three.
Served as the primary traffic engineer for this corridor study to supervise data collection, develop future traffic volumes for the design, conduct operational analyses, recommend roadway/intersection improvements, and participate in public involvement meetings. Specific tasks involved license tag matching and the use of HCM procedures and Transyt-7F. This project, consisting of several miles north of Interstate-10, is now constructed and open to traffic.

Orange Avenue Corridor Study, Leon County, FL.
Served as project manager for transportation engineering responsible for the development of future traffic forecasts, level of service analyses for several alternatives, and roadway/intersection improvement recommendations. Traffic forecasts for this project were provided using the TALUATS FSUTMS model, while operational analyses were conducted using HCS and SIDRA. In addition, was a regular participant in Leon County's CAC Committee meetings and public participation process.

Pensacola Street Realignment Study, FDOT District Three.
Served as senior engineer for the transportation engineering portion of this project, which consisted of eliminating the Pensacola Street Bridge and evaluating several affected intersections in the study area. Objectives of the analysis were to evaluate several alignment alternatives through multiple traffic operational analyses and recommend intersection improvements for the target design year. Analyses of future conditions included the use of Highway Capacity Manuel procedures and other related methods to determine the feasibility of recommended operational improvements.

Continuing Traffic/Transportation Engineering, Collier County, FL.
Project engineer on the team selected to provide various traffic and transportation services to Collier County on an ongoing basis. Primary team responsibilities included capacity and level of service evaluations, traffic operation analyses, intersection engineering alternatives, traffic simulation animations, and coordination/public meetings to support engineering analyses and recommendations. As part of the continuing services, a study of potential grade separations was conducted for 22 intersections throughout the County.

Districtwide Miscellaneous Corridor Planning Services, FDOT District Three.
Senior transportation engineer for a variety of transportation engineering and planning services throughout the Florida panhandle for District Three, including intersection and roadway level of service evaluations, traffic forecasting, accident analyses, safety studies, and planning coordination services. Also provided miscellaneous staff support including review of other consultant studies and development of miscellaneous strategies and scopes.

The Villages, Civil Engineering, Traffic Engineering, and Transportation Planning Services, FL.
Project engineer providing traffic engineering and transportation planning services on an ongoing basis. The Villages is a retirement community consisting of more than 20,000 acres of land in Lake, Sumter, and Marion counties. The development evolved through several development of regional impact (DRI) submittal reviews, and traffic analyses were completed for the last four DRIs. In addition to the DRI analyses, a variety of consulting services were performed for The Villages: transportation modeling, origin-destination studies, access management studies, signal warrant studies, signal design, monitoring and modeling studies, interchange justification studies, traffic counts, miscellaneous conceptual planning, construction traffic studies, golf cart bridge design/inspection, and roadway design.

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Walmart Regional Distribution Center, Alachua County, FL.
Served as project engineer to perform a traffic impact study of the Walmart Regional Distribution Center (RDC) in Alachua County. The RDC was approximately a 1.1 million-square foot distribution center with 270 truck bays. The traffic study focused on the adequacy of the local road network to support the increase in truck traffic. Trip generation studies were performed at three other sites across the US. A conceptual alignment recommendation was provided at the interchange of US 441 and I-75 to address traffic operations deficiencies. Expert testimony was provided through the quasi-judicial approval hearings. This project was approved through FDOT, the City and the County, and completed on a very tight schedule. The study was approved as submitted with no revisions.

Consulting Program Management Services for Tallahassee Regional Transportation Management Center (RTMC), Tallahassee, FL.
Served as project manager developing the program plan, schedule, and budget for the proposed RTMC, including day-to-day management of all project activities and documentation in support of defining the City's related project requirements for relocating the City's existing Advanced Traffic Management System into a new public safety complex. Major task categories include the development of a Comprehensive Program Plan, Project Systems Engineering Management Plan, meetings with multiple stakeholders, and other program technical and management services.

West Tharpe Street Corridor Study, Tallahassee, FL.
Senior transportation engineer for the 2.6-mile West Tharpe Street Corridor Study. Services for this project included roadway design, traffic engineering, environmental assessment, drainage, planning, and public involvement. The critical elements of this project included: analyzing existing traffic conditions, determining future traffic demands and the corridor's multimodal needs, clarifying right-of-way issues; identifying drainage elements, and identifying noise abatement issues.

Capital Circle Office Center DRI, Tallahassee, FL.
Project manager providing consulting services to develop and negotiate transportation methodologies and approach strategies for conducting very complex and time-sensitive DRI and transportation concurrency analyses for the Capital Circle Office Center located in southeast Tallahassee. Also coordinated with multiple review agencies, including FDOT, Apalachee Regional Planning Council, City of Tallahassee, Leon County, and Florida Department of Community Affairs. This project required extensive communication among all parties due to the use of innovative approaches for identifying roadway improvements and costs, followed by negotiating solutions and calculating proportionate share costs during the intensive mitigation process.

Capital Circle Office Center DRI, Phases II and III, Tallahassee, FL.
Project manager and senior transportation engineer for all technical analyses, impact assessments, and geometric recommendations. His work culminated with a 90-minute work session with Florida Senate Appropriations Committee staff on Capitol Hill and was responsible for building consensus regarding the transportation concurrency process. Additional responsibilities included documentation to satisfy DRI requirements and frequent meetings/coordination with review agencies such as City of Tallahassee, Leon County, Department of Community Affairs, Apalachee Regional Planning Council, and Florida Department of Transportation.

Olive Road PD&E/Design Studies, FDOT District Three.
Served as project engineer responsible for data collection, traffic forecasts, operational analysis, and geometric recommendations for the target design years. The project corridor was approximately six miles in length and consisted of converting a two-lane, east-west arterial roadway to a four-lane road. Also assisted in the development of traffic signalization plans for eight intersections in Escambia County.

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South Norfolk Jordan Bridge, Chesapeake & Portsmouth, VA.
This new 5,375-foot private tolled South Norfolk Jordan Bridge (SNJB) was constructed and opened in 2012 to replace a structurally deficient bridge previously owned by the City of Chesapeake, VA. During construction, Dave reviewed design plans, conducted various field data collection activities, and worked with project team subconsultants to evaluate and develop transportation engineering improvements regarding signalized and unsignalized intersections, access management, channelization, areawide signage, pedestrian-bicycle movement, and travel times. Dave was also responsible for reviewing and discovering traffic control shortcomings prior to the open-to-traffic date and asserting himself to recommend immediate changes to traffic operational aspects included within the design plans. Throughout the first several years of bridge operation, Dave worked directly with the SNJB General Manager to, among other tasks, develop a mechanism for the efficient tabulation and statistical summarization of traffic and toll data for subsequent presentation to the project owner.

Cline Avenue Bridge, East Chicago, IN.
The Indiana DOT closed this high-level bridge in 2009 due to safety concerns, completed demolition in 2013, and transferred ownership to the City of East Chicago, IN prior to reaching an agreement with our project team (i.e. new private bridge owner), who then began construction on the new 6236-foot replacement toll bridge. Dave's initial involvement focused on the project development stages, highlighted by serving in the lead role for obtaining all permits with major federal and state agencies (USCG, USACE and other environmental agencies), participating in key agreement negotiation meetings, working with project attorneys, and communicating with Indiana DOT officials. Involvement then included a variety of other responsibilities, Dave conducted traffic data collection field tasks, evaluated area travel times and railroad crossing delay, observed intersection and arterial operations, worked with the traffic and revenue consultants to develop their final analyses and report, and assisted on various roadway design-related concepts. Lastly, during construction, Dave led a team consisting of three labor union contractors to finish pre-casted concrete segments (500 of 685 70-ton segments) and was responsible for final inspection approval prior to erection. Bridge construction has been completed and the bridge is open to traffic.

Private Toll Bridge Research and Development, Throughout the United States.
Working directly for the CEO at Figg Bridge Engineers on a large variety of special project tasks deemed strictly Confidential (even within the company), Dave's primary responsibility involved leading all research, data collection, evaluations, and summaries of structurally deficient and functionally obsolete bridges throughout the United States to support innovative critical bridge replacement solutions that eventually enhance the quality of life in communities. Due to the level of confidentiality committed to these efforts, Dave is not permitted to disclose further details within this document.

Gum Road Solid Waste Transfer Facility, Leon County, FL.
As project manager, provided the technical evaluations and expert testimony in support of Leon County Circuit Court Case No.00-CA-2460, Annie Barber et al., vs. Leon County. Technical analysis areas included traffic operations evaluations, transportation concurrency, trip generation estimates, land use comparisons, and review of previously completed traffic studies. Due to the aggressive schedule to meet the client's needs, this effort was completed in less than one month.

Governor's Square Mall NOPC, Tallahassee, FL.
Project manager involved with conducting DRI tasks related to the addition of more than 30,000 square feet of commercial development. Tasks included trip generation and distribution, roadway capacity evaluations, traffic impact assessments, and parking space requirements and location.

Wilson Property, Tallahassee, FL.
As project manager, provided a range of transportation planning and engineering services including concurrency evaluation, turn lane warrant analyses, vehicular queuing calculations, trip generation and distribution estimates, and access management recommendations.

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Gadsden Station Driveway Location Issue, Gadsden County, FL.
As project manager, researched and applied available resources regarding distances between project driveways, FDOT standards, access management statutes, railroad crossings near driveways, sight distance measurements and criteria, and overall traffic safety. This effort was completed by providing expert testimony in a quasi-judicial hearing.

Grand Boulevard Parking Study, Sandestin, FL.
As project manager, provided parking estimates for a large mixed-use commercial development using local parking codes and shared parking considerations. Efforts also involved evaluation of adjacent land uses to determine if alternative modes of transportation (transit, pedestrian, golf cart, bicycles, etc.) warranted a reduction in the overall estimated number of parking spaces.

Intersection Safety Study, FDOT District Three.
Senior project manager responsible for directing the review of 14 intersections identified by the Leon County Sheriff's Office as being known for crash-related safety issues. Tasks included obtaining and reviewing collision data through FDOT and the Crash Records Division, conducting field reviews and taking photographs, developing AutoCAD-format intersection collision diagrams and intersection crash summaries, and making safety improvement recommendations.

Statewide Travel Forecasting Model Data Collection Program, FDOT Central Office.
Served as project manager responsible for safely conducting more than 16,000 roadside interviews at 60 sites through the introduction of micro-computerized "Real Time Data Entry" procedures to greatly improve data accuracy, interview efficiency, and survey file editing and processing. The new methodology led to future similar applications by others in the transportation profession.

Florida Overland Express Ridership and Revenue Study, FDOT Central Office.
Served as quality control engineer responsible for the evaluation and selection of roadside survey sites on several Florida interstate and turnpike facilities, development of traffic control plans, computer programming for data collection procedures, personnel training, and overall review of traffic operations and safety measures. The project involved the collection of 26,500 roadside surveys over 51 days during the winter, fall, and summer months to support the Florida High Speed Rail initiative.

Ohio External Origin-Destination Study, Ohio Department of Transportation, Central Office.
As project manager, provided training services to the Department's prime consultant and managed the safe collection of over 38,000 roadside surveys on 56 Ohio state roadways. Efforts also included the coordination of hand distributing postage paid surveys at high volume congested locations, developing maintenance of traffic plans for each location, advising on microcomputer applications, and supervising field crew leaders. Given the aggressive schedule requirements of this project, experience with several previous major origin-destination studies proved to be beneficial for a timely completion.

Park Avenue Access Issue, Tallahassee, FL.
Project manager responsible for reviewing and providing a professional opinion on the location and vehicle movements allowed at a driveway along a major collector undergoing multi-lane reconstruction. As a result of the median closure, owners of a small office complex considered their access options based on an evaluation of turn-lane lengths, reviewed access management criteria, and coordinated with the City traffic engineer.

Private Development Consultant.
Dave has served as project manager or project engineer on an extensive number of proposed and existing private developments. These projects include tasks related to traffic impact studies, Developments of Regional Impact (DRI), concurrency evaluations, travel characteristics of educational institutions, traffic operational analyses, access management, public meetings, and expert testimony. Dave has also worked with review agencies on conducting peer reviews.

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Development of Regional Impact (DRI/NOPC) Studies and Transportation Impact/Concurrency Evaluations.

- Knight Property
- Horseman's Bluff
- Capital Circle Office Center
- Bay Point
- FSLIC/Capital Center
- SE Community Health Services, Inc.
- Rock Crusher
- Pensacola Marina
- Fullencamp (Indian Oaks & Del Prado North) Omni
- Governor's Square Mall
- Hancock Creek / Pine Island
- Grand Boulevard
- Emerald Bay NOPC
- Blackstone
- Seascape
- Woods Edge
- Hunter's Pointe
- Sheraton Hotel
- Riviera
- Seaside
- Cordova Mall
- Immokalee Woodlands
- I-75 Colonial Property
- Destin Country Club / Tidewater
- Tollgate DRI
- Leon County Civic Center
- Sandestin Golf and Beach Resort
- The Villages
- Southern Pines
- Silver Sands Premium Outlets
- Sonic and Golden Corral Restaurants
- Jefferson Commons Apartment Complex
- Piney Z Plantation Mixed-use Development
- Tennessee/Ocala Shopping Center
- Capital City Bank
- FAMU/FSU College of Engineering Expansion
- Huntington Oaks Plaza Shopping Center
- Expansion
- Welaunee Plantation Proposed High School
- RaceTrac
- Governor's Square Theater/Medical Office Complex
- Outback Steakhouse/Residence Inn
- Premier Bank, Tallahassee
- First Bank of Tallahassee
- Bradfordville Commercial Center
- Shoney's & Burger King
- Target Shopping Center
- Rainey Cawthon Bulk Fuel Plant Facility
- Take 5 Car Wash and Restaurant
- FSU Parking Garage
- Springwood Townhomes
- Benjamin's Run
- Miniature Golf, Go Karts & Arcade
- AJ Sports Bar Expansion
- Ox Bottom Gardens
- Commercial Building Supply
- Oak Pointe Apartments
- Country Walk Subdivision
- Home Quarters Materials and Lumber
- Florida Engineering Society
- Retail Drugstore – Tennessee Street
- Old Bainbridge Road Apartments
- The St. Joe Company, Wild Heron Way
- Wal-Mart Supercenter
- Hawk's Landing
- Waterfall Condominiums
- Rolling Ridge
- Express Lane
- Wildwood Traces
- City Gate Commerce Park DRI
- Ibis Lake
- Cabana West
- Innovation Federal Credit Union
- Kohl's Department Store
- Publix Shopping Center
- Killearn Shopping Center Expansion
- Maxie Burger Fast Food Drive-through Restaurant
- Florida Medical Association
- Broughton Stokes Building
- BP Gas and Oil Station
- Chili's Restaurant
- YMCA Nursing Home
- Florida Bar / IBM Building
- Boynton Tract Mixed-use Development
- Weems Plantation
- Capital Circle Office Center
- Leon County Health Clinic
- Seay Court Phase II
- Old Bainbridge Road Church
- Bannerman Road Publix
- City National Bank

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- KFC Restaurant
- Melrose Mixed-use Development
- Mascotte Coffee Shop
- Eagle LNG Maxville and Zoo Parkway Facilities
- Gum Road Leon County Transfer Station
- Farmers & Merchants Bank
- Apalachee East Mixed-use Development
- Bull Run Mixed-use Development
- Summit East Mixed-use Development
- Walton County Jail Expansion
- YMCA Expansion
- Tallahassee Community College Expansion
- Sam's Mixed-use Development
- Eagles Landing
- Abundant Life Church and Wilson Green
- Grand Cayman
- Oak Hammock
- Seashells on the Beach
- Walsh Glen Estates
- Glades Trail
- Smokey Bones
- Airport-Davis Plaza
- Blue Water Bay
- Harbor Town
- Wimbledon By The Sea

LEADERSHIP AWARDS

Transportation Engineer of the Year, Florida Puerto Rico District Institute of Transportation Engineers (ITE), 1993

Sherwood I. "Woody" Hiller Distinguished Service Award, Florida Puerto Rico District ITE, 2006

ITE International Past President's Award, 1995

Nathan "Nat" H. Rambo Fellowship Award, Florida Puerto Rico District ITE, 2000

The U.S. President's Volunteer Service Award, USA Freedom Corps, 2005

Past President's Leadership Award, Florida Panhandle Section Chapter ITE, 2004

Past President's Service Award, Florida Panhandle Section ITE, 1996, 2002, 2022

Distinguished Service Award, Florida Panhandle Section ITE, 1995

ABCD (Above and Beyond the Call of Duty) Award, Florida Panhandle Section ITE, 1999, 2001, 2008

ITE International Section Activities Award, 1994, 1995, 1996, 2011 (group award)

VOLUNTEER ASSOCIATIONS

Florida Puerto Rico District ITE Board of Directors, 1994 – 1997, 2002 – 2003

ITE District 10 Board District Administrator, 2003 – 2012

ITE International Trip Generation Advisory Committee, 1998 – 2016

Florida-Puerto Rico District of ITE, Board Mentor/Advisor, 2013 – present

Tallahassee Citizen's Police Academy Alumni Association Board, 2001 – 2005

Volunteer Parking Patrol, City of Tallahassee Police Department, 1999 – 2006

Leon County Code Enforcement Board, Chair, 2017 – present

Tallahassee Disc Golf Association, Vice President & City Liaison, 2010 – present

Volunteer, City of Tallahassee Parks & Recreation, 2009 - present

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FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL			OFFICE / POSITION HELD
MUNTEAN, JR. DAVID (NMI)			—
MAILING ADDRESS			AGENCY OR ADVISORY BOARD
5485 CADDO DRIVE			TALLAHASSEE SPORTS COUNCIL
CITY	ZIP	COUNTY	ADDRESS OF AGENCY
TALLAHASSEE	32311	LEON	—

HOW TO COMPLETE AND FILE THIS FORM:

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

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

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

WHO MUST COMPLETE THIS PART:

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

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   (✓) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:

   (✓) Supplying the following realty, goods, and/or services: Our engineering firm has a contract w/ Leon County to perform engineering services.

   ( ) Regulation of the business entity by the governmental agency served by the advisory board member.

3. The following business entity is doing business with or regulated by the governmental agency:

   HALFF

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

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[CONTINUED ON REVERSE SIDE]

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

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

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   ( ) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

   _____.

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

   _____
   (NAME OF ENTITY) (ADDRESS OF ENTITY)

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

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
	3/13/24	3/13/24

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10.000.

CE FORM 4A -- REV. 1-98

[CONTINUED FROM FIRST SIDE]

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE SPORTS 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: Mr. Christopher Petley | **Date:** 7/19/2023 11:30:46 AM

Home Address:	5383 Appledore Lane 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) 528-5461	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	Chris@ChrisPetley.com	**How many years have you lived in Leon County?**	18

(EMPLOYMENT INFORMATION)

Employer:	Leon County Schools	**Work Address:**	2757 West Pensacola St Tallahassee, FL 32309
Occupation:	Administrator		
Work/Other Phone:	(850) 487-7166	**Work Email:**	Petleyc@LeonSchools.net

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 44

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Brent Edson	**Name:**	Marty Merzer
Address:	Country Brook Lane	**Address:**	
Phone:	(850) 524-6501	**Phone:**	(954) 465-1099

Resume Uploaded? No

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

I have worked for Leon County Schools as an administrator for 14 years.

I started and run the local minor league soccer team, the Battle Lions, which has been operating for five years. We are a 501(c)3) non profit and entirely volunteer run--no one makes a cent it is all for the love of our community and the sport.

Tallahassee Soccer Club is more than just a soccer team, we are focused on lifting up our community through volunteer and supporting other non-profit entities.

I assist Mr. Scott Hansens, Leon Schools Athletic Director, as needed.

I can provide a complete resume once I am able to update it.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

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

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

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

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

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* *No*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* *Yes*

If yes, please explain *I am sure that Leon County Schools is doing business in one way or another. Possibly via a joint use agreement.*

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?* *Yes*

If yes, please explain. *I believe that Leon County Schools has an appointed member to the committee. However, I would respectfully love to represent the community and not my employer.*

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 shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [x] Employee of Leon County Schools Activities & Athletics

Please explain: *While not an employee of the department, I do work with Leon County Schools Athletic Director, Scott Hansen.*

- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *Founder and President of Tallahassee Soccer Club, a local minor league sports team established in 2018.*

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

Signature: Mr. Christopher Petley

The application was electronically sent: 7/19/2023 11:30:46 AM

Mary Smach

From: Chris Petley <chris@chrispetley.com>
Sent: Monday, March 4, 2024 10:09 AM
To: Mary Smach
Subject: Re: TSC Application Received
Attachments: image001.png

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

I would love to join. The application is still valid. Thanks for thinking of me.

Chris Petley

On Mon, Mar 4, 2024, 10:02 AM Mary Smach <SmachM@leoncountyfl.gov> wrote:

> Dear Chris Petley,
>
> The County has two upcoming vacancies on the Tallahassee Sports Council (TSC). We have your 2023 application on file, and we were wondering if you are still interested in being considered for a seat on the TSC? If so is the attached application still current? If not, please complete a new online application for consideration.
>
> Thank you for your time.
>
> Regards,
>
> Mary
>
> **From:** Mary Smach <SmachM@leoncountyfl.gov>
> **Sent:** Monday, July 24, 2023 10:49 AM
> **To:** Chris@ChrisPetley.com
> **Subject:** TSC Application Received
>
> Dear Chris Petley,

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

We received your application for the Tallahassee Sports Council (TSC). We currently have upcoming vacancies on the TSC and I will forward your application to the appropriate personnel. We will keep your application on file for a period of two years.

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

Regards,

Mary Smach

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

People Focused. Performance Driven.

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

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE SPORTS 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: Mr. Jonathan Canyon Richard

Date: 1/5/2024 8:43:02 PM

Home Address:	2289 Del Carmel Way Tallahassee, FL 32303	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(850) 591-3043	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	joncanric@gmail.com	**How many years have you lived in Leon County?**	19

(EMPLOYMENT INFORMATION)

Employer:	Capital City Rowing	**Work Address:**	3360 Raymond Diehl Business Lane Tallahassee, FL 32303
Occupation:	Program Director		
Work/Other Phone:	(850) 591-3043	**Work Email:**	programdirector@capitalcityrowing.org

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 25

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Mary Stafford	**Name:**	Matt Shoop
Address:	3844 Forsythe Way, Tallahassee, FL 32309	**Address:**	
Phone:	(850) 294-7623	**Phone:**	(703) 909-8453

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 shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *I am currently the program director for Capital City Rowing - the only youth rowing team in Leon County. In addition to this I am also the head coach for the Florida State University Rowing Club - the only collegiate rowing club in the county. Prior to this I coached and organized rowing teams in Jacksonville and Virginia. I grew up here in Tallahassee attending Leon county public schools and participating in a variety of sports within the area.*

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

Signature: Mr. Jonathan Canyon Richard

The application was electronically sent: 1/5/2024 8:43:02 PM

Jonathan C. Richard

(850)591-3043 | Joncanric@gmail.com

Education

MS Criminal Justice, George Mason University — 2021 – 2022
Fairfax, Virginia

- Capstone study on the implementation of body worn cameras and officer-initiated activity.
- 3.70 GPA

BA Criminology & Criminal Justice, University of North Florida — 2017 – 2020
Jacksonville, Florida

- Psychology & Communication minors
- Alpha Phi Sigma Honors Society
- 3.64 GPA

Experience

Capital City Rowing — 8/2023 – Present
Program Director — Tallahassee, Florida

- Develop seasonal programming for all aspects of the team
- Prepare logistics for travel
- Ensure the organization and membership remains in compliance with governing body rules
- Train and guide the coaching staff in order to ensure seasonal goals are met
- Maintain accurate records and inventories of equipment
- Develop program models for new services the organization can offer to the youth of Tallahassee, Fl

Florida State University Rowing Club — 8/2023 - Present
Head Coach — Tallahassee, Florida

- Develop seasonal training plans
- Organize travel logistics for athletes and equipment
- Manage, maintain, and repair equipment for land and water Practices

Thomas Jefferson Crew, Scholastic Juniors — 2/2021 – 7/2023
Coach, Novice Women — Fairfax, Virginia

- Develop seasonal training plans for winter conditioning and spring competition season
- Develop and supervise plans for lifting and other cross training activities
- Coordinate with a coaching staff of 7-9 individuals to ensure all groups are supported and are meeting seasonal goals
- Supervise and coordinate travel and away regattas for junior athletes
- Manage, maintain, and repair equipment for land and water practices

Resilient Rowing Club, Club Juniors — 6/2021 – 7/2023
Lead and Assistant Positions, Men and Women — Fairfax, Virginia

- Develop seasonal training plans for summer and fall racing programs
- Manage skill development and learn to row summer camps for sweeping and sculling
- Manage equipment and athletes during travel regattas
- Manage, maintain and repair equipment for land and water based practices

George Mason Crew Club, Club Collegiate — 8/2022 – 12/2022
Coach, Novice and Varsity Women — Fairfax, Virginia

- Prepare a split squad of varsity and novice athletes to compete in fall collegiate races
- Develop training plans to integrate novice rowers into varsity boats while effectively developing fitness and technique of both groups
- Work with a student run board to maintain equipment and schedule practices that fit the athletes academic schedule

Episcopal School of Jacksonville, Scholastic Juniors — 2019 – 2020
Assistant Coach, Novice Women — Jacksonville, Florida

- Support the head coach by implementing training plans and developing the technical skills of lower boat junior athletes
- Aid in implementing and running effective strength training routines
- Supervise and manage junior athletes during travel regattas

Adult and Community Education, Lively Technical School — 2018 – 2020
Program Coordinator for Mentors and Volunteers — Tallahassee, Florida

- Maintain detailed records for payment and scheduling
- Manage the recruitment and retention for a group of 70 mentors and volunteers
- Coordinate all communication between the administration and Mentor volunteers
- Ensure all members remain in compliance with county policy

Certifications

- US Rowing Coaching Level 2
- Safe Sport
- CPR and First Aid
- Concussion and Heat illness prevention
- Boaters License

Skills

- Rigging
- Carbon fiber hull repair
- Trailer driving experience
- Inventory and logistics
- Microsoft suite and Google Drive services

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE SPORTS 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: Ms. Lori Lynn Wilkey | **Date:** 3/21/2024 3:55:44 PM

Home Address:	3700 Longchamp Cir 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?	No
Home Phone:	(850) 321-5400	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	lori.wilkey@seminolelegacygolfclub.com	**How many years have you lived in Leon County?**	22

(EMPLOYMENT INFORMATION)

Employer:	Seminole Legacy Golf Club	**Work Address:**	Seminole Legacy Golf Club 2550 Pottsdamer St., Tallahassee, FL 32309
Occupation:	Director of Membership and Marketing		
Work/Other Phone:	(850) 645-7228	**Work Email:**	lori.wilkey@seminolelegacygolfclub.com

(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 I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Jaxon Hardy	**Name:**	Jason Reese
Address:	Enterprise Dr. Tallahassee, FL 32312	**Address:**	1301 Piedmont Dr
Phone:	(850) 896-7119	**Phone:**	(850) 591-6727

Resume Uploaded? No

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *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 shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [x] Employee of FSU Athletics

  Please explain: *2019 hired at Seminole Legacy Golf Club - owned by Florida State University*
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy

☐ County resident who has demonstrated experience and interest in aspects of sports within Leon County

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

Signature: Ms. Lori Lynn Wilkey

The application was electronically sent: 3/21/2024 3:55:44 PM

Mary Smach

From: Lori Wilkey <lori.wilkey@seminolelegacygolfclub.com>
Sent: Friday, March 22, 2024 10:56 AM
To: Mary Smach
Cc: Taylor Walker
Subject: RE: TSC Application

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Oh gosh, my apologies. I was in such a rush to get my application in, I'm sure I clicked the wrong button.
Correct, I am applying for an at-large member seat.

Coach Trey Jones (FSU Men's Golf Coach) also wanted me to update my application and place him as a reference. (Not even sure if I may update, but if I can I would like to replace Jason Reese with Coach Jones.)

Thank you very much for correcting my error for me.
Take care and please let me know if you need any additional information.

Lori Wilkey
Director of Membership & Marketing

Office: 850·645·7228
Mobile: 850·321·5400

2550 Pottsdamer St.
Tallahassee, FL · 32310

www.seminolelegacygolfclub.com

Ranked #15 Golf Course
in the state of Florida by Golf.com
GOLF

From: Mary Smach <SmachM@leoncountyfl.gov>
Sent: Friday, March 22, 2024 10:17 AM
To: Lori Wilkey <lori.wilkey@seminolelegacygolfclub.com>
Cc: Taylor Walker <WalkerTa@leoncountyfl.gov>
Subject: [EXTERNAL] TSC Application

Good Morning Lori Wilkey,

We are in receipt of your application for the Tallahassee Sports Council.

https://www2.leoncountyfl.gov/Committees/Committees/Committee/1120

It indicates that you are applying for the FSU Athletics Seat on the TSC; however, that seat is not vacant.

Did you mean to apply for one of the at-large member seats instead?

Regards,

Mary Smach
Agenda Coordinator
County Administration
301 S. Monroe St. | Tallahassee, FL 32301
(850) 606-5311 /work | (850) 606-5301 /fax
Smachm@leoncountyfl.gov
People Focused. Performance Driven.

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

Leon County
Board of County Commissioners

Notes for Agenda Item #18

Leon County Board of County Commissioners

Agenda Item #18

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider Adopting an Ordinance Repealing Chapter 11, Article VI of the Leon County Code of Ordinances, entitled "Peddlers"

Review and Approval:	Vincent S. Long, County Administrator Chasity O'Steen, County Attorney
Department/ Division Review:	Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Miranda Hernandez, Management Analyst

Statement of Issue:

This item requests the Board conduct the first and only public hearing to consider adopting an Ordinance repealing Chapter 11, Article VI of the Leon County Code of Ordinances, entitled "Peddlers." The Ordinance was adopted in 1980 to provide a process by which an individual can obtain a permit through the Leon County Sheriff's Office to engage in certain solicitation activities.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance repealing Chapter 11, Article VI of the Leon County Code of Ordinances, entitled "Peddlers" (Attachment #1).

Report and Discussion

Background:

This item requests the Board conduct the first and only public hearing to consider adopting the proposed Ordinance repealing Chapter 11, Article VI of the Leon County Code of Ordinances, entitled "Peddlers" (Peddlers Ordinance).

On March 19, 2024, the Board approved the request to schedule a public hearing to consider the repeal of the Peddlers Ordinance. The Peddlers Ordinance (Attachment #2) was adopted in 1980 to provide a process by which an individual can obtain a permit through the Leon County Sheriff's Office (LCSO) to engage in certain solicitation activities. Given that the Peddlers Ordinance has not been used in recent years, and the Board's recent adoption of an ordinance prohibiting unauthorized solicitation on private property, this item recommends the repeal of the Peddlers Ordinance.

On February 20, 2024, the Board adopted an ordinance entitled "Prohibition of Unauthorized Solicitation on Private Property" (Private Property Ordinance). Under the Private Property Ordinance (Attachment #3) it is unlawful to solicit on any private property on which the required sign is clearly and prominently displayed to the public unless an authorized person provides express written consent for solicitation to occur on the property. An "authorized person" is a "property owner, managing and authorizing agent, lessee/tenant, or person otherwise in charge of the private property." The term "solicit" is defined 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 includes, but is not limited to, requests for "support of any kind, money, donations of any kind, or some other action, article, or material of value." The term "solicit" expressly does not include signature gathering, voter registration requests, or support or advocacy of public issues or candidates. Any person who violates the Private Property Ordinance is subject to prosecution in the manner of a misdemeanor, punishable by a fine not to exceed $500.00 or by imprisonment in the county detention center not to exceed 60 days or both.

While developing the Private Property Ordinance, the Peddlers Ordinance was identified to be brought back to the Board for consideration and potential repeal. Under the Peddlers Ordinance, it is unlawful for any person to peddle for sale any goods, wares, or merchandize of a per item cost of $25 or less, or to solicit, sell, or offer to sell subscription contracts of a per item cost of $25 or less for any magazine, newspaper, book or periodical within the County without first securing a permit. The Peddlers Ordinance defines "peddle" or "solicit" to mean "an offer to sell goods, services or merchandise by the following method: door-to-door contact in private residences, apartments or rooms, hotels or lodging places within the territorial boundaries of the county." Organizations organized and operated for religious, charitable, scientific, testing for public safety, literary, or educational purposes or for the prevention of cruelty to children or animals, when no private shareholder or individual benefits financially, are exempt from the Peddlers Ordinance. Permits are approved by written application to, and at the discretion of, the LCSO after a seven-day waiting period. The Board previously established a $8.00 application fee. Permits are valid for 90 days, subject to renewal if requested within five (5) days following the expiration of the permit.

Given the Board's adoption of the Private Property Ordinance and the infrequency of use of the Peddlers Ordinance, this item recommends the repeal of the Peddlers Ordinance.

Analysis:

The State regulates home solicitation sales for items worth in excess of $25.00, inclusive of all interest, service charges, finance charges, postage, freight, insurance, and service or handling charges in certain circumstances. The term "home solicitation sales" is defined in section 501.021, Florida Statutes (Attachment #4), to apply to the sale, lease, or rental of consumer goods or services when the seller or a person acting for him or her engages in a personal solicitation of the sale, lease, or rental at a place other than at the seller's fixed location business establishment. Unless exempted from the statute, it is unlawful for any person to conduct any home solicitation sale without first obtaining a home solicitation sale permit pursuant to section 501.022, Florida Statutes (Attachment #5). Applicants for these permits submit a sworn application to the Clerk of Court (Clerk) and pay the fee established by the Clerk imposed to offset the administrative cost associated with the permitting procedure. The Clerk then provides the fingerprints taken by an authorized law enforcement agency and provided by the applicant to the Florida Department of Law Enforcement (FDLE) for state processing, and a copy of the application is provided to LCSO for a local criminal background investigation. The FDLE and LCSO provide the results of such background check and investigation to the Clerk within sixty (60) days of submittal, and the Clerk may revoke, suspend, or deny a permit for any of the reasons enumerated in the statute. If the FDLE background check and LCSO investigation reveal no grounds for denial of a permit, the Clerk issues a home solicitation sales permit for a period of one (1) year from the date of issuance unless earlier revoked. Anyone obtaining such a permit is required to carry the permit and certificate at all times while engaging in home solicitation sales and display the permit and certificate to prospective buyers before initiating the solicitation of a sale, lease, or rental. The Attorney General or the State Attorney may enjoin any person who violates these requirements, and any such person is also guilty of a misdemeanor as provided in section 501.055, Florida Statutes (Attachment #6).

Leon County adopted the Peddlers Ordinance in 1980 as a public safety measure to provide a registry and permitting process for door-to-door solicitors for the sale of goods, wares, or merchandise of a per item cost of $25.00 or less or for the sale or offer of subscription contracts of a per item cost of $25.00 or less, which covers home solicitation sales when the amount of the item for sale, lease, or rental is less than the value of the item regulated by state law. However, the permit process provided for in the Peddlers Ordinance has not been frequently utilized, with the LCSO reporting that there has not been an application filed for a permit in recent years. Moreover, the Board recently adopted the Private Property Ordinance, which makes it unlawful to solicit on any private property on which the required sign is clearly and prominently displayed to the public unless an authorized person provides express written consent for solicitation to occur on the property. Private property owners, including those at private residences, apartments or rooms, and hotels or lodging places, who do not want to be solicited can now post the required signage to prohibit solicitations on their private property. Accordingly, it is recommended that the Board repeal Chapter 11, Article VI of the Leon County Code of Ordinances, entitled "Peddlers."

This public hearing has been noticed and advertised in accordance with Florida Statutes (Attachment #7).

Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance repealing Chapter 11, Article VI of the Leon County Code of Ordinances, entitled "Peddlers."
2. Board direction.

Recommendation:

Option #1

Attachments:

1. Ordinance to Repeal Chapter 11, Article VI of the Leon County Code of Ordinances entitled, "Peddlers"
2. Chapter 11, Article VI of the Leon County Code of Ordinances entitled, "Peddlers"
3. Ordinance No. 24-02 - Prohibiting Unauthorized Solicitation on Private Property
4. 501.021, Florida Statutes
5. 501.022, Florida Statutes
6. 501.055, Florida Statutes
7. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, REPEALING CHAPTER 11, ARTICLE VI OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; ENTITLED "PEDDLERS"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, in 1980, the Board of County Commissioners enacted Chapter 11, Article VI of the Leon County Code of Ordinances, entitled "Peddlers"; and

WHEREAS, the Board of County Commissioners has determined that Chapter 11, Article VI of the Leon County Code of Laws, is now outdated; and

WHEREAS, the Board of County Commissioners has adopted Leon County Ordinance No. 2024-02, "Prohibition of Unauthorized Solicitation on Private Property", and constituents who do not want to be solicited may now post the required signage to prohibit solicitations on their private property; and

WHEREAS, the Board of County Commissioners desires to repeal Chapter 11, Article VI of the Leon County Code of Laws;

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

Section 1. Amendments to Code.

The Code of Laws of Leon County, Florida, is hereby amended by repealing Chapter 11, Article VI as appropriate.

Section 2. Conflicts.

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

Section 3. Severability.

If any word, phrase, clause, section, or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 4. Effective Date.

This ordinance shall take effect upon being filed with the Florida Department of State.

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:_____

ARTICLE VI. - PEDDLERS

DIVISION 1. - GENERALLY

Sec. 11-147. - Definitions, exemptions.

(a) 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:

Peddle or *solicit* means an offer to sell goods, services or merchandise by the following method: door-to-door contact in private residences, apartments or rooms, hotels or lodging places within the territorial boundaries of the county.

(b) Any person peddling or soliciting under the terms of this article who holds a valid current license from a state agency authorizing such peddling or soliciting and which state agency regulates any person so licensed by it, is hereby excepted from the provisions of this article.

(Code 1980, § 17-1; Code 1992, § 11-251)

Sec. 11-148. - Penalty.

Any person violating the provisions of this article shall be punished as provided in section 1-9.

(Code 1980, § 17-10; Code 1992, § 11-252)

Secs. 11-149—11-179. - Reserved.

DIVISION 2. - PERMIT

Sec. 11-180. - Required.

(a) It shall be unlawful for any person 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 without first securing a permit from the Board of County Commissioners as provided in this article.

(b) Any organization, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes or for the prevention of cruelty to children or animals, no part of the earnings of which inures to the benefit of any private shareholder or individual, shall be exempt from the provisions of this article.

(Code 1980, § 17-1(1), (3); Code 1992, § 11-261)

Sec. 11-181. - Application.

(a) In order to procure a permit under this article, the applicant shall file with the sheriff or his duly appointed designee, to whom this authority is hereby delegated, a written application signed by the applicant and sworn to by him before an officer authorized to administer oaths under the laws of the state.

(b) Prior to the issuance of a permit to any person under the age of 18 years, such person shall file with the county a notarized statement by such person's parent or legal guardian evidencing the parent or guardian's consent to the applicant's application for permit.

(Code 1980, §§ 17-2(2), 17-3; Code 1992, § 11-262; Ord. No. 95-01, § I, 2-28-1995; Ord. No. 99-18, § 1, 6-15-1999)

Sec. 11-182. - Approval.

If the sheriff or designee shall be satisfied from the application file and from other evidence presented that the statements contained in the application under this article are true; and that the applicant is a bona fide agent in good standing or a reputable person engaged in the business of selling or distributing any such goods, wares, merchandise, magazine, newspaper, periodical, or book; then the sheriff or designee shall issue such permit, except that no such permit shall be issued to any agent or employee until a letter verifying such agency or employee relationship is received by U.S. mail directly from the principal or employer of the application and the sheriff or designee is satisfied that the information furnished by the applicant is otherwise acceptable. No permit shall be issued to any applicant until the expiration of the period of seven days from the date the application is filed. A fee in an amount to be determined by the Board of County Commissioners shall be paid by the applicant at the time his application for a permit is filed which sum shall be used to defray the expenses incurred in the administration of this article and which shall be required to be furnished by the applicant.

(Code 1980, § 17-4; Code 1992, § 11-263; Ord. No. 95-01, § II, 2-28-1995; Ord. No. 99-18, § 1, 6-15-1999)

Sec. 11-183. - Denial.

The sheriff or designee shall refuse a permit when in his opinion the granting of such permit would be detrimental to the life or safety of any person, being or residing within the territorial boundaries of the county, or otherwise not in the best interest of the citizens of the county.

(Code 1980, § 17-5; Code 1992, § 11-264; Ord. No. 95-01, § III, 2-28-1995; Ord. No. 99-18, § 1, 6-15-1999)

Sec. 11-184. - Signing; term.

All permits issued pursuant to this article shall be dated and signed by the sheriff or designee and shall be valid during the times specified, not to exceed 90 days after date of issuance.

(Code 1980, § 17-6; Code 1992, § 11-265; Ord. No. 95-01, § IV, 2-28-1995; Ord. No. 99-18, § 1, 6-15-1999)

Sec. 11-185. - Transfer.

Permits required by this article shall be issued for the person making application only and shall not be transferable to any other person.

(Code 1980, § 17-7; Code 1992, § 11-266)

Sec. 11-186. - Renewal.

Upon the expiration of any permit issued under this article, application may be made for another permit which may be granted upon the fulfillment by the applicant of the conditions herein specified; provided, however, that the holder of any such permit may have the same validated for an additional term of 90 days upon the holder presenting said permit in person within five days following the date of the expiration of said permit.

(Code 1980, § 17-8; Code 1992, § 11-267)

Sec. 11-187. - Permit revocation.

A permit issued under this article may be revoked at any time by order of the chairman of the Board of County Commissioners for cause shown after the holder of such permit shall be given an opportunity to be heard.

(Code 1980, § 17-9; Code 1992, § 11-268)

Secs. 11-188—11-212. - Reserved.

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LEON COUNTY ORDINANCE NO. 2024-02

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:

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(1) *Authorized Person*: property owner, managing and authorizing agent, lessee/tenant, or person otherwise in charge of the private property.

(2) *Solicit*: 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: support of any kind, money, donations of any kind, or some other action, article, or material of value. Solicit does not include signature gathering, voter registration requests, or support or advocacy of public issues or candidates.

Sec. 12-82 Prohibited Conduct.

(1) It shall be unlawful and a violation of this article for any person to solicit on any private property on which a sign is displayed, as described in Sec. 12-83, without the express written permission of the Authorized Person for the private property.

(2) If a sign is displayed on a private property as described and provided in Sec. 12-83, and a person has solicited on said private property without the express written permission of an Authorized Person, then it shall be presumed that such person is soliciting in violation of this article.

(3) To be in compliance with this article, the person soliciting shall maintain the express written permission of an Authorized Person for that property on their person while on the private property and shall provide such express written permission upon demand. The form of the express written permission of an Authorized Person shall include, but not be limited to, the following:

a. The full name of the person soliciting;

b. The full name, telephone number, and signature of the Authorized Person;

c. The type of solicitation that the person is authorized to engage in while on the private property; and

d. The date on which the Authorized Person signed, and the beginning and end dates for which the permission to solicit applies.

Sec. 12-83 Signage.

For an Authorized Person to invoke the protections of this article for their private property, they must post a sign that meets the following criteria:

(1) The sign must state “NO SOLICITING,” “NO SOLICITATION,” or “NO SOLICITORS” and “according to SEC. 12-82, LEON COUNTY CODE OF LAWS.”

(2) Be clearly and prominently displayed to the public in a place where persons entering or exiting the building or private property can see and read it.

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Sec. 12-84 Enforcement.

Law enforcement officers may enforce the provisions of this article against any person found in violation of these provisions within their jurisdiction.

Sec. 12-85 Penalty.

Any violation by any person of any provision of this article shall be prosecuted in the same manner as misdemeanors are prosecuted. Upon conviction, any person violating any provision of this article shall be punished by a fine not to exceed $500.00 or by imprisonment in the county detention center not to exceed 60 days or by both such fine and imprisonment as provided in F.S. § 125.69, as it may be amended, or as provided in section 1-9.

Sec. 12-86 Applicability.

This ordinance shall apply to and be effective countywide in the unincorporated and incorporated areas of Leon County; provided, however, that a municipal ordinance shall prevail over any provisions of this article to the extent of any conflict within the boundaries of the municipality. To the extent that a municipal ordinance covers the same subject matter as the provisions of this article without conflict, then both the municipal ordinance and this article shall be effective, each being deemed supplemental to the other.

Section 2. Conflicts.

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

Section 3. Severability.

If any word, phrase, clause, section, or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 4. Effective Date.

This ordinance shall have effect upon becoming law.

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

LEON COUNTY, FLORIDA

DocuSigned by:
Carolyn D. Cummings
077B4B7E3ECA477...

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

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

DocuSigned by:
Gwendolyn Marshall Knight
178D7F95C3774F4...

By: _____

DS

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

DocuSigned by:
Chasity H. O'Steen
BCE5E0EFD079484...

By: _____

Select Year: 2023 Go

The 2023 Florida Statutes (including Special Session C)

Title XXXIII
REGULATION OF TRADE, COMMERCE, INVESTMENTS, AND SOLICITATIONS

Chapter 501
CONSUMER PROTECTION

View Entire Chapter

501.021 Home solicitation sale; definitions.—As used in ss. 501.021-501.055:

(1) "Home solicitation sale" means a sale, lease, or rental of consumer goods or services with a purchase price in excess of $25 which includes all interest, service charges, finance charges, postage, freight, insurance, and service or handling charges, whether under single or multiple contracts, made pursuant to an installment contract, a loan agreement, other evidence of indebtedness, or a cash transaction or other consumer credit transaction, in which:

(a) The seller or a person acting for him or her engages in a personal solicitation of the sale, lease, or rental at a place other than at the seller's fixed location business establishment where goods or services are offered or exhibited for sale, lease, or rental, and

(b) The buyer's agreement or offer to purchase is given to the seller and the sale, lease, or rental is consummated at a place other than at the seller's fixed location business establishment,

including a transaction unsolicited by the consumer and consummated by telephone and without any other contact between the buyer and the seller or its representative prior to delivery of the goods or performance of the services. It does not include a sale, lease, or rental made at any fair or similar commercial exhibit or a sale, lease, or rental that results from a request for specific goods or services by the purchaser or lessee or a sale made by a motor vehicle dealer licensed under s. 320.27 which occurs at a location or facility open to the general public or to a designated group.

(2) "Business day" means any calendar day except Sunday or a federal holiday.

(3) "Future delivery" means delivery more than 3 business days after the buyer signs an agreement or offer to purchase.

History.—ss. 1, 4, ch. 70-363; s. 1, ch. 71-65; s. 1, ch. 77-350; s. 1, ch. 86-144; s. 1, ch. 87-344; s. 610, ch. 97-103; s. 10, ch. 97-250.

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The 2023 Florida Statutes (including Special Session C)

Title XXXIII	Chapter 501	View Entire Chapter
REGULATION OF TRADE, COMMERCE, INVESTMENTS, AND SOLICITATIONS	CONSUMER PROTECTION	

501.022 Home solicitation sale; permit required.—

(1)(a) It is unlawful for any person to conduct any home solicitation sale, as defined in s. 501.021, or to supervise excluded minors conducting such sales provided in subparagraph (b)5., in this state without first obtaining a valid home solicitation sale permit as provided in this section.

(b) The following are excluded from the operation of this section:

1. Bona fide agents, business representatives, or salespersons making calls or soliciting orders at the usual place of business of a customer regarding products or services for use in connection with the customer's business.

2. Solicitors, salespersons, or agents making a call or business visit upon the express invitation, oral or written, of an inhabitant of the premises or her or his agent.

3. Telephone solicitors, salespersons, or agents making calls which involve transactions that are unsolicited by the consumer and consummated by telephone and without any other contact between the buyer and the seller or its representative prior to delivery of the goods or performance of the services.

4. Solicitors, salespersons, or agents conducting a sale, lease, or rental of consumer goods or services by sample, catalog, or brochure for future delivery.

5. Minors, as defined in s. 1.01(13), conducting home solicitation sales under the supervision of an adult supervisor who holds a valid home solicitation sale permit. Minors excluded from operation of this section must, however, carry personal identification which includes their full name, date of birth, residence address, and employer and the name and permit number of their adult supervisor.

6. Those sellers or their representatives that are currently regulated as to the sale of goods and services by chapter 475 or chapter 497.

7. Solicitors, salespersons, or agents making calls or soliciting orders on behalf of a religious, charitable, scientific, educational, or veterans' institution or organization holding a sales tax exemption certificate under s. 212.08(7).

(2) Applicants for permits shall file sworn applications in writing with the clerk of the circuit court for the county in which applicants intend to conduct home solicitation sales. The clerk of the circuit court for the county is authorized to impose a reasonable permit fee sufficient to offset the administrative costs associated with the permitting procedure. Each application shall be on a form as required by the clerk of the circuit court for the county receiving the application, but shall contain the following as a minimum:

(a) Full name of applicant.

(b) Date of birth of applicant.

(c) Race and sex of applicant.

(d) Permanent residence address of applicant.

(e) Local residence address of applicant.

(f) Name and address of applicant's employer.

(g) Two recent color photographs of applicant.

(h) A statement as to whether or not the applicant has been convicted of or has pleaded guilty or nolo contendere to any crime, the nature of the offense, and the punishment or penalty assessed therefor.

(i) A complete set of fingerprints taken by an authorized law enforcement agency.

(3) Upon receipt of a sworn application for a home solicitation sale permit, the clerk of the circuit court for the county shall submit the fingerprints to the Department of Law Enforcement for state processing and a copy of the application to the sheriff for a local criminal background investigation. Both the Department of Law Enforcement and the sheriff shall report any criminal justice information to the clerk of the circuit court for the county within 60 days after receipt of the fingerprints and copy of application.

(4) A clerk of the circuit court for the county may revoke, suspend, or deny the issuance of any home solicitation sale permit if it is determined that an applicant or permitholder has:

(a) Been convicted of, or entered a plea of guilty or nolo contendere to, a crime against the laws of this state or any other state or the United States, involving moral turpitude, fraudulent or dishonest dealing, or the illegal use or sale of a controlled substance, or been convicted of, or entered a plea of guilty or nolo contendere to, a violation of any of the provisions of ss. 501.021-501.055.

(b) Has obtained a permit by fraud, false statement, misrepresentation, or failure to truthfully answer any question in the required permit application.

(c) Has failed to obtain required county or municipal occupational licenses.

(d) Has failed in any material respect to comply with the provisions of ss. 501.021-501.055.

(5) Whenever any person, after applying for or receiving a home solicitation sale permit, moves from the address named in such application or in the permit issued to her or him or when the name of a permitholder is changed by marriage or otherwise, such person shall within 15 days thereafter notify the issuing clerk of the circuit court for the county in writing of her or his old and new addresses or of which former and new names and of the number of her or his permit.

(6) The issuing clerk of the circuit court for the county shall notify each applicant or permitholder of a decision to deny, suspend, or revoke a permit by certified mail sent to any one of the last addresses submitted by the applicant or permitholder.

(7) If the investigation provided for in subsection (3) reveals no grounds for denial of a home solicitation sale permit, the clerk of the circuit court for the county shall issue a home solicitation sale permit in the form of a laminated identification card which shall bear the photograph of the permitholder; the permitholder's full name, date of birth, race, and sex; the name and address of the permitholder's employer or the statement "self-employed"; the signature of the permitholder; a permit number; an expiration date; and a telephone number of the issuing clerk's office which consumers may call to verify the validity of the permit. A permit issued hereunder shall be valid for a period of 1 year from the date of issuance unless earlier revoked as provided for in this section.

(8) Every permitholder shall carry the permit and certificate required by this section at all times while engaged in home solicitation sales and shall display the same to all prospective buyers before initiating the solicitation of a sale, lease, or rental.

History.—s. 2, ch. 86-144; s. 2, ch. 87-344; s. 113, ch. 93-399; s. 611, ch. 97-103; s. 11, ch. 97-250; s. 44, ch. 2000-154; s. 145, ch. 2004-301; s. 138, ch. 2008-4.

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The 2023 Florida Statutes (including Special Session C)

Title XXXIII
REGULATION OF TRADE, COMMERCE, INVESTMENTS, AND SOLICITATIONS

Chapter 501
CONSUMER PROTECTION

View Entire Chapter

501.055 Home solicitation sale; penalties.—

(1) Violation of any of the provisions of ss. 501.025-501.047 is a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(2) Any person who conducts or attempts to conduct a home solicitation sale without first obtaining and having in her or his possession a valid, current permit as required by s. 501.022 or who uses or attempts to use an expired, suspended, or revoked home solicitation sale permit in a home solicitation sale is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. Upon second or subsequent conviction for violation of this subsection, the offender is guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(3) Any person who uses a false or fictitious name in any application for a home solicitation sale permit or certificate as provided for in s. 501.022 or who makes a false statement, conceals a material fact, or otherwise commits a fraud in any such application is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. Upon a second or subsequent conviction for violation of this subsection, the offender is guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084. The obtaining of two or more permits which are in different names or the possession of two or more such permits shall be prima facie evidence that this subsection has been violated.

History.—s. 8, ch. 70-363; s. 457, ch. 71-136; s. 5, ch. 86-144; s. 4, ch. 87-344; s. 122, ch. 91-224; s. 615, ch. 97-103.

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Tallahassee Democrat.

Public Notices

Originally published at tallahassee.com on 03/29/2024

NOTICE OF PUBLIC HEARING
NOTICE OF AMENDMENT TO CHAPTER 11 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, April 9, 2024, 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, REPEALING CHAPTER 11, ARTICLE VI OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; ENTITLED “PEDDLERS”; 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, April 8, 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.

Publication: 3/29/24

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PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Beryl H Wood
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:

03/29/2024

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 03/29/2024

Legal Clerk

Notary, State of WI, County of Brown

2.14.28

My commission expires

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NOTICE OF PUBLIC HEARING
NOTICE OF AMENDMENT TO CHAPTER 11 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA

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AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, REPEALING CHAPTER 11, ARTICLE VI OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; ENTITLED "PEDDLERS"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

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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.

Publication: 3/29/24

Leon County
Board of County Commissioners

Notes for Agenda Item #19

Leon County Board of County Commissioners

Agenda Item #19

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider a Proposed Resolution Adopting Inventory List of County-owned Properties Appropriate for Affordable Housing

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:	Kim Vickery, Real estate Manager Jelani Marks, Housing Services Manager

Statement of Issue:

As required by Florida Statutes, this item request the Board conduct the first and only public hearing to consider a proposed resolution providing an inventory list of County-owned properties deemed appropriate for affordable housing.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the First and Only Public Hearing and adopt the Resolution Adopting the Inventory List of County Properties Appropriate for Affordable Housing (Attachment #1).

Report and Discussion

Background:

Section 125.379, Florida Statutes (F.S.), requires each Florida county to prepare an inventory, no less than every three years, of county-owned real property within its jurisdiction that is appropriate for use as affordable housing and, following a public hearing, to adopt a Resolution that includes an inventory list of such properties. This item recommends the Board adopt a proposed Resolution to add 5 parcels to the inventory list of County-owned properties deemed appropriate for affordable housing for a total of 20 parcels (Attachment #1, Exhibit A). The 5 parcels being added to the inventory will be available for sale following the Board's adoption of the proposed Resolution to designate these parcels for use as affordable housing.

This item is routine and recurring in nature, and this first and only public hearing was scheduled in accordance with Policy 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," as adopted on January 24, 2023. The Board most recently adopted its inventory list of Affordable Housing Parcels with the adoption of Resolution No. R23-07 at a public hearing on May 9, 2023.

Analysis:

The County's Real Estate Policy No. 16-5 adopts the statutory requirement by directing the County's Real Estate Division to prepare a list of the County's affordable housing parcels for Board consideration at a public hearing, no less frequently than every three years. Upon the Board's adoption of the Resolution containing the inventory list of affordable housing parcels, the properties are identified as Certified Affordable Housing Parcels, and the Real Estate Policy provides a streamlined process for the sale of those parcels in accordance with the statutory guidelines.

The sale or lease of affordable housing parcels are subject to the Real Estate Policy's appraisal report requirements and the County Administrator's scope of authority. In addition, pursuant to Section 125.379(2) F.S., such sale or lease is subject to the following limitations:

- The proceeds must be used to purchase real estate for the development of affordable housing or to increase the County's fund earmarked for affordable housing;
- It may proceed with a restriction that requires the development of such affordable housing parcel as permanent affordable housing;
- It may proceed as a donation of such affordable housing parcel to a nonprofit housing organization for the construction of permanent affordable housing; or
- Alternatively, the affordable housing parcel may be made available by the County for use in the production and preservation of permanent affordable housing, including, but not limited to, the lease of such affordable housing parcel pursuant to any of the County's affordable housing programs.

The Real Estate Policy further provides that the Housing Finance Authority of Leon County (HFA) has the right of first refusal to cooperate with the County in the sale or lease of the County's affordable housing parcels by contributing to the County's costs associated with preparing the affordable housing parcels for sale or lease. In exchange, the net sale proceeds (after deducting the County's direct costs) are paid to the HFA for affordable housing programs and services.

The following provides a status of the affordable housing inventory list.

- Since January 2023, the Real Estate Division has successfully coordinated the sale of 32 Certified Affordable Housing parcels, allowing the County to provide $302,802 to the HFA. The current arrangement with the HFA was established in 2018, and as of December 31, 2023, 100 parcels have been sold with $907,335 in proceeds being transferred to HFA to assist with affordable housing initiatives. Currently the HFA provides $75,000 annually to the Leon County Housing Division to assist with the housing repair program. These funds are also available for providing tax credit matching funds to eligible affordable housing projects.
- Fifteen Certified Affordable Housing Parcels remain on the inventory list from previous years. Of the remaining parcels, five parcels remain allocated for the Community Land Trust. These parcels are identified in Exhibit "A" to Attachment #1.

Additional properties have come into County ownership, which are not included in the most recently adopted inventory list of Affordable Housing Parcels, Resolution R23-07. Of these parcels, The Real Estate and Housing Services Divisions identified five (5) County-owned properties appropriate for use as affordable housing and submitted for Board consideration. If approved by the Board, the five parcels being added to the inventory list and designated for affordable housing will be made available for sale. The five parcels are depicted as Parcels 16 through 20 in Attachment #1, Exhibit A.

The Board's adoption of the 2024 Affordable Housing Inventory List will help promote the County's affordable housing programs and continue to provide a streamlined process for tax roll re-establishment. Additionally, it encourages the ongoing cooperation of the Housing Finance Authority by offering the opportunity to cooperate with the County in selling these affordable housing parcels.

This public hearing has been noticed and advertised in accordance with Florida Statutes (Attachment #2).

Options:

1. Conduct the First and Only Public Hearing and adopt the Resolution Adopting the Inventory List of County Properties Appropriate for Affordable Housing (Attachment #1).
2. Conduct the First and Only Public Hearing and do not adopt the Resolution Adopting the Inventory List of County Properties Appropriate for Affordable Housing.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Resolution adopting the inventory list of County-owned property appropriate for affordable housing, with Exhibit A – Certified Affordable Housing List
2. Notice of Public Hearing

LEON COUNTY RESOLUTION NO. 24-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, PURSUANT TO SECTION 125.379, FLORIDA STATUTES, ADOPTING AN INVENTORY LIST OF ALL REAL PROPERTY WITHIN ITS JURISDICTION TO WHICH THE COUNTY HOLDS FEE SIMPLE TITLE THAT IS APPROPRIATE FOR USE AS AFFORDABLE HOUSING; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, pursuant to Section 125.379, Florida Statutes, the County must prepare an inventory list no less frequently than every three years of all its real property owned in fee simple that is appropriate for use as affordable housing, including the address and legal description of each such property and whether it is vacant or improved; and

WHEREAS, the Leon County Board of County Commissioners (the "Board") must review such inventory list at a public hearing and may revise it at the conclusion of the public hearing; and

WHEREAS, the Board last held a public hearing on May 9, 2023, and adopted Resolution 23-07 deeming fifteen (15) additional properties appropriate for use as affordable housing, bringing the total number of parcels to forty three (43) at that time.

WHEREAS, many of those 43 parcels have since been disposed of by sale or donation to benefit the County's affordable housing activities consistent with the statutory requirements and guidelines; and

WHEREAS, specifically, since the adoption of Resolution 23-07, County staff has coordinated and completed the successful sale of twenty-eight (28) affordable housing parcels; and

WHEREAS, fifteen (15) affordable housing parcels remain from the May, 2023, inventory list, identified as Parcel Numbers 1 through 15 on the "Certified Affordable Housing List" attached hereto as Exhibit "A" ; and

WHEREAS, an additional five (5) parcels are now designated appropriate for use as affordable housing and are hereby added to the inventory list, marked as Parcel Numbers 16 through 20 on the "Certified Affordable Housing List"; and

WHEREAS, the list of affordable housing parcels has been prepared for presentation to the Board for its review at a public hearing at the regularly scheduled Board meeting on April 9, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, assembled in regular session this April 9, 2024, that:

1. Pursuant to Section 125.379, Florida Statutes, the Board having reviewed at a public hearing the inventory list attached hereto as Exhibit "A", which comprises the "Certified Affordable Housing List", and includes all County properties owned in fee simple that have been reviewed and determined to be appropriate for use as affordable housing, and the Board having considered any and all comments received from the public for such public hearing and having made such revisions as deemed appropriate, the Board hereby adopts the Certified Affordable Housing List and hereby directs that the properties on such list be disposed of in accordance with Section 125.379, Florida Statutes, and the County's Real Estate Policy No. 16-5.

2. This resolution shall become effective immediately upon its adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 9th day of April, 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 A

Certified Affordable Housing List

Parcel	Tax ID	Legal Description	Address	Vacant/ Improved
1	1407202430000	7 2N 1E .17 A IN E 1/2 OF W 1/2 OR 1792/1527 PR 93-180	Hollybrook Trl	Vacant
2	213215 C0030	TANGLEWOOD ESTATES UNREC LOT 3 BLOCK C OR 1249/1321 2161/1260 R/S OR 2189/2371	4321 Conifer St	Vacant
3	243025 H0110	BOX WOOD ESTATES 19 29 & 30 2N 1W LOT 11 BLOCK H OR 1523/1264	6992 Crystal Brook Ct	Vacant
4	213107 B0250	DEERTREE HILLS 31 1N 1W LOT 25 BLOCK B OR 1755/1617 2320/1986 1987 2480/2293	1911 Sika Deer Drive	Vacant
5	223316 J0030	WHISPERING PINES EAST UNREC LOT 3 BLOCK J OR 1727/981	368 Post Oak Dr	Vacant
6	410270 D0080	HUTCHINSON HTS LOT 8 BLOCK D OR 1598/206 1610/648	2034 Holmes St	Vacant
7	4308206850000	8 1S 3W .47 AC IN NE 1/4 OF SW 1/4 OR 1637/1620 1838/2289	Blountstown Highway	Vacant
8	4123150000220	SUB OF 25 AC TRACT 23 1S 1W .54 AC LOT 22 OR 374/168 1408/109 1422/646 96-642PR 1940/828W 2090/1662	1442 Moonstone Way	Vacant
9	411155 D0220	LIBERTY PARK LOT 22 BLOCK D DB 91/415 OR 1059/462 1642/834 OR 1672/1870 2408/681	2721 Lake Palm Dr	Vacant
10	4113204580000	13 1S 1W .14 A IN SW 1/4 OF SE 1/4 OR 1769/2035	419 Moonlit Trce	Vacant
11	2126202120000	26 1N 1W .12 A IN SE 1/4 OF NW 1/4 DB 51/447 OR 228/259	Idaho St	^Vacant
12	2126202140000	26 1N 1W .14 A IN SE 1/4 OF NW 1/4 OR 254/605 1102/1748	Idaho St	^Vacant
13	212664 L0080	SPRING VALLEY LOT 8 BLOCK L OR 536/158 1365/1571 1369/861	Calloway St	^Vacant
14	2126202130000	26 1N 1W .13 A IN SE 1/4 OF NW 1/4 DB 51/502	Idaho St	^Vacant
15	2126206320000	26 1N 1W .13 A IN NE 1/4 OF NW 1/4 OR SW 1/4 OR 232/207 (IN BLOCK B OF THOMAS SUB)	Kitt St	^Vacant
16	213061 A0130	TENNESSEE VILLAGE LOT 13 BLOCK A OR 1757/280	1437 Nashville Dr	Vacant
17	213061 A0270	TENNESSEE VILLAGE LOT 27 BLOCK A OR 1352/936 2377/1975	1465 Nashville Dr	Vacant
18	3104130000010	ST AUGUSTINE SQUARE UNREC 4 1S 1E LOT 1 OR 353/69 1545/631 2389/1666	Castelnau Ct	Vacant

19	3104130000170	ST AUGUSTINE SQUARE UNREC 4 1S 1E LOT 17 OR 353/69 1545/619 2389/1663	Castelnau Ct	Vacant
20	412680 I0010	YONS LAKESIDE ESTATES 2ND ADDITION LOT 1 BLOCK I OR 405/578 878/1747 1310/1457	1307 Southern St	Vacant

^ Certified Affordable Housing Parcel allocated to the Community Land Trust

Tallahassee Democrat.

Public Notices

Originally published at tallahassee.com on 03/29/2024

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, April 9, 2024, 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 a resolution, in accordance with Section 125.379, Florida Statutes, adopting an inventory list of all real property within its jurisdiction to which the County holds fee simple title that is appropriate for use as affordable housing.

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, April 8, 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 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.

Copies of the 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 County Administration at (850) 606-5300.
March 29, 2024 10008636

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Florida
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PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Beryl H Wood
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:

03/29/2024

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 03/29/2024

Legal Clerk

Notary, State of WI, County of Brown

2.14.28

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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).
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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, April 8, 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.
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Copies of the 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 County Administration at (850) 606-5300.
March 29, 2024 10008636

Leon County
Board of County Commissioners

Notes for Agenda Item #20

Leon County Board of County Commissioners

Agenda Item #20

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Ken Morris, Assistant County Administrator Ben Pingree, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement (PLACE) Laurel Harbin, Director, Planning Department
Lead Staff/ Project Team:	Susan Poplin, Interim Administrator of Comprehensive Planning Jacob Fortunas, Senior Planner, Comprehensive Planning Division

Statement of Issue:

This item requests the Board conduct the first and only public hearing to adopt an Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvement Schedule pursuant to Florida Statutes. The Capital Improvements Schedule reflects the capital projects identified in currently adopted federal, state, and local budgets.

Fiscal Impact:

This item has no fiscal impact. Projects contained in the Capital Improvements Schedule (CIS) are excerpts from currently adopted budgets.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule (Attachment #1).

Report and Discussion

Background:

This item requests the Board conduct the first and only public hearing to consider adoption of an Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule (Attachment #1). The Five-Year Capital Improvements Schedule (CIS) is adopted by ordinance and is not deemed to be an amendment to the Comprehensive Plan. Each year, Planning staff coordinates with the County on the Capital Improvements Program (CIP) approved by the Board during the budget process and the City on Capital Improvements Program approved by the City Commission during the budget process. Similarly, Planning coordinates with the CRTPA, Blueprint and Leon County Schools to include their respective approved CIP lists into the CIS. Capital improvements required to be included in the CIS are publicly funded projects of federal, state, or local government necessary to ensure that any adopted level-of-service standards are achieved and maintained for the five-year period. These capital improvements include sanitary sewer, solid waste, drainage, potable water, educational facilities, and transportation facilities.

Analysis:

Pursuant to section 163.3177(3)(b), Florida Statutes, the Capital Improvements Element must be reviewed by the local government on an annual basis. The updated CIS to meet statutory requirements is included as Attachment #1, Exhibit A. The CIS includes the adopted FY 2024 budgets that were approved by the Board of County Commissioners at its September 26, 2023 meeting and the City Commission at its September 27, 2023 meeting. Planning staff also coordinates with other public entities to include projects that address maintaining adopted level-of-service standards, and to incorporate statutorily required Metropolitan Planning Organization (MPO) transportation projects. These public entities include the Capital Region Transportation Planning Agency (CRTPA) to include Transportation Improvement Program Major Capacity Projects and the Regional Mobility Plan Priority Projects updated by the CRTPA Board on June 19, 2023, and the Significant Benefit Project Priority List agreed to by the County, City, and State; Blueprint Intergovernmental Agency to include Capital Improvements Program approved on September 26, 2023; and the Leon County School District to include adopted Five-Year Facilities Work Program approved by the Leon County School Board on February 27, 2024. The School Board certifies that the Five-Year District Facilities Work Program is "a complete, balanced capital outlay plan that is financially feasible," consistent with the requirements of Section 1013.35, Florida Statutes.

A new legislative requirement for the Capital Improvements Schedule from 2023 is a requirement to reflect projects from the applicable Basin Management Plan (BMAP) that result in pollutant load reduction. The proposed schedule, coordinated with County Public Works as well as City Underground Utility and Public Infrastructure, incorporates the applicable projects by reference to the Florida Department of Environmental Protection's Statewide Annual Report to satisfy this statutory requirement.

The Capital Improvements Element ensures that policies are in place to provide adequate public facilities concurrent with, or prior to development to achieve, maintain, or exceed adopted

standards for levels of service for public facilities. The annual update to the CIS is consistent with these policies. Adoption of the annual update to the CIS is accomplished though ordinances adopted by the Board and the City Commission.

This public hearing has been noticed and advertised in accordance with Florida Statutes (Attachment #2). This item recommends adoption of the Ordinance (Attachment #1) updating the CIS.

Options:

1. Conduct first and only public hearing and adopt the Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule (Attachment #1).
2. Conduct the first and only public hearing and do not adopt the Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance with Exhibit A: Tallahassee-Leon County Capital Improvements Schedule
2. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. 2024-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS SCHEDULE OF THE CAPITAL IMPROVEMENTS ELEMENT OF THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

RECITALS

WHEREAS, Chapters 125 and 163, Florida Statutes, empower the Board of County Commissioners of Leon County, Florida, to prepare and enforce comprehensive plans for the development of the County; and

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Local Government Comprehensive Planning and Land Development Regulation Act, empower and require the Board of County Commissioners of the County of Leon to (a) plan for the county's future development and growth; (b) adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the county; (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act; and

WHEREAS, Ordinance 90-30 was enacted on July 16, 1990, to adopt the Tallahassee-Leon County 2010 Comprehensive Plan for the unincorporated area of Leon County. The City of Tallahassee also adopted a plan for its municipal area by separate ordinance; and

WHEREAS, the horizon year for the Tallahassee-Leon County Comprehensive Plan is now 2030 and the Comprehensive Plan is now known as the "Tallahassee-Leon County 2030

Comprehensive Plan" (the "Comprehensive Plan") pursuant to the latest Evaluation and Appraisal Report; and

WHEREAS, Section 163.3177(3)(b), Florida Statutes, requires Leon County to perform an annual review of the Capital Improvements Element of the Comprehensive Plan; and

WHEREAS, pursuant to Section 163.3177(3)(b), Florida Statutes, modifications to update the 5-year Capital Improvements Schedule of the Capital Improvements Element of the Comprehensive Plan may be accomplished by ordinance and may not be deemed to be amendments to the Comprehensive Plan; and

WHEREAS, the Board of County Commissioners of Leon County held a public hearing, with due public notice having been provided, and considered all oral and written comments received during such public hearing, including the data collection and analyses packages, and the recommendations of the Tallahassee-Leon County Local Planning Agency; and

WHEREAS, in exercise of its authority the Board of County Commissioners of Leon County has determined it necessary and desirable to adopt this update to the 5-year Capital Improvements Schedule of the Capital Improvements Element of the Comprehensive Plan;

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

Section 1. Purpose and Intent.

This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, as amended.

Section 2. Capital Improvements Schedule Update.

This Ordinance does hereby adopt by reference the FY2023/2024 Capital Improvements Schedule attached hereto as Exhibit "A," and made a part hereof, as an update to the 5-year Capital Improvements Schedule of the Capital Improvements Element of the Tallahassee-Leon County 2030 Comprehensive Plan, as amended.

Section 3. Applicability and Effect.

The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

Section 4. Conflict with Other Ordinances and Codes.

All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 5. Severability.

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

Section 6. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 7. Effective Date.

This ordinance shall take effect upon being filed with the Florida Department of State.

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

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

TEXT UPDATE
FY 2024 – FY 2028
CAPITAL IMPROVEMENTS SCHEDULE:

CITY OF TALLAHASSEE
&
LEON COUNTY

CAPITAL IMPROVEMENTS SCHEDULE

FY 2024 – FY 2028

Adopted by:
Leon County Ordinance № 24-XX
City of Tallahassee Ordinance № 24-O-01

Components of the Schedule of Capital Improvements:

- City of Tallahassee Adopted 5-year Capital Improvements Program Excerpts
- Leon County Adopted 5-year Capital Improvements Program Excerpts
- City of Tallahassee and Leon County Basin Management Action Plan Projects
- Blueprint Intergovernmental Agency Capital Improvements Program
- CRTPA 5-year Transportation Improvement Program, Major Capacity
- CRTPA Regional Mobility Plan (RMP) Priority Project List
- Significant Benefit Project Priority List
- Leon County School District 2023-2024 Work Plan

City of Tallahassee Adopted 5-year Capital Improvements Program Excerpts

FY24 - FY28 Five Year Capital Improvement Plan by Funding Source

	FY24	FY25	FY26	FY27	FY28	All Periods
All Departments	253,088,742	221,098,618	228,025,326	202,924,680	185,425,613	1,090,562,979
270000 - Aviation	10,574,500	8,410,000	16,398,889	13,710,000	10,443,333	59,536,722
270203 - CAPITAL PROG & ENV COMPLIANCE	10,574,500	8,410,000	16,398,889	13,710,000	10,443,333	59,536,722
Air Carrier Apron Improvements	0	0	0	3,100,000	0	3,100,000
Air Service Improvement Program	200,000	200,000	200,000	200,000	200,000	1,000,000
Air Traffic Control Tower Repairs & Maintenance	80,000	80,000	80,000	80,000	80,000	400,000
Airfield Preservation	150,000	150,000	150,000	150,000	150,000	750,000
Airport Safety Project	15,000	15,000	15,000	15,000	15,000	75,000
ARFF Station Maintenance	15,000	15,000	15,000	15,000	15,000	75,000
Aviation Stormwater	25,000	25,000	25,000	25,000	25,000	125,000
Baggage Handling System-Repairs & Maintenance	75,000	75,000	75,000	75,000	75,000	375,000
Business/Economic Development	35,000	35,000	35,000	35,000	35,000	175,000
Chillers/Boilers Maintenance	60,000	60,000	60,000	60,000	60,000	300,000
Emergency Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Passenger Loading Bridge	30,000	30,000	30,000	30,000	30,000	150,000
Marketing and Promotions	50,000	50,000	50,000	50,000	50,000	250,000
Miscellaneous Major/Minor Repair/Replacement/Improvements	250,000	250,000	250,000	250,000	250,000	1,250,000
Public Address System*	10,000	10,000	10,000	10,000	10,000	50,000
Rental Car Improvements	150,000	150,000	150,000	150,000	150,000	750,000
Safety & Security System Repairs	65,000	65,000	65,000	65,000	65,000	325,000
Taxiway Alpha North Rehabilitation	0	0	8,888,889	0	0	8,888,889
Vehicle Replacement Upgrade	10,000	10,000	10,000	10,000	10,000	50,000
Contract Security	35,000	35,000	35,000	35,000	35,000	175,000
Floor Care	20,000	20,000	20,000	20,000	20,000	100,000
Professional Studies	100,000	100,000	100,000	100,000	100,000	500,000
Airport Access and Roadway Realignment	0	0	0	0	4,500,000	4,500,000
Taxiway Charlie, Zulu and T-Hangar Rehabilitation and Lighting and Helicopter Parking	0	750,000	0	8,000,000	0	8,750,000
MUPIDS	45,000	45,000	45,000	45,000	45,000	225,000
CBP / FTZ	500,000	450,000	450,000	450,000	450,000	2,300,000
Airfield Pavement Maintenance	150,000	150,000	150,000	150,000	150,000	750,000
Aircraft Rescue and Fire Fighting Truck 52 Replacement	0	0	1,200,000	0	0	1,200,000
Air Carrier Incentive Program	300,000	300,000	300,000	300,000	300,000	1,500,000
Airport Security Improvements	1,450,000	0	0	0	0	1,450,000
Cargo Apron Expansion	0	0	0	0	3,333,333	3,333,333
Terminal Front Entrance Pedestrian & Traffic Safety Improvements	1,000,000	0	0	0	0	1,000,000
Terminal Modernization – Main Terminal Central Plant Replacement	4,145,000	0	0	0	0	4,145,000
Terminal Modernization – Landside Restroom Renovations	0	2,000,000	0	0	0	2,000,000
Terminal Modernization - Elevator & Air Handler Improvements	0	2,800,000	0	0	0	2,800,000
Terminal Passenger Loading Bridge Replacement - A5/A6	0	0	3,700,000	0	0	3,700,000
Homeland Security	200,000	200,000	200,000	200,000	200,000	1,000,000
Wireless Technology Improvements	10,000	10,000	10,000	10,000	10,000	50,000
Terminal Modernization – Airside Restroom Renovations	1,000,000	0	0	0	0	1,000,000
ARFF Ring-Down Phone	70,000	0	0	0	0	70,000
FAA Tech OPS Support Building	50,000	250,000	0	0	0	300,000
Furniture and Fixtures	60,000	30,000	30,000	30,000	30,000	180,000
Ground Handling Equipment	20,000	0	0	0	0	20,000
Replacement of Taxiway Airfield Signage	149,500	0	0	0	0	149,500
120000 - City Treasurer-Clerk	100,000	600,000	300,000	150,000	275,000	1,425,000
120301 - RECORDS	0	0	75,000	0	275,000	350,000
OnBase Upgrade	0	0	75,000	0	75,000	150,000
Records Warehouse Repairs	0	0	0	0	200,000	200,000
120401 - REVENUE	100,000	600,000	150,000	150,000	0	1,000,000
Revenue Management System Upgrade/Replacement	0	500,000	0	0	0	500,000
Revenue Management System Enhancements	100,000	100,000	150,000	150,000	0	500,000
120601 - RISK MANAGEMENT	0	0	75,000	0	0	75,000
RISKMASTER Claims Management Application Upgrade	0	0	75,000	0	0	75,000
160000 - Technology & Innovations	24,093,914	10,552,276	12,297,482	14,180,795	11,210,138	72,334,605
160101 - Office of the CIO	1,300,000	3,052,500	3,170,625	3,294,656	3,424,889	14,242,670
Enterprise Software	1,000,000	2,362,500	2,480,625	2,604,656	2,734,889	11,182,670
T&I Service Management	300,000	690,000	690,000	690,000	690,000	3,060,000
160102 - Information Security	500,000	689,055	713,236	738,318	812,149	3,452,758
Cybersecurity	500,000	689,055	713,236	738,318	812,149	3,452,758

FY24 - FY28 Five Year Capital Improvement Plan by Funding Source

	FY24	FY25	FY26	FY27	FY28	All Periods
160201 - INNOVATIONS DEVELOPMENT	390,000	98,700	103,600	108,800	114,200	815,300
Smart City	390,000	98,700	103,600	108,800	114,200	815,300
160301 - PROJECT MANAG & IMPLEMENTATION	15,947,914	550,000	585,000	620,000	655,000	18,357,914
Utility Technology Project Master	15,447,914	0	0	0	0	15,447,914
Enterprise Wide CityWorks Impl	400,000	535,000	570,000	605,000	640,000	2,750,000
Case Management System	100,000	15,000	15,000	15,000	15,000	160,000
160401 - ENTERPRISE INFRASTRUCTURE	2,510,000	3,275,000	3,275,000	3,275,000	3,275,000	15,610,000
TI Lease Equipment	2,000,000	2,605,000	2,605,000	2,605,000	2,605,000	12,420,000
Hardware Replacement Improvements	250,000	400,000	400,000	400,000	400,000	1,850,000
Software Upgrades	85,000	95,000	95,000	95,000	95,000	465,000
Information Technology Center	175,000	175,000	175,000	175,000	175,000	875,000
160501 - SOFTWARE SERVICES	330,000	250,000	250,000	250,000	250,000	1,330,000
Applications and Database Upgr	330,000	250,000	250,000	250,000	250,000	1,330,000
160601 - PUBLIC SAFETY TECHNOLOGY	2,374,000	1,809,900	3,347,900	2,011,900	2,078,900	11,622,600
Public Safety Technology - CDA	150,000	150,000	150,000	150,000	150,000	750,000
Public Safety Technology - TPD	2,204,000	1,589,900	2,577,900	1,841,900	1,908,900	10,122,600
CDA VxRail Maintenance and Replacement	0	50,000	600,000	0	0	650,000
CDA VDI Annual Maintenance	20,000	20,000	20,000	20,000	20,000	100,000
160701 - Utilities Technology	300,000	420,000	445,000	475,000	500,000	2,140,000
Utility Technology Support and Access Database Replacement	300,000	420,000	445,000	475,000	500,000	2,140,000
160901 - 800 MHZ RADIO SYSTEM	442,000	407,121	407,121	3,407,121	100,000	4,763,363
Remote dispatch console	282,000	0	0	0	0	282,000
Virtual Prime Site	0	307,121	307,121	307,121	0	921,363
In building Bi-Directional Amplifiers (BDA)	100,000	100,000	100,000	100,000	100,000	500,000
Tower Site Security	60,000	0	0	0	0	60,000
Console replacement at CDA/airport/station 21	0	0	0	3,000,000	0	3,000,000
200000 - Fire	7,497,500	7,497,500	1,247,500	1,247,500	1,247,500	18,737,500
200101 - FIRE - ADMINISTRATION	7,497,500	7,497,500	1,247,500	1,247,500	1,247,500	18,737,500
Facilities Management & Maintenance Master	400,000	400,000	400,000	400,000	400,000	2,000,000
Fire Hydrant Maintenance Master	847,500	847,500	847,500	847,500	847,500	4,237,500
New Station 17 - Lake Bradford Rd.	6,250,000	6,250,000	0	0	0	12,500,000
210000 - Police	9,022,155	2,140,178	3,406,200	2,390,150	2,473,900	19,432,583
210101 - POLICE - OFFICE OF THE CHIEF	222,750	245,050	269,550	296,500	326,150	1,360,000
TPD Laptop Computer Replacement	222,750	245,050	269,550	296,500	326,150	1,360,000
210503 - Patrol Operations	0	14,000	14,700	15,450	16,250	60,400
RAPID ID Budget	0	14,000	14,700	15,450	16,250	60,400
210505 - POLICE - TACTICAL OPERATIONS	25,000	20,000	20,000	58,100	20,000	143,100
Drone Replacement	25,000	20,000	20,000	20,000	20,000	105,000
Ballistic Vest Replacement	0	0	0	38,100	0	38,100
210604 - POLICE - OPERATIONAL SUPPORT	0	18,100	909,000	19,950	0	947,050
Canine Replacement	0	18,100	38,000	19,950	0	76,050
Canine Facility Renovation	0	0	871,000	0	0	871,000
210701 - HIGH RISK OFFENDERS	0	0	0	0	22,000	22,000
Brasstrax Machine	0	0	0	0	22,000	22,000
210703 - POLICE - TRAINING	55,000	12,550	13,000	13,500	24,000	118,050
Less Lethal Weapon System	55,000	3,600	3,600	3,600	15,500	81,300
Ballistic Shields	0	8,950	9,400	9,900	8,500	36,750
210704 - Employee Resources	1,740,405	1,652,478	2,004,950	1,802,650	1,879,800	9,080,283
Body Worn Camera System	718,400	747,200	777,100	808,200	840,600	3,891,500
Taser Replacement Project	331,128	331,128	396,000	415,800	436,600	1,910,656
Automated License Plate Readers	180,000	189,000	198,450	208,400	218,800	994,650
Operational Support Traffic Safety Equipment	0	66,150	69,450	72,900	76,550	285,050
In-car Printer Replacement	40,000	40,000	0	0	0	80,000
Public Safety Camera Systems	100,000	100,000	100,000	100,000	100,000	500,000
Video Management System and Analytic Software	0	0	276,000	0	0	276,000
Real Time Crime Center Infrastructure	221,777	24,000	25,200	26,450	27,800	325,227
Digital Forensic Analysis	71,100	74,650	78,400	82,350	86,450	392,950
Investigative Electronics	78,000	80,350	84,350	88,550	93,000	424,250
210705 - POLICE-INT_EXT AFFAIRS BUREAU	49,000	28,000	25,000	34,000	35,700	171,700
AED System Sustainment	49,000	28,000	25,000	34,000	35,700	171,700
210804 - POLICE - FACILITY MANAGEMENT	6,930,000	150,000	150,000	150,000	150,000	7,530,000
New Police Facility - construction	6,780,000	0	0	0	0	6,780,000
TPD Repair, Replace and Improve Master Facilities	150,000	150,000	150,000	150,000	150,000	750,000

FY24 - FY28 Five Year Capital Improvement Plan by Funding Source

	FY24	FY25	FY26	FY27	FY28	All Periods
230000 - Parks & Recreation	10,800,000	3,200,000	6,500,000	750,000	750,000	22,000,000
230101 - PARKS & RECREATION - ADMIN	600,000	600,000	600,000	600,000	600,000	3,000,000
PRNA RR&I Master	600,000	600,000	600,000	600,000	600,000	3,000,000
230302 - P&R - MAJOR YOUTH SPORTS	0	200,000	0	0	0	200,000
Levy Park Improvements	0	200,000	0	0	0	200,000
230303 - P&R - AQUATICS	250,000	0	0	0	0	250,000
Jack McLean Pool Liner	250,000	0	0	0	0	250,000
230401 - P&R - PARKS MAINTENANCE	7,800,000	250,000	3,750,000	0	0	11,800,000
East/Northeast Recreation Cen	0	250,000	3,750,000	0	0	4,000,000
Senior Center	7,800,000	0	0	0	0	7,800,000
230701 - ANIMAL SHELTER	150,000	150,000	150,000	150,000	150,000	750,000
Animal Service Center RR&I	150,000	150,000	150,000	150,000	150,000	750,000
231002 - Neighborhood Affairs	2,000,000	2,000,000	2,000,000	0	0	6,000,000
Neighborhood First	2,000,000	2,000,000	2,000,000	0	0	6,000,000
260000 - Housing and Community Resilience	225,000	225,000	375,000	375,000	375,000	1,575,000
260101 - Revitalization	25,000	75,000	225,000	225,000	225,000	775,000
Historic Property Preservation Grant and Loan Pool	0	0	150,000	150,000	150,000	450,000
Vacant to Vibrant	25,000	75,000	75,000	75,000	75,000	325,000
260901 - Housing	200,000	150,000	150,000	150,000	150,000	800,000
Water and Sewer System Charge and Tap Fee Waivers	200,000	150,000	150,000	150,000	150,000	800,000
280000 - StarMetro	20,500,000	0	0	0	0	20,500,000
280101 - STARMETRO - MANAGEMENT	20,500,000	0	0	0	0	20,500,000
South City Transit Center	20,000,000	0	0	0	0	20,000,000
StarMetro Administrative Office Sewer Repair	500,000	0	0	0	0	500,000
290000 - Electric & Gas Utility	60,578,000	64,524,000	72,483,000	51,075,000	56,761,000	305,421,000
290101 - ELECTRIC - MANAGEMENT	300,000	307,000	314,000	321,000	328,000	1,570,000
Operations Center RR&I	300,000	307,000	314,000	321,000	328,000	1,570,000
290102 - ELECTRIC - SYSTEM CONTROL	10,151,000	6,047,000	4,870,000	5,398,000	11,492,000	37,958,000
Relay & Metering RR&I	955,000	572,000	411,000	420,000	429,000	2,787,000
Sub-SCADA Mods &Upgrades	581,000	590,000	599,000	718,000	618,000	3,106,000
SCADA Replacement	4,500,000	0	0	300,000	5,500,000	10,300,000
Electric System Communication	1,350,000	1,620,000	660,000	1,060,000	1,780,000	6,470,000
OMS Replacement	165,000	165,000	0	0	165,000	495,000
Meter Installations	2,600,000	2,700,000	2,800,000	2,900,000	3,000,000	14,000,000
Back-up Control Center	0	400,000	400,000	0	0	800,000
290201 - ELECTRIC - SYSTEM PLANNING	2,400,000	2,400,000	2,900,000	2,900,000	2,900,000	13,500,000
Electric System Planning Resource Studies	500,000	500,000	500,000	500,000	500,000	2,500,000
Energy Efficiency & DSM	500,000	1,500,000	2,000,000	2,000,000	2,000,000	8,000,000
Clean Energy Plan IRP	200,000	200,000	200,000	200,000	200,000	1,000,000
Solar Capacity Expansion	200,000	200,000	200,000	200,000	200,000	1,000,000
COT_EV Charging Stations	1,000,000	0	0	0	0	1,000,000
290301 - ELECTRIC - HOPKINS	3,360,000	4,710,000	17,785,000	4,360,000	4,510,000	34,725,000
Hopkins Master-Outages & BOP W	3,360,000	4,710,000	17,785,000	4,360,000	4,510,000	34,725,000
290302 - ELECTRIC - PURDOM	2,225,000	1,050,000	1,000,000	2,000,000	2,150,000	8,425,000
Purdom Master-Outages & BOP Work	2,225,000	1,050,000	1,000,000	2,000,000	2,150,000	8,425,000
290503 - GAS UTILITY	4,830,000	4,955,000	4,884,000	5,016,000	5,151,000	24,836,000
Gas Operations Master	4,530,000	4,655,000	4,584,000	4,716,000	4,851,000	23,336,000
Gas A/R Master	300,000	300,000	300,000	300,000	300,000	1,500,000
290701 - POWER DELIVERY	37,312,000	45,055,000	40,730,000	31,080,000	30,230,000	184,407,000
Distribution Construction	4,982,000	8,425,000	6,500,000	5,600,000	5,100,000	30,607,000
New Service Installations	4,600,000	4,700,000	4,700,000	4,950,000	4,950,000	23,900,000
Street & Area Lighting	3,600,000	3,600,000	3,200,000	3,200,000	3,200,000	16,800,000
Substation Construction	7,000,000	15,000,000	15,000,000	5,000,000	5,000,000	47,000,000
Transmission Construction	800,000	3,500,000	1,500,000	1,500,000	1,500,000	8,800,000
T&D-Substation RR&I	400,000	400,000	400,000	400,000	400,000	2,000,000
Electric A/R Master	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	25,000,000
Transmission & Distribution RR&I	8,680,000	3,680,000	3,680,000	3,680,000	3,330,000	23,050,000
Property Acquisitions	0	500,000	500,000	500,000	500,000	2,000,000
Electric A/R Master (write-offs)	250,000	250,000	250,000	250,000	250,000	1,250,000
OH to URD Upgrades (Fd 401)	0	0	0	250,000	250,000	500,000
OH to URD Upgrades (Fd 415)	0	0	0	750,000	750,000	1,500,000
Transmission Line 20 Replacement	2,000,000	0	0	0	0	2,000,000
350000 - Community Beautification & Waste Management	2,624,000	1,409,000	1,461,000	202,000	605,000	6,301,000

FY24 - FY28 Five Year Capital Improvement Plan by Funding Source

	FY24	FY25	FY26	FY27	FY28	All Periods
350101 - Comm. Beaut. & Waste Mgmt Adm.	1,950,000	1,180,000	1,220,000	50,000	500,000	4,900,000
Purchase Commercial Collection Equipment	1,100,000	660,000	680,000	0	450,000	2,890,000
Purchase Residential Collection Equipment	450,000	470,000	490,000	0	0	1,410,000
Waste Management Building Enhancement	400,000	50,000	50,000	50,000	50,000	600,000
350501 - Community Beautification Mgmt.	94,000	229,000	241,000	152,000	105,000	821,000
Replacement of Mowing Equipment	94,000	97,000	100,000	103,000	105,000	499,000
Purchase of Multi-purpose Utility Vehicles	0	132,000	141,000	49,000	0	322,000
350601 - CBWM STREET SWEEPER	580,000	0	0	0	0	580,000
Purchase Street Sweeping Equipment	580,000	0	0	0	0	580,000
360000 - Real Estate Management	435,850	184,000	184,000	0	0	803,850
360101 - REAL ESTATE	435,850	184,000	184,000	0	0	803,850
Renaissance HVAC Replacement	435,850	0	0	0	0	435,850
Renaissance Elevator 1 Replacement	0	184,000	184,000	0	0	368,000
470000 - Fleet	14,685,836	14,443,515	14,706,109	14,973,635	15,245,866	74,054,961
470301 - Fleet Management - Parts	14,685,836	14,443,515	14,706,109	14,973,635	15,245,866	74,054,961
Fleet Vehicle Replacement	14,185,836	14,443,515	14,706,109	14,973,635	15,245,866	73,554,961
Fuel Island Repairs (roof and fire suppression)	500,000	0	0	0	0	500,000
490000 - Underground Utilities & Public Infrastructure	85,451,987	88,503,149	81,666,146	96,920,600	83,538,876	436,080,758
490103 - WATER T&D ADMINISTRATION	4,250,000	4,150,000	4,200,000	4,225,000	4,500,000	21,325,000
Water Distribution Master	4,250,000	4,150,000	4,200,000	4,225,000	4,500,000	21,325,000
490209 - ENGINEERING AND INSPECTION	46,100,000	49,247,999	43,630,796	58,575,000	44,415,926	241,969,721
Wastewater Treatment Engineering	12,500,000	11,000,000	9,000,000	8,500,000	10,015,926	51,015,926
Water Well Backup Generators	400,000	400,000	400,000	400,000	400,000	2,000,000
Biogas Utilization	0	0	0	900,000	6,000,000	6,900,000
Water System Engineering	13,250,000	16,910,999	12,650,000	11,450,000	11,000,000	65,260,999
Wastewater Collection Engineering	19,750,000	17,937,000	17,080,796	12,825,000	11,000,000	78,592,796
CCSW Effluent Forcemain	0	0	0	20,000,000	0	20,000,000
Southside Triangle Utility Expansion	0	3,000,000	4,500,000	4,500,000	6,000,000	18,000,000
NE Lake Munson A/R	200,000	0	0	0	0	200,000
490302 - WW TREATMENT OPERATIONS	1,600,000	1,700,000	1,700,000	1,750,000	1,800,000	8,550,000
Wastewater Treatment Master	1,600,000	1,700,000	1,700,000	1,750,000	1,800,000	8,550,000
490402 - WW COLLECTION MAINTENANCE	3,250,000	3,300,000	3,500,000	3,550,000	3,800,000	17,400,000
Wastewater Collection Master	3,250,000	3,300,000	3,500,000	3,550,000	3,800,000	17,400,000
490405 - PUMPING STATIONS	1,100,000	1,200,000	1,300,000	1,300,000	1,400,000	6,300,000
Pump Station Renovation & Maintenance	1,100,000	1,200,000	1,300,000	1,300,000	1,400,000	6,300,000
490509 - WATER SUPPLY	1,995,000	1,995,000	1,995,000	1,995,000	1,995,000	9,975,000
Backflow Reimbursement Program	400,000	400,000	400,000	400,000	400,000	2,000,000
Carbon Bed Replacement	200,000	200,000	200,000	200,000	200,000	1,000,000
Facility Building Improvements	100,000	100,000	100,000	100,000	100,000	500,000
Water Well and Elevated Tank Renovation & Replacement	795,000	795,000	795,000	795,000	795,000	3,975,000
Water Well Facilities Improvements	500,000	500,000	500,000	500,000	500,000	2,500,000
490701 - STORMWATER MANAGEMENT	6,090,000	5,503,150	5,505,350	5,507,600	5,509,950	28,116,050
Medium Stormwater System Impro	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	13,750,000
Miscellaneous Stormwater Engin	80,000	80,000	80,000	80,000	80,000	400,000
NPDES Municipal Stormwater Per	0	88,150	90,350	92,600	94,950	366,050
Rainfall and Stream Gauging - Stormwater Project	110,000	110,000	110,000	110,000	110,000	550,000
Small Projects Initiative	200,000	200,000	200,000	200,000	200,000	1,000,000
Think About Personal Pollution (TAPP)	150,000	150,000	150,000	150,000	150,000	750,000
2020 City WQ Sales Tax Projects	1,200,000	2,125,000	2,125,000	2,125,000	2,125,000	9,700,000
Lee Avenue Drainage Improvements Project	1,600,000	0	0	0	0	1,600,000
490702 - DRAINAGE OPERATIONS	6,200,000	1,800,000	1,800,000	1,800,000	1,800,000	13,400,000
Minor Stormwater Improvements	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	6,000,000
Storm Drain System Inspection/Rehabilitation/Replacement	600,000	600,000	600,000	600,000	600,000	3,000,000
Myrick Road Outfall Ditch Improvements	4,400,000	0	0	0	0	4,400,000
490801 - PUBLIC INF ENGINEERING & ADMIN	11,611,987	16,300,000	13,500,000	13,600,000	13,700,000	68,711,987
Maclay Commerce Dr./ Maclay Bl	2,250,000	2,900,000	0	0	0	5,150,000
Maintenance Sidewalks	1,100,000	1,200,000	1,300,000	1,400,000	1,500,000	6,500,000
PASS Program	0	2,500,000	2,500,000	2,500,000	2,500,000	10,000,000
PI Small Projects Initiative	200,000	200,000	200,000	200,000	200,000	1,000,000
Railroad Avenue	500,000	0	0	0	0	500,000
Street Resurfacing Master Project	5,379,000	6,500,000	6,500,000	6,500,000	6,500,000	31,379,000
New Sidewalk Program	2,182,987	3,000,000	3,000,000	3,000,000	3,000,000	14,182,987
490903 - Traffic Signal System Ops	2,735,000	2,735,000	3,963,000	3,988,000	3,988,000	17,409,000

FY24 - FY28 Five Year Capital Improvement Plan by Funding Source

	FY24	FY25	FY26	FY27	FY28	All Periods
Traffic A/R Master	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	6,250,000
Traffic Operations Master	1,485,000	1,485,000	1,485,000	1,510,000	1,510,000	7,475,000
ATC Cabinet Upgrade	0	0	1,228,000	1,228,000	1,228,000	3,684,000
490905 - TRAFFIC ENGINEERING	520,000	572,000	572,000	630,000	630,000	2,924,000
Traffic Engineering Master	520,000	572,000	572,000	630,000	630,000	2,924,000
550000 - Facilities Management	6,500,000	19,410,000	17,000,000	6,950,000	2,500,000	52,360,000
550101 - Facilities Management	6,500,000	19,410,000	17,000,000	6,950,000	2,500,000	52,360,000
Facilities Improvement Master	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,500,000
HVAC Improvement Master	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
City Hall Phase Garage Waterproofing	1,000,000	2,000,000	2,000,000	0	0	5,000,000
Kleman Plaza Water Intrusion	2,000,000	12,500,000	12,500,000	0	0	27,000,000
City Hall Roof	0	0	0	4,000,000	0	4,000,000
Parking Level Renovation	0	0	0	450,000	0	450,000
Gemini Building HVAC Replacement	0	950,000	0	0	0	950,000
Treasurer-Clerk Renovation	0	630,000	0	0	0	630,000
Chiller Plant Improvements	0	780,000	0	0	0	780,000
Communications Renovation 2nd floor	1,000,000	0	0	0	0	1,000,000
ADA Enhancements	0	50,000	0	0	0	50,000

Note: During the Comprehensive Plan amendment process for the adoption of the Welaunee Arch Master Plan, staff indicated that the traffic model for the Northeast Gateway shows that the vehicle-to-capacity ratio is not exceeded in Killearn at any point through 2045. with this finding, the FY22 -FY26 Capital Improvements Schedule includes no capacity projects for Killearn roadways. While no capacity projects are included for Killearn roadways, the City may implement maintenance and resurfacing projects or operational improvements if needed.

Leon County Adopted 5- year Capital Improvements Program Excerpts

Posted April 1, 2024.

LEON COUNTY FISCAL YEAR 2024 - 2028 CAPITAL IMPROVEMENT PROGRAM

Capital Projects by Managing Division

Project	Project #	*FY 2023 Adj Budget	FY 2024 Budget	FY 2025 Planned	FY 2026 Planned	FY 2027 Planned	FY 2028 Planned	FY24 - FY28 Total
ENGINEERING SERVICES								
Architectural & Engineering Services	086011	$99,509	$60,000	$60,000	$60,000	$60,000	$60,000	$300,000
Arterial/Collector and Local Road Resurfacing	056001	$9,505,639	$5,959,337	$6,041,893	$6,234,914	$6,433,714	$6,639,246	$31,309,104
Baum Road Drainage Improvements	054011	$1,067,194	$0	$0	$0	$0	$0	$0
Blueprint 2020 Water Quality & Stormwater	067003	$0	$2,125,000	$2,125,000	$2,125,000	$2,125,000	$2,125,000	$10,625,000
Community Safety & Mobility	056005	$511,952	$0	$0	$100,000	$0	$0	$100,000
DOT Old Bainbridge Rd. @ CC NW	053011	$809,711	$0	$0	$0	$0	$0	$0
FDEP Springs Restoration Project	927128	$594,215	$0	$0	$0	$0	$0	$0
Fords Arm - Lexington Pond Retrofit	063005	$363,125	$0	$0	$0	$0	$0	$0
Intersection and Safety Improvements	057001	$4,226,197	$200,000	$250,000	$250,000	$250,000	$250,000	$1,200,000
L.I.F.E. Miccosukee Sense of Place	091004	$5,958,332	$258,600	$0	$0	$0	$0	$258,600
L.I.F.E. Neighborhood Enhancements & Transportation Safety	091006	$0	$275,000	$275,000	$275,000	$275,000	$275,000	$1,375,000
L.I.F.E. Rural Road Safety Stabilization	091003	$180,635	$100,000	$100,000	$100,000	$100,000	$100,000	$500,000
L.I.F.E. Stormwater and Flood Relief	091009	$290,107	$0	$295,460	$333,270	$302,220	$412,310	$1,343,260
L.I.F.E. Street Lighting	091005	$380,267	$125,000	$125,000	$125,000	$125,000	$125,000	$625,000
Lake Henrietta Renovation	061001	$640,000	$0	$0	$0	$0	$0	$0
Magnolia Drive Multi-Use Trail	055010	$1,840,738	$0	$0	$0	$0	$0	$0
Maylor Road Accessibility / Stormwater Improvements	065005	$2,252,240	$0	$0	$0	$0	$0	$0
Miccosukee Road Bridge Replacement	057918	$567,500	$0	$0	$0	$0	$0	$0
N. Florida Fairgrounds Road Milling and Resurfacing	051009	$0	$0	$220,000	$0	$0	$0	$220,000
NE Lake Munson Septic to Sewer	062008	$16,317,178	$0	$0	$0	$0	$0	$0
Public Works Design and Engineering Services	056011	$200,255	$100,000	$100,000	$100,000	$100,000	$100,000	$500,000
Serenity Cemetery Expansion	091002	$0	$0	$0	$190,000	$0	$190,000	$380,000
Sheriff Facilities Capital Maintenance	086031	$8,999,409	$0	$4,730,000	$3,985,000	$3,060,630	$2,805,000	$14,580,630
Sidewalk Program	056013	$8,783,422	$2,699,890	$2,731,763	$2,764,348	$2,797,693	$2,832,005	$13,825,699
Stormwater Infrastructure Preventative Maintenance	067006	$2,499,014	$231,256	$800,000	$800,000	$800,000	$800,000	$3,431,256
Woodville Sewer Project	062003	$20,113,050	$0	$0	$0	$0	$0	$0
Engineering Services Subtotal		**$86,199,689**	**$12,134,083**	**$17,854,116**	**$17,442,532**	**$16,429,257**	**$16,713,561**	**$80,573,549**
FACILITIES MANAGEMENT								
Building General Maintenance and Renovations	086079	$2,981,270	$0	$1,670,000	$546,386	$1,800,000	$1,500,000	$5,516,386
Building Infrastructure and Improvements	086078	$1,495,708	$785,000	$1,100,000	$1,662,800	$1,795,000	$1,795,000	$7,137,800
Building Mechanical Repairs and Improvements	086077	$2,273,095	$0	$791,000	$786,000	$1,500,000	$1,506,000	$4,583,000
Building Roofing Repairs and Replacements	086076	$2,320,449	$0	$425,000	$100,000	$175,000	$175,000	$875,000
Courthouse Renovations	086027	$731,878	$90,000	$165,000	$40,000	$40,000	$40,000	$375,000
Courthouse Security	086016	$61,160	$35,000	$35,000	$35,000	$35,000	$35,000	$175,000
Courtroom Minor Renovations	086007	$84,603	$75,000	$75,000	$75,000	$75,000	$75,000	$375,000
Essential Libraries Initiative	086085	$1,331,706	$500,000	$1,000,000	$1,000,000	$500,000	$0	$3,000,000
General Furnishings	086017	$80,228	$55,000	$55,000	$55,000	$55,000	$55,000	$275,000
Lake Jackson Town Center	083002	$402,878	$158,570	$91,813	$0	$30,000	$0	$280,383
Leon County Government Annex	086025	$1,332,411	$565,737	$401,195	$101,511	$76,557	$138,905	$1,283,905
Medical Examiner Facility	086067	$60,000	$0	$0	$0	$0	$0	$0
Public Safety Complex	096016	$657,451	$755,000	$1,150,000	$1,150,000	$1,000,000	$1,000,000	$5,055,000
Solar Arrays on County Buildings	086081	$130,032	$50,000	$80,000	$80,000	$50,000	$50,000	$310,000
Facilities Management Subtotal		**$13,942,869**	**$3,069,307**	**$7,039,008**	**$5,631,697**	**$7,131,557**	**$6,369,905**	**$29,241,474**
FLEET MANAGEMENT								
Emergency Medical Services Vehicles & Equipment Replacement	026014	$3,688,354	$2,095,000	$3,165,000	$3,135,000	$3,610,000	$3,675,000	$15,680,000
Fleet Management Shop Equipment	026010	$109,280	$18,700	$45,000	$37,000	$0	$0	$100,700
General Vehicle & Equipment Replacement	026003	$1,373,558	$0	$598,000	$722,859	$935,425	$704,386	$2,960,670
Hazardous Waste Vehicle and Equipment Replacement	036042	$34,500	$70,000	$70,000	$15,000	$70,000	$0	$225,000
New Emergency Medical Services Vehicle & Equipment	026021	$315,000	$400,000	$0	$410,000	$0	$420,000	$1,230,000
New Parks/Greenways Vehicles and Equipment	046007	$179,180	$0	$0	$0	$0	$0	$0
New Public Works Vehicles & Equipment	026022	$164,180	$0	$0	$0	$0	$0	$0
Public Works Vehicle & Equipment Replacement	026005	$2,967,586	$0	$1,663,000	$1,560,000	$1,634,000	$1,715,700	$6,572,700
Rural Waste Vehicle and Equipment Replacement	036033	$214,000	$240,000	$110,000	$255,000	$110,000	$400,000	$1,115,000
Solid Waste Facility Heavy Equipment & Vehicle Replacement	036003	$42,500	$5,000	$294,000	$520,000	$421,000	$98,000	$1,338,000
Stormwater Vehicle & Equipment Replacement	026004	$1,477,081	$0	$1,024,520	$1,011,000	$1,250,425	$1,081,500	$4,367,445
Transfer Station Heavy Equipment Replacement	036010	$500,000	$775,000	$205,000	$460,000	$400,000	$150,000	$1,990,000
Fleet Management Subtotal		**$11,065,219**	**$3,603,700**	**$7,174,520**	**$8,125,859**	**$8,430,850**	**$8,244,586**	**$35,579,515**

*Funding for projects not completed in FY 2023 will be included in the FY 2023 to FY 2024 carry forwards to provide continued project funding.

LEON COUNTY FISCAL YEAR 2024 - 2028 CAPITAL IMPROVEMENT PROGRAM

Capital Projects by Managing Division

Project	Project #	*FY 2023 Adj Budget	FY 2024 Budget	FY 2025 Planned	FY 2026 Planned	FY 2027 Planned	FY 2028 Planned	FY24 - FY28 Total
MANAGEMENT INFORMATION SERVICES (MIS)								
Building Inspection Technology	076055	$80,000	$81,600	$83,232	$99,878	$101,876	$103,913	$470,499
County Compute Infrastructure	076008	$920,037	$705,000	$667,780	$669,813	$451,908	$124,065	$2,618,566
Courtroom Technology	076023	$131,320	$233,781	$220,575	$205,575	$205,575	$110,000	$975,506
E-Filing System for Court Documents	076063	$456,934	$0	$125,000	$125,000	$125,000	$125,000	$500,000
Emergency Medical Services Technology	076058	$108,356	$25,000	$25,000	$25,000	$25,000	$25,000	$125,000
Financial Hardware and Software	076001	$64,000	$284,570	$95,157	$95,762	$96,385	$50,000	$621,874
Geographic Information Systems	076009	$405,095	$349,000	$359,000	$380,000	$440,000	$440,000	$1,968,000
GIS Incremental Basemap Update	076060	$298,500	$298,500	$298,500	$298,500	$298,500	$298,500	$1,492,500
Justice Information System (JIS) Upgrade	076065	$100,000	$250,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$4,250,000
Large Application Refreshes and Upgrades	076066	$150,000	$110,000	$115,000	$120,000	$250,000	$250,000	$845,000
Library Services Technology	076011	$372,910	$325,030	$255,030	$255,030	$245,030	$245,030	$1,325,150
Mobile Devices	076042	$120,206	$0	$91,883	$92,389	$92,911	$93,448	$370,631
Permit & Enforcement Tracking System	076015	$691,258	$324,300	$295,890	$310,685	$325,669	$328,852	$1,585,396
Public Defender Technology	076051	$135,028	$125,500	$102,500	$102,500	$102,500	$102,500	$535,500
Public Safety Complex Technology	076069	$0	$450,000	$600,000	$600,000	$600,000	$600,000	$2,850,000
Records Management	076061	$205,000	$160,000	$187,550	$191,677	$195,927	$200,304	$935,458
Remote Server Center (RSC) Improvements	076067	$165,750	$0	$0	$0	$0	$0	$0
State Attorney Technology	076047	$154,638	$166,200	$168,795	$171,468	$174,221	$177,056	$857,740
Supervisor of Elections Technology	076005	$58,168	$50,000	$50,000	$50,000	$50,000	$50,000	$250,000
Technology in Chambers	076022	$122,400	$50,000	$50,000	$50,000	$50,000	$50,000	$250,000
User Computer Upgrades	076024	$291,432	$350,000	$450,000	$450,000	$450,000	$450,000	$2,150,000
MIS Subtotal		**$5,031,032**	**$4,338,481**	**$5,240,892**	**$5,293,277**	**$5,280,502**	**$4,823,668**	**$24,976,820**
MISCELLANEOUS								
Voting Equipment Replacement	096028	$37,500	$0	$48,000	$48,000	$105,000	$38,000	$239,000
Miscellaneous Subtotal		**$37,500**	**$0**	**$48,000**	**$48,000**	**$105,000**	**$38,000**	**$239,000**
PARKS & RECREATION								
Apalachee Regional Park	045001	$715,481	$0	$0	$500,000	$500,000	$500,000	$1,500,000
Dog Parks - Unincorporated Area	046013	$0	$0	$75,000	$0	$0	$0	$75,000
Fred George Park	043007	$858,171	$0	$0	$0	$0	$0	$0
Greenways Capital Maintenance	046009	$731,732	$0	$600,000	$340,000	$450,000	$450,000	$1,840,000
L.I.F.E. Boat Landing Enhancements & Upgrades	091007	$306,781	$185,000	$185,000	$185,000	$185,000	$185,000	$925,000
L.I.F.E. Recreational Amenities	091010	$89,680	$341,750	$342,985	$344,245	$415,530	$346,840	$1,791,350
Parks Capital Maintenance	046001	$1,969,557	$0	$1,085,000	$980,000	$850,000	$850,000	$3,765,000
Playground Equipment Replacement	046006	$783,631	$0	$0	$0	$0	$0	$0
St. Marks Headwaters Greenway	047001	$5,101,115	$0	$0	$0	$0	$0	$0
Parks & Recreation Subtotal		**$10,556,148**	**$526,750**	**$2,287,985**	**$2,349,245**	**$2,400,530**	**$2,331,840**	**$9,896,350**
OPERATIONS								
Arterial & Collector Roads Pavement Markings	026015	$179,538	$135,200	$135,200	$135,200	$135,200	$135,200	$676,000
Open Graded Hot Mix Maintenance and Resurfacing	026006	$271,961	$159,968	$215,605	$215,605	$215,605	$215,605	$1,022,388
Stormwater Pond Repairs	066026	$643,735	$100,000	$400,000	$100,000	$100,000	$100,000	$800,000
Operations Subtotal		**$1,095,234**	**$395,168**	**$750,805**	**$450,805**	**$450,805**	**$450,805**	**$2,498,388**
SOLID WASTE								
Household Hazardous Waste Improvements	036019	$68,266	$0	$0	$150,000	$80,000	$0	$230,000
Landfill Closure	036043	$7,879,726	$0	$0	$0	$0	$0	$0
Transfer Station Improvements	036023	$643,769	$550,000	$50,000	$50,000	$50,000	$50,000	$750,000
Solid Waste Subtotal		**$8,591,761**	**$550,000**	**$50,000**	**$200,000**	**$130,000**	**$50,000**	**$980,000**
Total Capital Improvement Program		**$136,519,452**	**$24,617,489**	**$40,445,326**	**$39,541,415**	**$40,358,501**	**$39,022,365**	**$183,985,096**

*Funding for projects not completed in FY 2023 will be included in the FY 2023 to FY 2024 carry forwards to provide continued project funding.

City of Tallahassee and Leon County Basin Management Action Plan Projects

The City of Tallahassee (City) and Leon County (County) are stakeholders in the Upper Wakulla River and Wakulla Spring Basin Management Action Plan (BMAP) where the reduction of Nitrogen to groundwater is necessary to achieve the total maximum daily load (TMDL). The City and County maintain a list of projects attributable to nitrogen reduction to groundwater that are consistent with BMAP goals and objectives. On an annual basis, the City and County provide an updated list of such projects to the Florida Department of Environmental Protection (Department), which are subsequently reviewed, approved and published by the Department within the Statewide Annual Report (STAR) as required by 403.0675, F.S. **BMAP projects listed within the STAR, where the lead entity is either the City or County, are hereby incorporated by reference with the intent to satisfy requirements of Section 163.3177(3)(a)4.b, F.S.**

Blueprint Intergovernmental Agency FY 2024-2028 Capital Improvements Program

	Proposed FY 2023 Blueprint Infrastructure Capital Improvement Program					FY2024	FY2025	FY2026	FY2027	FY2028	Total FY2024-2028
1	**Sources of Funds**						Blueprint 2020 Program Funding				
2	Estimated Net Sales Tax Revenues					26,436,916	18,338,758	17,540,823	13,668,118	14,862,661	**90,847,276**
3	City, County, State, Federal, and Other Funding (1)					12,230,755	-	-	-	-	**12,230,755**
4	Bond Proceeds					51,000,000	-	65,000,000	-	-	**116,000,000**
5	State Infrastructure Bank Loan					85,000,000	-	-	-	-	**85,000,000**
6	**Total Sources of Funds for Capital Infrastructure Projects**					**174,667,671**	**18,338,758**	**82,540,823**	**13,668,118**	**14,862,661**	**304,078,031**
7	**Uses of Funds**	A	B	C	D	A - B		Blueprint 2020 Program Funding (3)			
8	**Projects**	Estimated Cost to Complete Project (2)	Amounts Allocated in Prior Years	Encumbered and Expended as of March 31, 2023	Project Balance as of March 31, 2023	Estimated Allocations Required to Complete Project	FY2024 Projected Allocations	FY2025 Projected Allocations	FY2026 Projected Allocations	FY2027 Projected Allocations	FY2028 Projected Allocations	**Total Projected Total FY2024-2028 Allocations**
9	**Blueprint 2000 Program**											
10	Water Quality Project: City	25,000,000	25,000,000	25,000,000	-	-	-	-	-	-	-	-
11	Water Quality Project: County	25,000,000	25,000,000	24,151,310	848,690	-	-	-	-	-	-	-
12	Blueprint 2000 LIDAR	349,817	349,817	349,817	-	-	-	-	-	-	-	-
13	Northwest Florida Water Management District Partnership	697,420	697,420	697,420	-	-	-	-	-	-	-	-
14	Blueprint 2000 Building Rennovations	48,180	48,180	48,180	-	-	-	-	-	-	-	-
15	Headwaters of the St. Marks	8,920,221	8,920,221	8,920,221	-	-	-	-	-	-	-	-
16	Ford's Arm Watershed	272,429	272,429	272,429	-	-	-	-	-	-	-	-
17	Fred George Basin	2,770,000	2,770,000	2,770,000	-	-	-	-	-	-	-	-
18	Sensitive Lands Project Management	394,699	394,699	394,699	-	-	-	-	-	-	-	-
19	Lafayette Heritage Bridge	500,000	500,000	500,000	-	-	-	-	-	-	-	-
20	Lake Lafayette Floodplain	2,800,000	2,800,000	1,498,948	1,301,052	-	-	-	-	-	-	-
21	Blueprint 2000 Land Bank	1,320,263	1,320,263	1,320,263	-	-	-	-	-	-	-	-
22	Booth Property Purchase	584,754	584,754	584,754	-	-	-	-	-	-	-	-
23	Mahan Drive	4,825,731	4,825,731	4,825,731	-	-	-	-	-	-	-	-
24	Capital Circle Northwest (N-1)	69,230,163	69,230,163	69,230,163	-	-	-	-	-	-	-	-
25	Capital Circle Northwest/Southwest (N-2)	127,003,286	127,003,286	127,001,164	2,122	-	-	-	-	-	-	-
26	Capital Circle East (E-1)	38,628,775	38,628,775	38,628,775	-	-	-	-	-	-	-	-
27	Capital Circle Southeast and Subprojects (E-2)	37,040,455	37,040,455	37,040,455	-	-	-	-	-	-	-	-
28	Capital Circle Southeast Woodville/Crawfordville (E-3)	11,587,229	11,587,229	11,587,229	-	-	-	-	-	-	-	-
29	Capital Circle Southwest (W-1)	4,554,895	4,554,895	4,301,664	253,231	-	-	-	-	-	-	-
30	Capital Circle Southwest (W-1) ROW Acquisition	589,892	8,539,400	162,234	427,658	-	-	-	-	-	-	-
31	Capital Circle Southwest (W-1) Stormwater	2,800,000	2,800,000	2,043,962	756,038	-	-	-	-	-	-	-
32	Capital Cascades Trail Segment 1 (Franklin Boulevard)	19,035,973	19,035,973	19,035,973	-	-	-	-	-	-	-	-
33	Capital Cascades Trail Segment 2 (Cascades Park & Subprojects)	50,933,290	50,933,290	50,430,154	503,136	-	-	-	-	-	-	-
34	Capital Cascades Crossing (Connector Bridge & Subprojects)	8,506,584	8,506,584	8,506,584	-	-	-	-	-	-	-	-
35	Capital Cascades Trail Segment 3 (FAMU Way & Subprojects)	68,011,617	68,011,617	66,001,070	2,010,548	-	-	-	-	-	-	-
36	Capital Cascades Trail Segment 4	20,000,000	10,243,721	995,729	9,247,992	9,756,279	9,756,279	-	-	-	-	**9,756,279**
37	LPA Group Engineering Services	8,527,288	8,527,288	8,527,288	-	-	-	-	-	-	-	-
38	Magnolia Drive Trail and Subprojects	23,556,734	23,556,734	7,102,068	16,454,666	-	-	-	-	-	-	-
39	**Advance Funding for Blueprint 2020 Projects**											
40	Advance: Airport Gateway	5,531,253	5,531,253	4,626,989	904,264	-	-	-	-	-	-	-
41	Advance: Orange Avenue Corridor Study	350,000	350,000	350,000	-	-	-	-	-	-	-	-
42	Advance: Orange Avenue/Meridian Placemaking	1,000,000	1,000,000	469,130	530,870	-	-	-	-	-	-	-
43	Advance: Market District Placemaking	1,000,000	1,000,000	999,896	104	-	-	-	-	-	-	-
44	Advance: Northeast Gateway: Welaunee Boulevard	5,182,242	5,182,242	5,182,242	-	-	-	-	-	-	-	-
45	Advance: Northeast Corridor Connector: Bannerman Roac	807,573	807,573	807,573	-	-	-	-	-	-	-	-
46	Advance: Comprehensive Wastewater Treatment Plan	500,000	500,000	-	500,000	-	-	-	-	-	-	-
47	Advance: 2020 Sales Tax Extension: Bike Route and Greenways	900,000	900,000	900,000	-	-	-	-	-	-	-	-
48	**Blueprint 2020 Program**											
49	**Annual Allocations**											
50	Blueprint: Greenways Master Plan	15,800,000	3,322,481	769,023	2,553,458	12,477,519	790,000	790,000	790,000	790,000	790,000	**3,950,000**
51	Blueprint: Bike Route System	15,000,000	2,812,500	537,666	2,274,834	12,187,500	750,000	750,000	750,000	750,000	750,000	**3,750,000**
52	City of Tallahassee: StarMetro Enhancements	12,250,000	2,296,875	1,684,375	612,500	9,953,125	612,500	612,500	612,500	612,500	612,500	**3,062,500**
53	City of Tallahassee: Water Quality and Stormwater Improvements	42,500,000	7,968,750	5,843,750	2,125,000	34,531,250	2,125,000	2,125,000	2,125,000	2,125,000	2,125,000	**10,625,000**
54	City of Tallahassee: Sidewalks Improvements	25,000,000	4,687,500	3,437,500	1,250,000	20,312,500	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	**6,250,000**
55	City of Tallahassee: Operating Costs of Blueprint Funded Parks	10,000,000	1,875,000	1,375,000	500,000	8,125,000	500,000	500,000	500,000	500,000	500,000	**2,500,000**
56	Leon County: Water Quality and Stormwater Improvements	42,500,000	7,968,750	5,843,750	2,125,000	34,531,250	2,125,000	2,125,000	2,125,000	2,125,000	2,125,000	**10,625,000**
57	Leon County: Sidewalks Improvements	25,000,000	4,687,500	3,437,500	1,250,000	20,312,500	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	**6,250,000**
58	Leon County: Operating Costs of Blueprint Funded Parks	10,000,000	1,875,000	1,375,000	500,000	8,125,000	500,000	500,000	500,000	500,000	500,000	**2,500,000**
59	**Regional Mobility and Gateway Projects**											
60	Southside Gateway: Woodville Highway	39,188,521	-	-	-	39,188,521	-	-	-	-	-	-
61	Capital Circle Southwest Orange to Crawfordville	500,000	-	-	-	500,000	500,000	-	-	-	-	**500,000**
62	Orange Avenue: Adams to Springhill	43,674,749	-	-	-	43,674,749	-	-	-	-	-	-
63	Westside Student Gateway: Pensacola Street	39,500,972	-	-	-	39,500,972	-	-	-	-	-	-
64	Airport Gateway	76,468,747	24,435,484	-	24,435,484	50,706,376	17,329,328	3,538,357	29,838,691	-	-	**50,706,376**
65	Northwest Connector: Tharpe Street	49,500,000	1,500,000	877	1,499,123	48,000,000	2,000,000	-	7,000,000	-	1,000,000	**10,000,000**
66	Northeast Corridor Connector: Bannerman Road	98,092,427	33,900,564	8,795,265	25,105,299	64,191,863	64,191,863	-	-	-	-	**64,191,863**
67	Northeast Gateway: Welaunee Boulevard	129,008,938	55,008,938	17,802,215	37,206,723	66,050,492	66,050,492	-	-	-	-	**66,050,492**
68	North Monroe Gateway	4,450,000	250,000	-	250,000	4,200,000	-	-	4,200,000	-	-	**4,200,000**
69	**CCQ Projects**											-
70	Orange Avenue/Meridian Placemaking	7,709,611	7,709,611	999,635	6,709,976	-	-	-	-	-	-	-
71	Market District Placemaking	15,758,547	8,566,112	674,122	7,891,990	3,792,435	3,792,435	-	-	-	-	**3,792,435**
72	Lake Lafayette and St. Marks Regional Park	15,800,000	3,400,000	-	3,400,000	15,800,000	-	-	-	-	-	-
73	Monroe-Adams Corridor Placemaking	8,532,961	6,571,652	411,940	6,159,712	1,961,309	-	1,961,309	-	-	-	**1,961,309**
74	Midtown Placemaking	29,028,534	5,000,000	33,043	4,966,957	24,028,534	-	2,000,000	-	-	-	**2,000,000**
75	Fairgrounds Beautification and Improvement	30,000,000	2,300,000	302,177	1,997,823	27,700,000	700,000	-	27,000,000	-	-	**27,700,000**
76	Northeast Park	12,000,000	10,000,000	1,066,576	8,933,424	-	-	-	-	-	-	-
77	College Avenue Placemaking	9,236,351	-	-	-	9,236,351	-	-	-	-	-	-
78	Florida A&M Entry Points	1,979,218	-	-	-	1,979,218	-	-	-	-	-	-
79	Alternative Sewer Solutions	2,534,801	-	-	-	2,534,801	-	500,000	-	-	-	**500,000**
80	Tallahassee-Leon County Animal Service Center	3,800,000	3,800,000	271,372	3,528,628	-	-	-	-	-	-	-
81	DeSoto Winter Encampment	500,000	500,000	500,000	-	-	-	-	-	-	-	-
82	**Total Uses of Funds, Capital Infrastructure Projects**	1,394,075,140	777,390,709	590,424,899	179,016,302	613,357,544	174,222,897	17,902,166	77,941,191	9,902,500	10,902,500	**290,871,254**
83	Reserve Fund, Blueprint Infrastructure	2,000,000	1,600,000	-	1,600,000	400,000	444,774	436,592	4,599,632	3,765,618	3,960,161	**13,206,777**
84	**Total Uses of Funds, Capital Projects and Addition to Reserve Fund**	1,396,075,140	778,990,709	590,424,899	180,616,302	613,757,544	174,667,671	18,338,758	82,540,823	13,668,118	14,862,661	304,078,031
85	**Sources of Funds less Uses of Funds**						-	-	-	-	-	-

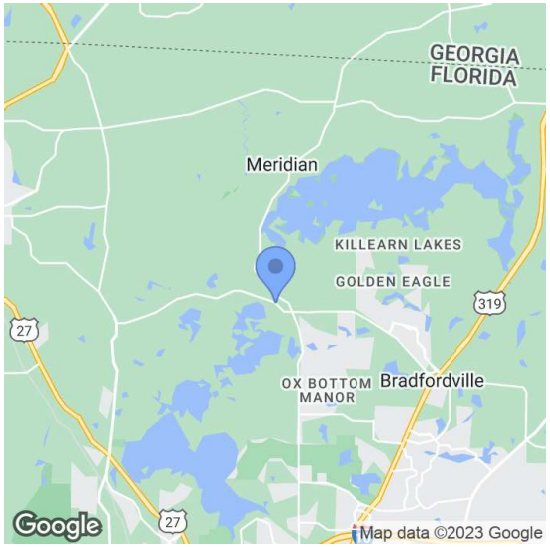
Posted April 1, 2024.

CRTPA 5-year Transportation Improvement Program, Major Capacity

SECTION D - MAJOR CAPACITY (STATE/FEDERALLY FUNDED)

ORCHARD POND TOLL FACILITY INSURANCE

1543 **Non-SIS**



Project Description: TOLL PLAZA
Lead Agency: MANAGED BY FDOT
County: LEON
Length: 0
Phase Group: OPERATIONS

From:
To:

Phase	Fund Code	2024	2025	2026	2027	2028	Total
OPS	D	2,000	2,000	2,000	2,000	2,000	10,000
		2,000	**2,000**	**2,000**	**2,000**	**2,000**	**10,000**

Prior Year Cost: 12,085
Future Year Cost: 0
Total Project Cost: 22,085
LRTP: 2045 RMP Page 5-8 - Table 5-4

CAPITAL CIRCLE SW (SR 263/US 319) FROM CRAWFORDVILLE RD (SR 61) TO SPRINGHILL RD (CR 2203)

2197492 **Non-SIS**

Project Description: ADD LANES & RECONSTRUCT
Lead Agency: MANAGED BY FDOT
From: CRAWFORDVILLE RD (SR 61)
County: LEON
To: SPRINGHILL RD (CR 2203)
Length: 2.341
Phase Group: PRELIMINARY ENGINEERING, RIGHT OF WAY, RAILROAD & UTILITIES

Phase	Fund Code	2024	2025	2026	2027	2028	Total
ROW	DDR	1,249,418	2,674,611	0	0	0	3,924,029
ROW	DIH	100,000	100,000	0	0	0	200,000
ROW	SU	1,900,000	0	0	0	0	1,900,000
		3,249,418	**2,774,611**				**6,024,029**

CRTPA ROADWAYS/CAPACITY PROJECT PRIORITY LIST (ADOPTED MAY 17, 2022)

ROADWAY PRIOITY NO. 4

Prior Year Cost: 27,138,140
Future Year Cost: 0
Total Project Cost: 33,162,169
LRTP: 2045 RMP Cost Feasible Table - Page 5-4

SR 263 CAPITAL CIRCLE FROM CR 2203 SPRINGHILL RD TO SR 371 ORANGE AVE
4157829 SIS

Project Description: ADD LANES & RECONSTRUCT
Lead Agency: MANAGED BY FDOT
From: CR 2203 SPRINGHILL RD
County: LEON
To: SR 371 ORANGE AVE
Length: 4.47
Phase Group: PRELIMINARY ENGINEERING, RAILROAD & UTILITIES, CONSTRUCTION, ENVIRONMENTAL

Phase	Fund Code	2024	2025	2026	2027	2028	Total
CST	LF	5,193,456	0	0	0	0	5,193,456
		5,193,456					**5,193,456**

CRTPA ROADWAYS/CAPACITY PROJECT PRIORITY LIST (ADOPTED JUNE 19 2017

ROADWAY PRIOITY NO. 2

Prior Year Cost: 81,034,894
Future Year Cost: 0
Total Project Cost: 86,228,350
LRTP: 2045 RMP Cost Feasible Roadway Plan Table - Page 5-4

NORTHEAST GATEWAY - WELAUNEE BLVD PH I
4449991 Non-SIS

Project Description: NEW ROAD CONSTRUCTION
Lead Agency: MANAGED BY BLUEPRINT 2000 INTERGOVERNMENTAl AGENCY **From:** **To:**
County: LEON
Length: 5
Phase Group: PRELIMINARY ENGINEERING, CONSTRUCTION, LOCAL ADVANCE REIMBURSE

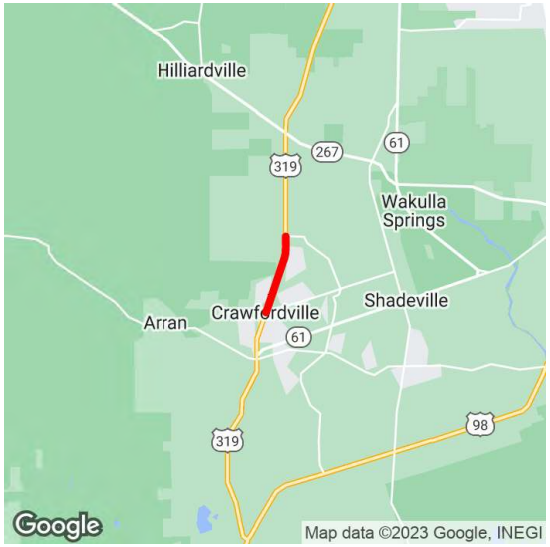
Phase	Fund Code	2024	2025	2026	2027	2028	Total
CST	LF	0	47,000,000	0	0	0	47,000,000
CST	TRIP	0	1,260,290	0	0	0	1,260,290
CST	TRWR	0	1,239,710	0	0	0	1,239,710
			49,500,000				**49,500,000**

CRTPA ROADWAYS/CAPACITY PROJECT PRIORITY LIST (ADOPTED MAY 17, 2022)

ROADWAY PRIOITY NO. 14

Prior Year Cost: 6,000,000
Future Year Cost: 0
Total Project Cost: 55,500,000
LRTP: 2045 RMP Cost Feasible Roadway Plan - Page 5-4

SR 61 & 369 (US 319) FROM WAKULLA ARRAN ROAD TO EAST IVAN ROAD
4508962 Non-SIS



Project Description: ADD LANES & RECONSTRUCT
Lead Agency: MANAGED BY FDOT
From: WAKULLA ARRAN ROAD
County: WAKULLA
To: EAST IVAN ROAD
Length: 1.889
Phase Group: PRELIMINARY ENGINEERING

Phase	Fund Code	2024	2025	2026	2027	2028	Total
PE	DIH	130,000	0	0	0	0	130,000
PE	SU	1,300,000	0	0	0	0	1,300,000
		1,430,000					**1,430,000**

CRTPA ROADWAYS/CAPACITY PROJECT PRIORITY LIST (ADOPTED MAY 17, 2022)

ROADWAY PRIOITY NO. 3

Prior Year Cost: 0
Future Year Cost: 0
Total Project Cost: 1,430,000
LRTP: 2045 RMP Cost Feasible Roadway Plan - Page 5-4

CRTPA Regional Mobility Plan (RMP) Priority Project List

Capital Region Transportation Planning Agency

Fiscal Year 2025 - Fiscal Year 2029
Roadway and Capacity

Project Priority List: CRTPA Meeting 6/19/23

PRIORITY NO.	PROJECT	[1]PHASE & FUNDING PROGRAMMED						LENGTH	IMPROV.	NEXT PHASE	COST ESTIMATE	FUTURE PHASE	COST ESTIMATE
		PHASE	FY 24	FY 25	FY 26	FY 27	FY 28						
1	Woodville Highway (SR 363)								Add 2 lanes/multi-modal				
	Capital Circle SE to Gaile Ave	-	-	-	-	-	-	1.49		ROW	$5.99 M	CST/CEI	$31.01 M
	Gaile Ave to Paul Russell Rd	-	-	-	-	-	-	1.48		ROW	$6.48 M	CST/CEI	$15.36 M
	FPN: 424009-4,-5	*To date $2.29 M expended on ROW.*								*Cost to complete the project - $58,750,000*			
2	Capital Circle SW (SR 263)								Add 4 lanes/multi-modal				
	Crawfordville Rd to Springhill Rd	ROW	$3.25 M	$2.77 M	-	-	-	2.34		ROW	$8.63 M	CST/CEI	$57.2 M
	FPN: 219722-5	*To date $20.73 M expended or programmend on ROW.*								*Cost to complete the project - $65.8 M*			
3	Crawfordville Road (US 319)								Add 2 lanes/multi-modal				
	Wakulla Arran Rd to East Ivan Rd	PE	$1.43 M	-	-	-	-	2.2		ROW	$38.23 M	CST/CEI	$40.08 M
	FPN: 450896-2	*To date $2.29 M expended on ROW.*								*Cost to complete the project - $78.3 M*			
4	Orange Avenue (SR 371)								Add 2 lanes/multi-modal				
	Cypress Lake St to Monroe St	-	-	-	-	-	-	1.7		ROW	$34.93 M	CST/CEI	$53.78 M
	S Lake Bradford Rd to Cypress Lake	-	-	-	-	-	-	1.2		ROW	$16.6 M	CST/CEI	$20.9 M
	CCSW to S Lake Bradford Rd	-	-	-	-	-	-	1.6	Multi-modal	ROW	$12.97 M	CST/CEI	$21.7 M
	FPN: 437902-4, -3									*Cost to complete the project - $160.8 M*			
5	Crawfordville Road (US 319)								Add 2 lanes/multi-modal				
	LL Wallace Rd to S of SR61 Int.	-	-	-	-	-	-	1.61		ROW	$1.61 M	CST/CEI	$22.41 M
	Wakulla Co Line to LL Wallace Rd	-	-	-	-	-	-	1.69		ROW	$5 M	CST/CEI	$40.01 M
	FPN: 219881-4, -1	*To date $4.4 M expended on design.*								*Cost to complete the project - $69 M*			
6	Mahan Drive/Capital Circle NE Intersection								Intersection rebuild				
		-	-	-	-	-	-	0.2		PD&E	$1.8 M	PE	-
										Project cost estimates developed once PD&E at 60% completion.			

[1]Phases: Feasibility Study (FS); Design (PE); Project Development & Environmental (PD&E); Construction (CST); Right-of-Way Acquisition (ROW); Construction Engineering & Inspection (CEI)

Capital Region Transportation Planning Agency

Fiscal Year 2025 - Fiscal Year 2029
Roadway and Capacity

Project Priority List: CRTPA Meeting 6/19/23

PRIORITY NO.	PROJECT	[1]PHASE & FUNDING PROGRAMMED						LENGTH	IMPROV.	NEXT PHASE	COST ESTIMATE	FUTURE PHASE	COST ESTIMATE
		PHASE	FY 24	FY 25	FY 26	FY 27	FY 28						
7	Pensacola St (SR 366)								Add 2 lanes/multi-modal				
	Capital Circle SW to Appleyard Dr	-	-	-	-	-	-	0.97		PE	-	-	-
	FPN: 219820-2	*To date $1.6 M expended on the PD&E.*								*Project cost estimates developed once PD&E at 60% completion.*			
8	Lake Bradford Road/Springhill Road[BPIA]		ROW	ROW		CST	-		Corridor Improvement				
	Capital Circle SW to Orange Ave		$17.3 M	$2.7 M	-	$23.2 M	-	1.7		-	-	-	-
	Orange Ave to Gaines St		-	-	-	-	-	1.6		PE	$4.75 M	CST	$25 M
9	Crawfordville Road (US 319)								Add 2 lanes/multi-modal				
	Lost Creek Bridge to Wakulla Arran Road	-	-	-	-	-	-	2.4		PE	$2.2 M	ROW/CST	$85.5 M
	FPN: 451896-1									*Cost to complete the project - $87.7M*			
10	Crawfordville Road (US 319)								Add 2 lanes/multi-modal				
	N of Alaska Way to Lost Creek Bridge	-	-	-	-	-	-	3.4		PE	$2.2 M	ROW/CST	$101 M
										Cost to complete the project - $103.2 M			
11	Tharpe Street[BPIA]		PD&E	-	PE	ROW	-		Multi-modal				
	Capital Circle SW to Ocala Rd		$2 M	-	$ 7M	$ 1M	-	2.7		CST	$22 M	-	-
12	Thomasville Road								Safety/multi-modal				
	Betton Rd to Seventh Ave	-	-	-	-	-	-	0.8		PE		CST	
13	Bannerman Road[BPIA]								Add 2 lanes/multi-modal				
	Preservation Rd to Quail Commons Dr	CST	$64.2 M	-	-	-	-	3.4					
		CST anticipated to begin Q3 2024 (per BPIA - May 2023)											
14	Northeast Gateway/Welaunee Blvd Ext.[BPIA]								New road/multi-modal				
	Fleischmann Rd to Roberts Rd	CST	$66.05 M	-	-	-	-	2.7					
		CST anticipated to begin Summer 2023 (per BPIA - May 2023)											
15	I-10 Interchange								New Interchange				
	at Welaunee Boulevard		-	-	-	-	-	0.5		IJR			

[1]Phases: Feasibility Study (FS) | Project Development & Environmental (PD&E) | Right-of-Way Acquisition (ROW)
Design (PE) | Construction (CST) | Construction Engineering & Inspection (CEI)
[BPIA]Blueprint Intergovernmental Agency funded project

Capital Region Transportation Planning Agency

Fiscal Year 2025 - Fiscal Year 2029 Bicycle and Pedestrian

Bike-Ped Project Priority List: CRTPA Meeting 6/19/23

PRIORITY NO.	PROJECT NAME AND LIMITS	[1]PHASE & FUNDING PROGRAMMED						LENGTH IN MILES	COUNTY	NEXT PROJECT PHASE	COST ESTIMATE OF PHASE	NOTES/IMPROVEMENT
		PHASE	FY 24	FY 25	FY 26	FY 27	FY 28					
1	Thomasville Rd Multi-Use Path	-	-	-	-	-	-	2.4	Leon	CST	$9.5 M	Feasibility Study approved January 31, 2022.
	Betton Rd to Metropolitan Blvd							*Design is at 60% completion by the Florida Department of Transportation.*				
2	[2]CRA Downtown Sidewalk Improvements	-	-	-	-	-	-	0.2	Leon	CST	$4.6 M	Work to include landscaping, drainage, [2]ADA, signage & pedestrian improvements.
	Jefferson St to Call St							*Design is underway by the City of Tallahassee Underground Utilities Department.*				
3	Old St. Augustine Rd Sidewalk	-	-	-	-	-	-	1.4	Leon	CST	$671,700	Sidewalk to connect to existing pedestrian facilities on Lafyette Street.
	Lafayette St to Paul Russell Rd							*Design is underway by the Leon County Engineering Department.*				
4	Oak Ridge Rd Multi-Use Path	-	-	-	-	-	-	5.2	Leon	FS	$	Multi-use path to connect to two major arterial roads.
	Crawfordville Rd to Woodville Hwy											
5	Goose Pond Trail	-	-	-	-	-	-	1.2	Leon	FS	$	Connect existing Goose Pond Trail on Mahan Dr to Weems Rd multimodal path.
	Mahan Dr to Weems Rd											

[1] PROJECT PHASES

(FS)	Feasibility Study	(ROW)	Right-of-Way
(PD&E)	Project Development & Environmental	(CST)	Construction
(PE)	Design	(CEI)	Construction Engineering and Inspection

[2] ACRONYMS

ADA -Americans with Disabilities Act
CRA - Community Redevelopment Agency

Previous Priority No. 2 - N Monroe St Sidewalk on the west side of the Street. ROW Acquisition @ $325,100 is funded in FY 2024 & CST @ $4,570,270 is funded in FY 25.

Capital Region Transportation Planning Agency

Fiscal Year 2025 - Fiscal Year 2029
[2]RMP Regional Trails

Project Priority List: CRTPA Meeting 6/19/23

PRIORITY NO.	PROJECT NAME AND LIMITS	[1]PHASE & FUNDING PROGRAMMED						LENGTH IN MILES	COUNTY	NEXT PROJECT PHASE	COST ESTIMATE OF PHASE	NOTES
		PHASE	FY 24	FY 25	FY 26	FY 27	FY 28					
1	US 90 Multiuse Trail	PD&E	$1.52 M	-	-	-	-					The US 90 Multi-Use Trail FS was approved May 17, 2022. Design cost estimates developed once PD&E is at 60%.
	Pedrick Road to Leon County Line at Lake Miccosukee				*[2] WPN 451044-2*			9.7	Leon	PE	$	
	Leon County Line at Lake Miccosukee to the Monticello Trail				*(UNFUNDED)*			10.5	Jefferson	PD&E		
2	Bloxham Cutoff Road (SR 267) Multiuse Trail	PE	$630,000	-	-	-	-	4.78	Wakulla	CST	$	SR 267 Multi-Use Trail FS to be finalized in Fall 2022. Construction cost estimates at 60% design.
	Wakulla Springs State Park to the St Marks Trail				*WPN 410172-2*							
3	Tallahassee to Havana Trail	-	-	-	-	-	-	6.5	Leon & Gadsden	PE	$	The Tallahassee to Havana Trail FS was approved November 21, 2022.
	Orchard Pond Rd to Havana Main St (US27)											
4	Welaunee Greenway	CST	$2 M	-	-	-	-	-	Leon			Per [2]BPIA the project tentatively funded in FY 2024 for construction.
	Miccosukee Greenway to Centerville Road											
	Bannerman Rd Multi-use Trail	CST	$2.9 M	-	-	-	-	-	Leon			Per [2]BPIA the project tentatively funded in FY 2024 for construction.
	Quail Commons Drive to Meridian Rd											
	Orchard Pond Multi-use Trail	CST	$1.85 M	-	-	-	-	1.5	Leon			Per [2]BPIA the project tentatively funded in FY 2024 for construction.
	Meridian to Phipps Toll Road Trailhead											
5	Apalachee Pkwy (US 27) Connector Trail	-	-	-	-	-	-	0.6	Leon	PE	$	
	Sutor Road to Conner Blvd											

[1] PROJECT PHASES

(FS)	Feasibility Study	(ROW)	Right-of-Way
(PD&E)	Project Development & Environmental	(CST)	Construction
(PE)	Design	(CEI)	Construction Engineering and Inspection

[2] ACRONYM

FDOT - Florida Department of Transportation
FGTS - Florida Greenways and Trails System
BPIA - Blueprint Intergovernemntal Agency
WPN - FDOT Work Program Number
RMP - CRTPA's 2045 Regional Mobility Plan

Capital Region Transportation Planning Agency

Fiscal Year 2025 - Fiscal Year 2029
[2]RMP Regional Trail

Project Priority List: CRTPA Meeting 6/19/23

PRIORITY NO.	PROJECT NAME AND LIMITS	[1]PHASE & FUNDING PROGRAMMED						LENGTH IN MILES	COUNTY	NEXT PROJECT PHASE	COST ESTIMATE OF PHASE	NOTES
		PHASE	FY 24	FY 25	FY 26	FY 27	FY 28					
6	Monticello Trail Extension FL GA Parkway (US 19)	-	-	-	-	-	-	2.7	Jefferson	PE	1.37 M	
	David Rd (CR 57A) to Martin Rd											
7	Forest Trail North Springhill Rd	-	-	-	-	-	-	5.2	Leon	FS	$	
	Trout Pond to Lake Henrietta											
8	Nature Coast Multiuse Trail			-	-	-	-	14	Wakulla Jefferson	PD&E	$	
	Lighthouse Rd to Taylor Co Line											

[1] PROJECT PHASES

(FS) Feasibility Study
(PD&E) Project Development & Environmental
(PE) Design
(ROW) Right-of-Way
(CST) Construction
(CEI) Construction Engineering and Inspection

ACRONYM

[2]FDOT - Florida Department of Transportation
FGTS - Florida Greenways and Trails System
BPIA -Intergovernmental Agency
WPN - FDOT Work Program Number
RMP - CRTPA's 2045 Regional Mobility Plan

Capital Region Transportation Planning Agency

Fiscal Year 2025 - Fiscal Year 2029
Transportation Systems Management and Safety

TSM Project Priority List: CRTPA Meeting 6/19/23

PRIORITY NO.	PROJECT NAME AND LIMITS	[1]PHASE & FUNDING PROGRAMMED						LENGTH IN MILES	COUNTY	NEXT PROJECT [1]PHASE	COST ESTIMATE OF PHASE	NOTES
		PHASE	FY 24	FY 25	FY 26	FY 27	FY 28					
1	Lake Bradford Dr and Stadium Dr Intersection	-	-	-	-	-	-	0.4	Leon	PE	$	CRTPA Presentation November 15, 2022.
	Lake Bradford Rd/Stadium Dr/Gaines St/Varsity Dr											
2	Thomasville Rd	-	-	-	-	-	-	0.2	Leon	PE	$	Corridor improvements to enhance traffic circulation for vehicular & multimodal users.
	Signalization/Realignment of Ox Bottom Rd and Velda Dairy Rd at Thomasville Rd.											
3	Orange Ave and Springhill Rd Intersection	-	-	-	-	-	-	0.1	Leon	Study	$	Study to examine intersection to include recommended improvements.
	Operational and safety improvements.											
4	Thomasville Road	-	-	-	-	-	-	0.8	Leon	PE	$	Midtown Area Plan was approved Oct. 19, 2020.
	7th Avenue to Betton Road											

[1] PROJECT PHASES

(FS)	**Feasibility Study**	**(ROW)**	**Right-of-Way**
(PD&E)	**Project Development & Environmental**	**(CST)**	**Construction**
(PE)	**Design**	**(CEI)**	**Construction Engineering and Inspection**

Previous Priority No. 1 - SR 363/ Orange Avenue (*Nims Middle School (MS) and Liberty Park Neighborhood)* Pedestrian activated crossings installed at Nims MS by FDOT District Three.

Previous Priority No. 5 - Pensacola St *(Progress Dr to Appleyard Dr)* Safety improvements will be included in the resurfacing project by FDOT District Three.

Capital Region Transportation Planning Agency

Fiscal Year 2025 - Fiscal Year 2029
Intelligent Transportation System

ITS Project Priority List: CRTPA Meeting 6/19/23

PRIORITY NO.	[2]WPN	PROJECT NAME & ROADWAY	[1]PHASE & FUNDING PROGRAMMED						NEXT PROJECT PHASE	COST ESTIMATE TO FUND THE PHASE	NOTES
			PHASE	FY 24	FY 25	FY 26	FY 27	FY 28			
1	219785-2	Annual Funding	OPS	$ 500,000	$ 500,000	$ 500,000	$ 500,000	-	OPS	500,000	Request for annual funding for the TMC in FY 28 & FY 29
		Various Locations					*[2] WPN 219785-2*				
2		ATC Cabinet Upgrades							CAP	$1.5M	Request funding annually beginning in FY26 for 5 years. ITS Master Plan Project #5
		Various Locations									
3		Adaptive Traffic Signal Control (US90)	-		-	-	-	-	CAP	$1.43M	Request funding in FY24. ITS Master Plan Project #14
		Capital Circle NW to Monroe St									
4		Adaptive Traffic Signal Control (US 27)	-	-	-	-	-	-	CAP	$1.12M	Request Funding in FY25. ITS Master Plan Project #16
		Monroe St to Conner Blvd									

[1] PROJECT PHASES
(OPS) Operations
(CAP) Capital

[2] ACRONYM
WPN - FL Department of Transportation Work Program Number

Capital Region Transportation Planning Agency | **Fiscal Year 2025 - Fiscal Year 2029** | **Project Priority List: CRTPA Meeting 6/19/23**

Tallahassee International Airport (Aviation)

Fiscal Year 2025							
Priority Ranking	FDOT WP#	Description	Local	FDOT	BIL-AIG	FAA	Total
1	446641-1	Terminal Modernization - Elevator & Air Handler Improvements	$ 500,000	$ 900,000	$ 1,400,000		$ 2,800,000
2	446640-1	Terminal Modernization – Landside Restroom Renovations		$ 750,000	$ 1,250,000		$ 2,000,000
						FY25 Total	$ 4,800,000
Fiscal Year 2026							
Priority Ranking	FDOT WP#	Description	Local	FDOT	BIL-AIG	FAA	Total
1	448565-1	Taxiway Charlie, Zulu and Helicopter Parking (Design)		$ 175,000	$ 575,000		$ 750,000
2		Terminal Passenger Loading Bridge Replacement - A5/A6		$ 1,300,000	$ 2,400,000		$ 3,700,000
						FY26 Total	$ 4,450,000
Fiscal Year 2027							
Priority Ranking	FDOT WP#	Description	Local	FDOT	BIL-AIG	FAA	Total
1	448565-1	Taxiway Charlie, Zulu and Helicopter Parking (Construction)	$ 1,000,000			$ 7,000,000	$ 8,000,000
2	450038-1	Air Carrier Apron Improvements	$ 550,000	$ 550,000		$ 2,000,000	$ 3,100,000
						FY27 Total	$ 11,100,000
Fiscal Year 2028							
Priority Ranking	FDOT WP#	Description	Local	FDOT	BIL-AIG	FAA	Total
1	416010-7	Airport Access and Roadway Realignment Phase II	$ 2,500,000	$ 2,000,000			$ 4,500,000
						FY28 Total	$ 4,500,000

[1] Abbreviations & Acronyms

BIL Bipartisan Infrastructure Law
AIG Formula Infrastructure Allocations
FAA Federal Aviation Authority
WP# Work Program Number
FDOT Florida Department of Transportation

Capital Region Transportation Planning Agency | **Fiscal Year 2025 - Fiscal Year 2029 StarMetro (Transit)** | **Project Priority List: CRTPA Meeting 6/19/23**

PRIORITY NO.	PROJECT NAME and DESCRIPTION	COST
Monitor and Audio Equipment at C.K. Steele Plaza		
1	C.K. Steele Plaza, located downtown and serving as StarMetro's main transit center with 24 bus bays, does not have digital signage or a digital information kiosk and has substandard speakers and audio equipment. This project will provide digital signage at C.K. Steele Plaza for real-time service schedules, emergency messages, and other information for customers. StarMetro will also update and upgrade the public announcement system simultaneously with digital sign installation and implementation and two digital information kiosks which have audio capabilities for ADA compliance.	$500,000
Construction of multi-bay South Side Transit Center - (Meridian and Orange)		
2	This SuperStop will provide an off-street location and possibly on street bus bays for customers to transfer between multiple routes, serve as a layover point for operators, will assist to improve system performance, will have public restrooms, an information booth, supervisor offices, and meeting space. The building will be constructed with solar panels on the roof, overhead charging stations for transit buses and plug in chargers for staff vehicles. In addition, the SuperStop will allow StarMetro to develop neighborhood circulators on the Southside to efficiently provide transportation options for elderly, disabled and low-income individuals located in the area and improve service to the Veteran's Administration Clinic.	$5 M
Charging Infrastructure to support an all-Electric Bus Fleet		
3	Install depot charging for 66 buses at StarMetro's bus barn including electrical, structural, and civil engineering, design, and remote monitoring,	$500,000
Redevelopment of C.K. Steele Plaza Planning Study		
4	Initiate an environmental assessment, feasibility study, and preliminary design of C.K. Steele Plaza to identify the needs, challenges, opportunities, and funding options to transform the Plaza from a single-use transit facility into a mixed-use, multistory intermodal facility with opportunities for housing StarMetro Administrative Staff; leasable space for office, restaurants, and retail activities; and connections to intercity transportation such as the Gadsden Express, Monticello Express, Greyhound, Megabus, Flixbus.	$500,000

Posted April 1, 2024.

Capital Region Transportation Planning Agency **Fiscal Year 2025 - Fiscal Year 2029** **UAA Project Priority List: CRTPA Meeting 6/19/23**

Urban Area Allocations Projects

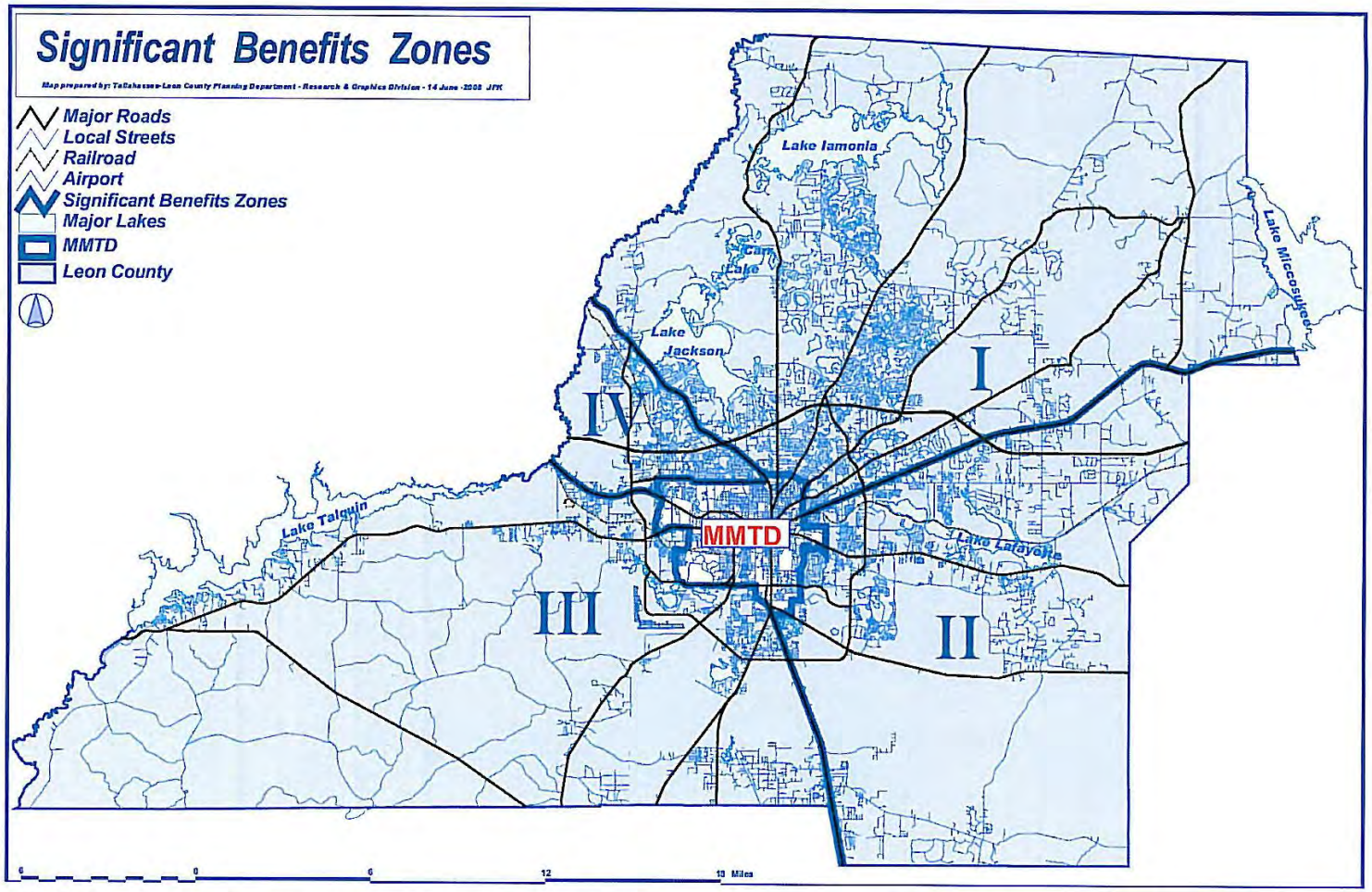
PRIORITY NO.	PROJECT NAME	[1] PROGRAMMED						COST ESTIMATE OF PHASE	PHASE AND FUNDING SOUGHT
		PHASE	FY 24	FY 25	FY 26	FY 27	FY 28		
SU FUNDING									
1	CRTPA UPWP	Oper/Plan	$1,574,250	-	-	-	-	$ 2 M	FY 2025 Operational and Planning
	Urban Area SU Allocation								
2	CRTPA UPWP	Oper/Plan	$ 2M	-	-	-	-	$ 2 M	FY 2026 Operational and Planning
	Urban Area SU Allocation								
3	CRTPA UPWP	Oper/Plan	$ 2M	-	-	-	-	$ 2 M	FY 2027 Operational and Planning
	Urban Area SU Allocation								
4	CRTPA UPWP	Oper/Plan	$ 2M	-	-	-	-	$ 2 M	FY 2028 Operational and Planning
	Urban Area SU Allocation								
5	CRTPA UPWP	Oper/Plan	$ 2M	-	-	-	-	$ 2 M	FY 2029 Operational and Planning
	Urban Area SU Allocation								
[2]BIL CARBON REDUCTION FUNDING									
1	Electrification [2]COT Fleet	-	-	-	-	-	-	$ 2M	COT Goal to achieve 100% net clean, renewable energy by 2050.
	Urban Area Carbon Reduction Funding								

[1] PROJECT PHASES
(Oper) Operations
(Plan) Planning

[2]ACRONYM
UPWP - United Planning Work Program
COT - City of Tallahassee
BIL - Infrastructure Investment and Jobs Act

Significant Benefit Project Priority List

Posted April 1, 2024.



Attachment A

* Note: The Multimodal Transportation District (MMTD) Boundaries, as represented by the center, fifth district, require a formal Comprehensive Plan amendment to be established, and any future changes to that boundary would also require a formal Comprehensive Plan amendment. The Comprehensive Plan amendment process will require formal approvals by the City, County, and FDOT. Therefore, as stated in 2(b) of this agreement, any changes to this boundary will not require amendment to this Memorandum of Agreement, and Attachment A will be automatically updated to reflect the most current, adopted MMTD boundaries. Until the adoption of the MMTD Comprehensive Plan Amendment, the boundaries shown above shall apply.

Attachment B

Significant Benefit Project Priority List

DISTRICT 1

Tier A	Tier B	Tier C
Mahan Dr. *Section:* Dempsey Mayo to I-10 *Jurisdiction:* State *Includes:* construction & ROW *Estimated Cost:* $40 million *Justification:* #1 CRTPA Project Priority; SIS Connector ***20% of funds will support transit/bike/pedestrian facilities**	Bannerman (Phase 1) *Section:* Thomasville to Tekesta *Jurisdiction:* County *Includes:* TBD *Estimated Cost:* TBD *Justification:* Alternate route to relieve Thomasville, an SIS Collector ***20% of funds will support transit/bike/pedestrian facilities**	Bannerman (Phase 2) *Section:* Tekesta to Preservation Point *Jurisdiction:* County *Includes:* TBD *Estimated Cost:* TBD *Justification:* Alternate route to relieve Thomasville, an SIS Collector ***20% of funds will support transit/bike/pedestrian facilities**

DISTRICT 2

Tier A	Tier B	Tier C
Mahan Dr. *Section:* Dempsey Mayo to I-10 *Jurisdiction:* State *Includes:* construction & ROW *Estimated Cost:* $40 million *Justification:* #1 CRTPA Project Priority; SIS Connector ***20% of funds will support transit/bike/pedestrian facilities**	Woodville Highway *Section:* Gaile Avenue to 1000 feet north of Capital Circle SE *Jurisdiction:* State *Includes:* PD&E, Design, ROW & Construction *Estimated Cost:* $53 million *Justification:* #5 CRTPA Project Priority ***20% of funds will support transit/bike/pedestrian facilities**	Weems Road *Section:* Mahan to Capital Circle NE *Jurisdiction:* City *Includes:* PD&E, construction & ROW *Estimated Cost:* $17.5 million *Justification:* Alternate route to relieve Mahan/CCNE intersection on SIS Collector ***20% of funds will support transit/bike/pedestrian facilities**

DISTRICT 3

Tier A	Tier B
North South Connector *Section:* Orange to Jackson Bluff *Jurisdiction:* (City) *Includes:* PD&E, construction & ROW *Estimated Cost:* $15 million *Justification:* Relieve CCSW; In City 5-year CIP ***20% of funds will support transit/bike/pedestrian facilities**	Pensacola Street *Section:* Capital Cir SW to Appleyard *Jurisdiction:* (State) *Includes:* PD&E, construction & ROW *Estimated Cost:* $40 million *Justification:* #12 CRTPA Project Priority; Parallel Route to Tennessee ***20% of funds will support transit/bike/pedestrian facilities**

DISTRICT 4

Tier A	Tier B
Tharpe Street (Phase 1) *Section:* Blountstown Street to Ocala *Jurisdiction:* (County) *Includes: PD&E,* construction & ROW *Estimated Cost:* $33 million *Justification:* In LRTP; Parallel 1-10 & Tennessee ***20% of funds will support transit/bike/pedestrian facilities**	Tharpe Street (Phase 2) *Section:* Blountstown Street to Capital Circle *Jurisdiction:* (County) *Includes: PD&E,* construction & ROW *Estimated Cost:* $16 million *Justification:* In LRTP; Parallel 1-10 & Tennessee ***20% of funds will support transit/bike/pedestrian facilities**

DISTRICT 5 (Multimodal District)

Tier A	Tier B
80% - District Bike/Ped/Transit Facilities 20% - FAMU Way bike/ped facilities	100% - District Bike/Ped/Transit Facilities

Leon County Schools District Facilities Work Program

Posted April 1, 2024.

Board Date: February 27, 2023
Item No.: 19.08

LEON COUNTY SCHOOL DISTRICT

2023 - 2024 Work Plan

INTRODUCTION

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the districts capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.
If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.
If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

Summary of revenue/expenditures available for new construction and remodeling projects only.

	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	Five Year Total
Total Revenues	$45,256,364	$43,568,550	$42,643,124	$47,939,154	$49,691,316	$229,098,508
Total Project Costs	$45,256,364	$43,568,550	$42,643,124	$47,939,154	$49,691,316	$229,098,508
Difference (Remaining Funds)	$0	$0	$0	$0	$0	$0

District LEON COUNTY SCHOOL DISTRICT

Fiscal Year Range

CERTIFICATION

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

Date of School Board Adoption 2/27/2024

Work Plan Submittal Date 2/29/2024

DISTRICT SUPERINTENDENT Rocky Hanna

CHIEF FINANCIAL OFFICER Naomi S. Coughlin

DISTRICT POINT-OF-CONTACT PERSON Danny Allbritton

JOB TITLE Director of Facilities and Construction

PHONE NUMBER 850-617-5907

E-MAIL ADDRESS allbrittond@leonschools.net

Expenditures

Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2023 - 2024 Actual Budget	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	Total
HVAC	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Flooring	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Roofing	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Safety to Life	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Fencing	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Parking	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Electrical	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Fire Alarm	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Telephone/Intercom System	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Closed Circuit Television	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Paint	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Maintenance/Repair	$0	$0	$0	$0	$0	$0
Locations: No Locations for this expenditure.						
Sub Total:	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

PECO Maintenance Expenditures	$0	$0	$0	$0	$0	$0
1.50 Mill Sub Total:	$13,430,000	$13,353,993	$13,353,993	$13,353,993	$13,353,993	$66,845,972

Other Items	2023 - 2024 Actual Budget	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	Total
Handicapped access: Facilities / DW	$0	$300,000	$300,000	$300,000	$300,000	$1,200,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Site acquisition: Facilities / DW	$0	$250,000	$250,000	$250,000	$250,000	$1,000,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Security Camera Replacements - Security Dept.	$0	$75,000	$75,000	$75,000	$75,000	$300,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					

Emergency maintenance: Maintenance / DW	$350,000	$350,000	$350,000	$350,000	$350,000	$1,750,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Plumbing: Maintenance / DW	$0	$25,000	$25,000	$25,000	$25,000	$100,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Electrical - Facilities	$0	$25,000	$25,000	$25,000	$25,000	$100,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
D/W HVAC - Facilities	$0	$25,000	$25,000	$25,000	$25,000	$100,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
HVAC - Maintenance	$580,000	$580,000	$580,000	$580,000	$580,000	$2,900,000

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Access Control - Security Dept	$180,000	$75,000	$75,000	$75,000	$75,000	$480,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Relocatables: Maintenance / DW	$25,000	$25,000	$25,000	$25,000	$25,000	$125,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Floor covering: Maintenance / DW	$200,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$4,200,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Sitework: Maintenence / DW	$35,000	$35,000	$35,000	$35,000	$35,000	$175,000

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Intercoms & clocks: Maintenance / DW	$35,000	$35,000	$35,000	$35,000	$35,000	$175,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Carpet/Flooring D/W - Facilities	$0	$25,000	$25,000	$25,000	$25,000	$100,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Roof PM program: Maintenance / DW	$400,000	$400,000	$400,000	$400,000	$400,000	$2,000,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Structural: Facilities / DW	$0	$75,000	$75,000	$75,000	$75,000	$300,000

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Fire alarm: Facilities/ DW	$0	$50,000	$50,000	$50,000	$50,000	$200,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Security Systems - Facilities	$0	$25,000	$25,000	$25,000	$25,000	$100,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Security Camera Maint - D/W - Maintenance	$35,000	$35,000	$35,000	$35,000	$35,000	$175,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Sitework: Facilities / DW	$0	$100,000	$100,000	$100,000	$100,000	$400,000

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Asphalt/Drainage: Maintenance / DW	$35,000	$35,000	$35,000	$35,000	$35,000	$175,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Controls: Facilities / DW	$0	$25,000	$25,000	$25,000	$25,000	$100,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Security systems/Sonitrol: Maintenance / DW	$45,000	$45,000	$45,000	$45,000	$45,000	$225,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Structural: Maintenance / DW	$40,000	$40,000	$40,000	$40,000	$40,000	$200,000

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Painting: Maintenance / DW	$300,000	$300,000	$300,000	$300,000	$300,000	$1,500,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Vehicles: Maintenance / DW	$0	$200,000	$200,000	$200,000	$200,000	$800,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Drainage/Asphalt: Facilities / DW	$0	$100,000	$100,000	$100,000	$100,000	$400,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Maintenance Salaries	$3,000,000	$3,000,000	$3,000,000	$3,000,000	$3,000,000	$15,000,000

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
DW Fac Renovations		$1,500,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$5,500,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
DW Fac Remodeling		$1,500,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$5,500,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Telephone: Maintenance / DW		$75,000	$75,000	$75,000	$75,000	$75,000	$375,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
ADA - Maintenance		$65,000	$65,000	$65,000	$65,000	$65,000	$325,000

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Environmental mandates: Maintenance / DW	$100,000	$100,000	$100,000	$100,000	$100,000	$500,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Athletic Tracks & Courts D/W - Facilities	$0	$50,000	$50,000	$50,000	$50,000	$200,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Furniture Fixture & Equipment: Maintenance / DW	$120,000	$120,000	$120,000	$120,000	$120,000	$600,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Safety to Life - Fac	$0	$100,000	$100,000	$100,000	$100,000	$400,000

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
D/W Locks - Maintenance		$35,000	$35,000	$35,000	$35,000	$35,000	$175,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Roofs: Facilities / DW		$0	$125,000	$125,000	$125,000	$125,000	$500,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Electrical D/W - Maintenance		$100,000	$100,000	$100,000	$100,000	$100,000	$500,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Relocatables: Facilities / DW		$0	$200,000	$200,000	$200,000	$200,000	$800,000

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
DW Fac Fire Alarm/Safety to Life - Maint.		$1,925,000	$428,993	$428,993	$428,993	$428,993	$3,640,972
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Preventative Maintenance - Maint.		$500,000	$500,000	$500,000	$500,000	$500,000	$2,500,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Environmental Mandates - Code Dept		$250,000	$100,000	$100,000	$100,000	$100,000	$650,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Safety-To-Life Asbestos - Code Dept		$0	$100,000	$100,000	$100,000	$100,000	$400,000

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Furniture Fixtures and Equipment District Wide	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$5,000,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Carpet/Floor Covering Replacement DW	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$5,000,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, LIVELY TECHNICAL COLLEGE EAST CAMPUS, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW), SEALEY ELEMENTARY, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Total:	**$13,430,000**	**$13,353,993**	**$13,353,993**	**$13,353,993**	**$13,353,993**	**$66,845,972**

Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2023 - 2024 Actual Budget	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	Total
Remaining Maint and Repair from 1.5 Mills	$13,430,000	$13,353,993	$13,353,993	$13,353,993	$13,353,993	$66,845,972
Maintenance/Repair Salaries	$1,250,000	$1,250,000	$1,250,000	$1,250,000	$1,250,000	$6,250,000
School Bus Purchases	$1,500,000	$1,500,000	$1,500,000	$1,500,000	$1,500,000	$7,500,000
Other Vehicle Purchases	$0	$0	$0	$0	$0	$0
Capital Outlay Equipment	$0	$0	$0	$0	$0	$0

Rent/Lease Payments	$0	$0	$0	$0	$0	$0
COP Debt Service	$10,658,499	$9,326,825	$9,327,837	$3,111,848	$3,111,848	$35,536,857
Rent/Lease Relocatables	$0	$0	$0	$0	$0	$0
Environmental Problems	$0	$0	$0	$0	$0	$0
s.1011.14 Debt Service	$0	$0	$0	$0	$0	$0
Special Facilities Construction Account	$0	$0	$0	$0	$0	$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	$2,500,000	$2,500,000	$2,500,000	$2,500,000	$2,500,000	$12,500,000
Qualified School Construction Bonds (QSCB)	$0	$0	$0	$0	$0	$0
Qualified Zone Academy Bonds (QZAB)	$0	$0	$0	$0	$0	$0
Sales Tax Bond Payment	$7,418,075	$7,413,200	$7,402,825	$7,431,200	$7,431,200	$37,096,500
Charter Schools SB 376	$1,394,326	$1,394,326	$1,394,326	$1,394,326	$1,394,326	$6,971,630
Bus Lease Purchase 2014	$991,397	$0	$0	$0	$0	$991,397
Local Expenditure Totals:	**$39,142,297**	**$36,738,344**	**$36,728,981**	**$30,541,367**	**$30,541,367**	**$173,692,356**

Revenue

1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2023 - 2024 Actual Value	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	Total
(1) Non-exempt property assessed valuation		$24,929,924,768	$25,428,523,263	$25,937,093,728	$26,455,835,603	$26,984,952,315	$129,736,329,677
(2) The Millage projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		$41,882,274	$42,719,919	$43,574,317	$44,445,804	$45,334,720	$217,957,034
(4) Value of the portion of the 1.50 -Mill ACTUALLY levied	370	$35,899,092	$36,617,073	$37,349,415	$38,096,403	$38,858,331	$186,820,314
(5) Difference of lines (3) and (4)		$5,983,182	$6,102,846	$6,224,902	$6,349,401	$6,476,389	$31,136,720

PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2023 - 2024 Actual Budget	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	Total
PECO New Construction	340	$1,400,852	$1,428,869	$1,457,446	$1,486,595	$1,516,327	$7,290,089
PECO Maintenance Expenditures		$0	$0	$0	$0	$0	$0
		$1,400,852	**$1,428,869**	**$1,457,446**	**$1,486,595**	**$1,516,327**	**$7,290,089**

CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2023 - 2024 Actual Budget	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	Total
CO & DS Cash Flow-through Distributed	360	$1,261,661	$1,261,661	$1,261,661	$1,261,661	$1,261,661	$6,308,305
CO & DS Interest on Undistributed CO	360	$20,201	$20,201	$20,201	$20,201	$20,201	$101,005
		$1,281,862	**$1,281,862**	**$1,281,862**	**$1,281,862**	**$1,281,862**	**$6,409,310**

Fair Share Revenue Source

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.

Nothing reported for this section.

Sales Surtax Referendum

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2022 - 2023? No

Additional Revenue Source

Any additional revenue sources

Item	2023 - 2024 Actual Value	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	Total
Proceeds from a s.1011.14/15 F.S. Loans	$0	$0	$0	$0	$0	$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	$0	$0	$0	$0	$0	$0
Proceeds from Special Act Bonds	$0	$0	$0	$0	$0	$0
Estimated Revenue from CO & DS Bond Sale	$0	$0	$0	$0	$0	$0
Proceeds from Voted Capital Improvements millage	$0	$0	$0	$0	$0	$0
Other Revenue for Other Capital Projects	$0	$0	$0	$0	$0	$0
Proceeds from 1/2 cent sales surtax authorized by school board	$30,674,234	$31,287,718	$31,913,473	$32,551,742	$33,020,777	$159,447,944
Proceeds from local governmental infrastructure sales surtax	$0	$0	$0	$0	$0	$0
Proceeds from Certificates of Participation (COP's) Sale	$0	$0	$0	$0	$0	$0

Classrooms First Bond proceeds amount authorized in FY 1997-98	$0	$0	$0	$0	$0	$0
Classrooms for Kids	$0	$0	$0	$0	$0	$0
District Equity Recognition	$0	$0	$0	$0	$0	$0
Federal Grants	$0	$0	$0	$0	$0	$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	$0	$0	$0	$0	$0	$0
Impact fees received	$0	$0	$0	$0	$0	$0
Private donations	$0	$0	$0	$0	$0	$0
Grants from local governments or not-for-profit organizations	$0	$0	$0	$0	$0	$0
Interest, Including Profit On Investment	$0	$0	$0	$0	$0	$0
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	$0	$0	$0	$0	$0	$0
Total Fund Balance Carried Forward	$15,142,621	$9,691,372	$7,369,909	$5,063,919	$5,555,386	$42,823,207
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
Special Facilities Construction Account	$0	$0	$0	$0	$0	$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
Subtotal	**$45,816,855**	**$40,979,090**	**$39,283,382**	**$37,615,661**	**$38,576,163**	**$202,271,151**

Total Revenue Summary

Item Name	2023 - 2024 Budget	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	$35,899,092	$36,617,073	$37,349,415	$38,096,403	$38,858,331	$186,820,314
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	($39,142,297)	($36,738,344)	($36,728,981)	($30,541,367)	($30,541,367)	($173,692,356)
PECO Maintenance Revenue	$0	$0	$0	$0	$0	$0
Available 1.50 Mill for New Construction	**($3,243,205)**	**($121,271)**	**$620,434**	**$7,555,036**	**$8,316,964**	**$13,127,958**

Item Name	2023 - 2024 Budget	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	Five Year Total
CO & DS Revenue	$1,281,862	$1,281,862	$1,281,862	$1,281,862	$1,281,862	$6,409,310
PECO New Construction Revenue	$1,400,852	$1,428,869	$1,457,446	$1,486,595	$1,516,327	$7,290,089

Other/Additional Revenue	$45,816,855	$40,979,090	$39,283,382	$37,615,661	$38,576,163	$202,271,151
Total Additional Revenue	**$48,499,569**	**$43,689,821**	**$42,022,690**	**$40,384,118**	**$41,374,352**	**$215,970,550**
Total Available Revenue	**$45,256,364**	**$43,568,550**	**$42,643,124**	**$47,939,154**	**$49,691,316**	**$229,098,508**

Project Schedules

Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Project Description	Location		2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	Total	Funded
Renovate/Remodel to close in pods and add additional classrooms - includes sprinkling buildings and re-roof	WALTER T MOORE JR ELEMENTARY	Planned Cost:	$0	$4,500,000	$0	$0	$0	$4,500,000	No
		Student Stations:	0	66	0	0	0	66	
		Total Classrooms:	0	2	0	0	0	2	
		Gross Sq Ft:	0	2,862	0	0	0	2,862	
New Wing - 10 classrooms	AUGUSTA RAA MIDDLE	Planned Cost:	$0	$0	$15,000,000	$14,000,000	$12,000,000	$41,000,000	Yes
		Student Stations:	0	0	220	0	0	220	
		Total Classrooms:	0	0	10	0	0	10	
		Gross Sq Ft:	0	0	15,000	0	0	15,000	
New Construction, Remodel and Renovation	ELIZABETH COBB MIDDLE	Planned Cost:	$0	$0	$0	$14,000,000	$10,000,000	$24,000,000	Yes
		Student Stations:	0	0	0	132	0	132	
		Total Classrooms:	0	0	0	6	0	6	
		Gross Sq Ft:	0	0	0	12,858	0	12,858	

New Building - 15 classrooms - to Replace buildings 2 & 4 and increase the number of classrooms - Demolish building 2 & 4 Remodel and Renovate Gym	GRIFFIN MIDDLE	Planned Cost:	$0	$0	$12,000,000	$0	$0	$12,000,000	Yes
		Student Stations:	88	0	0	0	0	88	
		Total Classrooms:	4	0	0	0	0	4	
		Gross Sq Ft:	30,000	0	0	0	0	30,000	
New Office and Classroom Wing and new Gym	WOODVILLE SCHOOL	Planned Cost:	$0	$12,000,000	$0	$0	$0	$12,000,000	No
		Student Stations:	0	286	0	0	0	286	
		Total Classrooms:	0	2	60	0	0	62	
		Gross Sq Ft:	0	29,502	0	0	0	29,502	

Planned Cost:	**$0**	**$16,500,000**	**$27,000,000**	**$28,000,000**	**$22,000,000**	**$93,500,000**
Student Stations:	**88**	**352**	**220**	**132**	**0**	**792**
Total Classrooms:	**4**	**4**	**70**	**6**	**0**	**84**
Gross Sq Ft:	**30,000**	**32,364**	**15,000**	**12,858**	**0**	**90,222**

Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2023 - 2024 Actual Budget	2024 - 2025 Projected	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	Total	Funded
Remodel buildings 1 & 8	GILCHRIST ELEMENTARY	$0	$1,111,120	$0	$0	$0	$1,111,120	Yes
MS Enterprise Agreement	TECHNOLOGY AND INFORMATION SERVICES	$2,300,000	$2,300,000	$2,300,000	$2,300,000	$2,300,000	$11,500,000	Yes
Upgrade core switches; upgrade wireless access points	TECHNOLOGY AND INFORMATION SERVICES	$2,500,000	$2,500,000	$2,500,000	$2,500,000	$2,500,000	$12,500,000	Yes
Site Improvement	APALACHEE ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	No
Site Improvement	ASTORIA PARK ELEMENTARY	$0	$200,000	$0	$0	$0	$200,000	Yes
Site Improvement	BOND ELEMENTARY SCHOOL	$0	$0	$0	$114,974	$0	$114,974	No
Renovate Bldgs 1, 2, 3, 4, 6, 7	BUCK LAKE ELEMENTARY	$0	$0	$0	$10,834,242	$0	$10,834,242	No
Renovate Buildings 1-7	CHAIRES ELEMENTARY	$0	$0	$0	$11,635,194	$0	$11,635,194	No
Bldgs 2, 3, 4, 6 and 7 - Renovation	DEERLAKE MIDDLE	$0	$0	$0	$4,000,000	$0	$4,000,000	No
Cafeteria/Kitchen	FRANK HARTSFIELD ELEMENTARY	$3,000,000	$0	$0	$0	$0	$3,000,000	Yes

Site Improvement	JOHN C RILEY ELEMENTARY	$0	$100,000	$0	$0	$0	$100,000	Yes
Renovate Bldgs 1, 2, 9, 10, 11 and 12	JOHN C RILEY ELEMENTARY	$0	$0	$0	$5,720,376	$0	$5,720,376	No
Renovate Bldgs 1, 3 and 4	KATE SULLIVAN ELEMENTARY	$0	$0	$5,000,000	$2,824,625	$6,919,612	$14,744,237	No
Renovate Bldgs 1, 2, 3, 5, 6, 7 and 8	LAWTON M CHILES SENIOR HIGH	$0	$0	$0	$14,000,000	$0	$14,000,000	No
Renovate Bldgs 1, 2, 3, 4, 5, 6 and 8	OAK RIDGE ELEMENTARY	$0	$0	$0	$11,939,154	$0	$11,939,154	Yes
Site Improvement	PINEVIEW ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	Yes
Renovate Bldgs 1, 2, 4 and 5	PINEVIEW ELEMENTARY	$0	$0	$0	$0	$7,740,006	$7,740,006	No
Renovate Bldgs 1-4	ROBERTS ELEMENTARY	$0	$0	$0	$12,397,230	$0	$12,397,230	No
Renovate Campus	SPRINGWOOD ELEMENTARY	$0	$0	$0	$11,848,818	$0	$11,848,818	No
Site Improvement	SWIFT CREEK MIDDLE	$0	$0	$0	$200,000	$0	$200,000	No
Renovate Bldgs 2, 3, 4, 5, 6, 7 and 8	SWIFT CREEK MIDDLE	$0	$0	$0	$12,653,625	$0	$12,653,625	No
Renovate Buildings 1 & 2	WOODVILLE SCHOOL	$0	$5,727,150	$0	$0	$0	$5,727,150	Yes
Site Improvement	OAK RIDGE ELEMENTARY	$0	$0	$100,000	$0	$0	$100,000	No
Site Improvement	AMOS P GODBY SENIOR HIGH	$0	$200,000	$0	$0	$0	$200,000	Yes
Site Improvement	LILLIAN RUEDIGER ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	No
Site Improvement	CANOPY OAKS ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	No
Site Improvement	LAWTON M CHILES SENIOR HIGH	$0	$0	$0	$100,000	$0	$100,000	No
Renovate Bldgs 1, 2, 3, 4, 5, 6 and 9	KILLEARN LAKES ELEMENTARY	$0	$0	$5,000,000	$0	$0	$5,000,000	No
Site Improvement	AUGUSTA RAA MIDDLE	$0	$100,000	$0	$0	$0	$100,000	Yes
Site Improvement/Parking	BUCK LAKE ELEMENTARY	$0	$200,000	$0	$0	$0	$200,000	Yes
Site Improvement	DEERLAKE MIDDLE	$0	$0	$0	$100,000	$0	$100,000	No
Site Improvement	DESOTO TRAIL ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	No
Site Improvement	ELIZABETH COBB MIDDLE	$0	$100,000	$0	$0	$0	$100,000	Yes
Renovate Site	FOOD SERVICES FACILITY	$0	$0	$0	$7,000,000	$0	$7,000,000	No
Site Improvement	FRANK R NIMS MIDDLE	$0	$100,000	$0	$0	$0	$100,000	Yes
Site Improvement	GRIFFIN MIDDLE	$0	$0	$0	$100,000	$0	$100,000	Yes
Site Improvement	HAWKS RISE ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	No
Site Improvement	KATE SULLIVAN ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	No
Site Improvement	KILLEARN LAKES ELEMENTARY	$0	$0	$100,000	$0	$0	$100,000	No
Site Improvement	LINCOLN SENIOR HIGH	$0	$0	$100,000	$0	$0	$100,000	No

Site Improvement	MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER	$0	$0	$0	$100,000	$0	$100,000	No
Site Improvement	MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD	$0	$0	$100,000	$0	$0	$100,000	No
Site Improvement	ROBERTS ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	No
Site Improvement	SABAL PALM ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	No
Renovate Buildings 1, 2, 4, 5, and 6	SABAL PALM ELEMENTARY	$0	$0	$0	$3,632,988	$0	$3,632,988	No
Renovate Buildings 2-5	SEALEY ELEMENTARY	$0	$0	$2,326,818	$0	$0	$2,326,818	No
Site Improvement	WILLIAM J MONTFORD III MIDDLE SCHOOL	$0	$0	$0	$100,000	$0	$100,000	No
Renovate/Remodel Building 7	LEON SENIOR HIGH	$9,500,000	$0	$0	$0	$0	$9,500,000	Yes
Site Expansion - 6 acres	LEON SENIOR HIGH	$0	$0	$0	$2,000,000	$0	$2,000,000	No
Expand Site 10 acres	JAMES RICKARDS SENIOR HIGH	$0	$0	$0	$1,500,000	$0	$1,500,000	No
Expand Site 15 acres	LAWTON M CHILES SENIOR HIGH	$0	$0	$0	$1,000,000	$0	$1,000,000	No
Renovate/Remodel Building 1	LEON SENIOR HIGH	$0	$4,000,000	$0	$0	$0	$4,000,000	Yes
Expand Site - 2 acres	FRANK HARTSFIELD ELEMENTARY	$0	$0	$0	$750,000	$0	$750,000	No
Contingency	Location not specified	$2,956,364	$0	$0	$0	$0	$2,956,364	Yes
Expand Site 2 acres	KATE SULLIVAN ELEMENTARY	$0	$0	$0	$1,000,000	$0	$1,000,000	No
Expand Site 17 acres	MAIN TRANSPORTATION FACILITY	$0	$0	$0	$1,000,000	$0	$1,000,000	No
Expand and Remodel office	SWIFT CREEK MIDDLE	$0	$0	$0	$1,700,000	$0	$1,700,000	No
Remodel/Expand Dining - Building 8	JOHN C RILEY ELEMENTARY	$0	$0	$5,516,306	$0	$0	$5,516,306	No
Re-roof Buildings DW	Location not specified	$0	$3,000,000	$3,000,000	$3,000,000	$3,000,000	$12,000,000	Yes
Renovate	AMOS P GODBY SENIOR HIGH	$0	$0	$0	$6,000,000	$0	$6,000,000	No
Bldgs 1, 2, 3, 4, 6 and 7 - Renovate	DESOTO TRAIL ELEMENTARY	$0	$0	$5,000,000	$6,217,606	$0	$11,217,606	No
Renovate Bldgs 3 and 5	LINCOLN SENIOR HIGH	$0	$0	$0	$3,977,688	$0	$3,977,688	No
Renovate Campus	FORT BRADEN SCHOOL (NEW)	$0	$0	$6,000,000	$6,275,835	$0	$12,275,835	No
Project description not specified	Location not specified	$0	$0	$0	$0	$0	$0	No
Site Improvement	LEON SENIOR HIGH	$0	$0	$0	$100,000	$0	$100,000	No
Re-roof Building 4	LEON SENIOR HIGH	$0	$0	$0	$1,000,000	$0	$1,000,000	No
Re-roof buildings	SABAL PALM ELEMENTARY	$0	$0	$2,000,000	$2,000,000	$0	$4,000,000	No
Replace Gym	AUGUSTA RAA MIDDLE	$0	$0	$5,000,000	$0	$0	$5,000,000	Yes
Replace Gym and Cafeteria	GRIFFIN MIDDLE	$12,500,000	$15,000,000	$0	$0	$0	$27,500,000	Yes
Renovate Buildings 1, 2, 3, 4, 5 and 6.	CANOPY OAKS ELEMENTARY	$0	$0	$0	$0	$4,979,362	$4,979,362	No

New Cafeteria - remodel existing cafeteria - Gym	FRANK R NIMS MIDDLE	$12,500,000	$3,000,000	$0	$0	$0	$15,500,000	Yes
Remodel/Renovate campus	ELIZABETH COBB MIDDLE	$0	$0	$2,843,124	$0	$19,891,316	$22,734,440	Yes
New Construction - Multipurpose (Dining)	APALACHEE ELEMENTARY	$0	$0	$0	$0	$868,180	$868,180	No
Renovate Buildings 1 and 2	ASTORIA PARK ELEMENTARY	$0	$0	$0	$7,809,972	$0	$7,809,972	No
New Covered Play Area	CANOPY OAKS ELEMENTARY	$0	$0	$0	$1,108,465	$0	$1,108,465	No
New Covered Play Area	CHAIRES ELEMENTARY	$0	$0	$0	$894,740	$0	$894,740	No
Site improvement	CHAIRES ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	No
New Covered Play Area	DESOTO TRAIL ELEMENTARY	$0	$0	$0	$734,135	$0	$734,135	No
Site improvement/parking	FORT BRADEN SCHOOL (NEW)	$0	$0	$200,000	$0	$0	$200,000	No
Renovate Buildings 9, 10, 11, 12 and 16	FRANK HARTSFIELD ELEMENTARY	$0	$0	$0	$4,547,100	$0	$4,547,100	No
Remodel Buildings 1, 3, 4, 7, 8	FRANK R NIMS MIDDLE	$0	$0	$0	$1,501,180	$0	$1,501,180	No
Renovate buildings 4, 8, 9	FRANK R NIMS MIDDLE	$0	$0	$0	$3,848,916	$0	$3,848,916	No
Remodel buildings portions of Buildings 1 & 5	GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	$0	$600,000	$0	$0	$0	$600,000	Yes
Renovate buildings1, 3, 4, 5, 6, 7, 13, 14, & 15	GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	$0	$0	$5,000,000	$6,855,129	$0	$11,855,129	No
Site development - for PE	GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	$0	$0	$500,000	$0	$0	$500,000	No
New gym	GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	$0	$0	$0	$1,413,460	$0	$1,413,460	No
Renovate buildings 9, 10 and 12	GRIFFIN MIDDLE	$0	$0	$0	$3,809,925	$0	$3,809,925	No
Remodel buildings 2, 3, 4, 5, 12 and 16	FRANK HARTSFIELD ELEMENTARY	$0	$0	$0	$3,365,008	$0	$3,365,008	No
Remodel building 1 office	HAWKS RISE ELEMENTARY	$0	$0	$0	$134,368	$0	$134,368	No
Renovate buildings 1 & 2	HAWKS RISE ELEMENTARY	$0	$0	$0	$11,832,672	$0	$11,832,672	No
New covered play area	HAWKS RISE ELEMENTARY	$0	$977,740	$0	$0	$0	$977,740	Yes
Renovate buildings 12, 20 and 21	JAMES RICKARDS SENIOR HIGH	$0	$0	$0	$4,738,591	$0	$4,738,591	No
Renovate buildings 1, 2, 3, 5, 6 7, 8 and 9	LAWTON M CHILES SENIOR HIGH	$0	$0	$0	$38,507,755	$0	$38,507,755	No
Renovate buildings 2 & 3	LEON SENIOR HIGH	$0	$0	$0	$6,000,000	$0	$6,000,000	No
New industrial lab	LEWIS M LIVELY TECHNICAL CENTER	$0	$0	$0	$731,800	$0	$731,800	No
Remodel buildings 4 and 10	LEWIS M LIVELY TECHNICAL CENTER	$0	$0	$0	$2,100,000	$0	$2,100,000	No
Renovate buildings 1, 2, 3, 7, 8, 9, 10 and 14	LEWIS M LIVELY TECHNICAL CENTER	$0	$0	$0	$0	$34,099,208	$34,099,208	No
Renovate buildings 1, 9, 10, 11, 12, 13	LILLIAN RUEDIGER ELEMENTARY	$0	$0	$0	$4,153,524	$0	$4,153,524	No

Site development	MAIN TRANSPORTATION FACILITY	$0	$0	$0	$3,000,000	$0	$3,000,000	No
Remodel buildings 1, 3 & 4	ROBERTS ELEMENTARY	$0	$0	$0	$1,885,696	$0	$1,885,696	No
Expand covered play area and multipurpose dining	ROBERTS ELEMENTARY	$0	$1,113,860	$0	$0	$0	$1,113,860	Yes
Remodel buildings 1, 3 and 8	SABAL PALM ELEMENTARY	$0	$0	$0	$896,240	$0	$896,240	No
Site improvement	SEALEY ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	No
new covered play area	SEALEY ELEMENTARY	$0	$329,925	$0	$0	$0	$329,925	Yes
Site improvement	SPRINGWOOD ELEMENTARY	$0	$0	$0	$100,000	$0	$100,000	No
New covered play area	SPRINGWOOD ELEMENTARY	$0	$894,740	$0	$0	$0	$894,740	Yes
New Covered Play Area	WALTER T MOORE JR ELEMENTARY	$0	$714,015	$0	$0	$0	$714,015	Yes
Site Improvement	WALTER T MOORE JR ELEMENTARY	$0	$100,000	$0	$0	$0	$100,000	Yes
Remodel Building 3	WOODVILLE SCHOOL	$0	$0	$0	$538,834	$0	$538,834	No
Add new northside transportation compound behind Chiles	MAIN TRANSPORTATION FACILITY	$0	$1,000,000	$0	$0	$0	$1,000,000	Yes
Covered Play Area	PINEVIEW ELEMENTARY	$0	$200,000	$0	$0	$0	$200,000	Yes
		$45,256,364	**$43,568,550**	**$52,586,248**	**$263,229,865**	**$82,297,684**	**$486,938,711**	

Additional Project Schedules

Any projects that are not identified in the last approved educational plant survey.

Nothing reported for this section.

Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

Tracking

Capacity Tracking

LEON COUNTY SCHOOL DISTRICT **2023 - 2024 Work Plan**

Location	2023 - 2024 Satis. Stu. Sta.	Actual 2023 - 2024 FISH Capacity	Actual 2022 - 2023 COFTE	# Class Rooms	Actual Average 2023 - 2024 Class Size	Actual 2023 - 2024 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2027 - 2028 COFTE	Projected 2027 - 2028 Utilization	Projected 2027 - 2028 Class Size
LEON SENIOR HIGH	1,918	1,822	1,860	76	24	102.00 %	0	0	1,892	104.00 %	25
KATE SULLIVAN ELEMENTARY	823	823	749	43	17	91.00 %	0	0	711	86.00 %	17
ELIZABETH COBB MIDDLE	1,044	939	760	46	17	81.00 %	0	0	746	79.00 %	16
FRANK HARTSFIELD ELEMENTARY	615	615	315	33	10	51.00 %	0	0	287	47.00 %	9
JAMES RICKARDS SENIOR HIGH	1,798	1,708	1,509	69	22	88.00 %	0	0	1,545	90.00 %	22
R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON	334	334	35	19	2	10.00 %	0	0	35	10.00 %	2
SABAL PALM ELEMENTARY	695	695	497	37	13	71.00 %	0	0	459	66.00 %	12
SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW)	564	423	373	23	16	88.00 %	0	0	409	97.00 %	18
LILLIAN RUEDIGER ELEMENTARY	553	553	482	30	16	87.00 %	0	0	454	82.00 %	15
AUGUSTA RAA MIDDLE	1,121	1,008	845	49	17	84.00 %	0	0	831	82.00 %	17
CHAIRES ELEMENTARY PRE-KINDERGARTEN	103	0	0	7	0	0.00 %	0	0	0	0.00 %	0
WOODVILLE SCHOOL	553	497	487	30	16	98.00 %	0	0	449	90.00 %	15
AMOS P GODBY SENIOR HIGH	1,769	1,680	1,385	73	19	82.00 %	0	0	1,421	85.00 %	19
OAK RIDGE ELEMENTARY	695	695	435	37	12	63.00 %	0	0	407	59.00 %	11
SAIL (OLD)	0	0	0	0	0	0.00 %	0	0	0	0.00 %	0
GRIFFIN MIDDLE	873	785	535	37	14	68.00 %	0	0	530	68.00 %	14
JOHN C RILEY ELEMENTARY	613	613	529	32	17	86.00 %	0	0	501	82.00 %	16
FRANK R NIMS MIDDLE	1,057	951	604	45	13	64.00 %	0	0	590	62.00 %	13
PINEVIEW ELEMENTARY	667	667	374	37	10	56.00 %	0	0	346	52.00 %	9
LEWIS M LIVELY TECHNICAL CENTER	1,367	1,640	90	83	1	5.00 %	0	0	86	5.00 %	1
GILCHRIST ELEMENTARY	941	941	872	50	17	93.00 %	0	0	809	86.00 %	16
BELLE VUE MIDDLE	913	0	0	41	0	0.00 %	0	0	0	0.00 %	0
ASTORIA PARK ELEMENTARY	627	627	519	33	16	83.00 %	0	0	479	76.00 %	15
GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	351	351	104	34	3	30.00 %	0	0	100	28.00 %	3
WALTER T MOORE JR ELEMENTARY	717	717	589	38	16	82.00 %	0	0	551	77.00 %	15
SEALEY ELEMENTARY	568	568	409	30	14	72.00 %	0	0	395	70.00 %	13

APALACHEE ELEMENTARY	618	618	539	33	16	87.00 %	0	0	511	83.00 %	15
FAIRVIEW MIDDLE	1,018	916	749	44	17	82.00 %	0	0	735	80.00 %	17
P A C E CENTER (old)	0	0	0	0	0	0.00 %	0	0	0	0.00 %	0
KILLEARN LAKES ELEMENTARY	959	959	774	51	15	81.00 %	0	0	716	75.00 %	14
CHAIRES ELEMENTARY	599	599	478	33	14	80.00 %	0	0	450	75.00 %	14
SPRINGWOOD ELEMENTARY	599	599	423	33	13	71.00 %	0	0	449	75.00 %	14
DESOTO TRAIL ELEMENTARY	761	761	649	40	16	85.00 %	0	0	621	82.00 %	16
BUCK LAKE ELEMENTARY	779	779	728	41	18	93.00 %	0	0	700	90.00 %	17
DEERLAKE MIDDLE	1,293	1,163	893	55	16	77.00 %	0	0	879	76.00 %	16
FORT BRADEN SCHOOL (NEW)	917	825	648	43	15	78.00 %	0	0	610	74.00 %	14
LINCOLN SENIOR HIGH	2,159	2,051	1,787	91	20	87.00 %	0	0	1,823	89.00 %	20
LIVELY TECHNICAL COLLEGE EAST CAMPUS	232	232	18	11	2	8.00 %	0	0	18	8.00 %	2
HAWKS RISE ELEMENTARY	910	910	802	48	17	88.00 %	0	0	749	82.00 %	16
LAWTON M CHILES SENIOR HIGH	1,987	1,887	1,858	81	23	98.00 %	0	0	1,893	100.00 %	23
SWIFT CREEK MIDDLE	995	895	768	45	17	86.00 %	0	0	763	85.00 %	17
CANOPY OAKS ELEMENTARY	742	742	634	39	16	85.00 %	0	0	584	79.00 %	15
ROBERTS ELEMENTARY	980	980	866	53	16	88.00 %	0	0	808	82.00 %	15
MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER	428	428	234	21	11	55.00 %	0	0	226	53.00 %	11
BOND ELEMENTARY SCHOOL	790	790	543	42	13	69.00 %	0	0	515	65.00 %	12
MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD	885	885	655	48	14	74.00 %	0	0	617	70.00 %	13
WILLIAM J MONTFORD III MIDDLE SCHOOL	1,164	1,047	913	51	18	87.00 %	0	0	473	45.00 %	9
	40,094	**37,718**	**29,314**	**1,935**	**15**	**77.72 %**	**0**	**0**	**28,173**	**74.69 %**	**15**

The COFTE Projected Total (28,173) for 2027 - 2028 must match the Official Forecasted COFTE Total (28,173) for 2027 - 2028 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2027 - 2028	
Elementary (PK-3)	8,652
Middle (4-8)	10,538
High (9-12)	8,983
	28,173

Grade Level Type	Balanced Projected COFTE for 2027 - 2028
Elementary (PK-3)	0
Middle (4-8)	0

Posted April 1, 2024.

High (9-12)	0
	28,173

Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	Year 5 Total
Total Relocatable Replacements:	**0**	**0**	**0**	**0**	**0**	**0**

Charter Schools Tracking

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	Student Stations	Students Enrolled	Years in Contract	Total Charter Students projected for 2027 - 2028
Arts and Sciences - Thomasville Rd	24	PRIVATE	1999	462	461	3	462
Governor's Charter Academy	51	PRIVATE	2012	1,145	229	4	800
School of Arts and Sciences at the Centre	30	PRIVATE	2015	450	448	6	450
Tallahassee School of Math and Science	31	PRIVATE	2015	600	575	7	600
Tallahassee Classical	43	PRIVATE	2020	1,200	421	2	1,100
	179			**3,857**	**2,134**		**3,412**

Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
FRANK R NIMS MIDDLE	Educational	0	6	0	0	0	6
PINEVIEW ELEMENTARY	Educational	2	0	0	0	0	2
SWIFT CREEK MIDDLE	Educational	0	2	0	0	0	2
HAWKS RISE ELEMENTARY	Educational	1	0	0	0	0	1
OAK RIDGE ELEMENTARY	Educational	3	0	0	0	0	3
FRANK HARTSFIELD ELEMENTARY	Educational	0	6	0	0	0	6
R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON	Educational	0	5	0	0	0	5
KILLEARN LAKES ELEMENTARY	Educational	1	0	0	0	0	1

SEALEY ELEMENTARY	Educational	1	0	0	0	0	1
Total Educational Classrooms:		**8**	**19**	**0**	**0**	**0**	**27**

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
JOHN C RILEY ELEMENTARY	Co-Teaching	1	2	0	2	1	6
PINEVIEW ELEMENTARY	Co-Teaching	5	0	0	3	0	8
GILCHRIST ELEMENTARY	Co-Teaching	0	0	0	8	0	8
LAWTON M CHILES SENIOR HIGH	Co-Teaching	0	0	2	0	0	2
CANOPY OAKS ELEMENTARY	Co-Teaching	2	0	0	7	0	9
ROBERTS ELEMENTARY	Co-Teaching	0	0	0	5	7	12
HAWKS RISE ELEMENTARY	Co-Teaching	0	0	0	4	0	4
OAK RIDGE ELEMENTARY	Co-Teaching	4	0	0	4	0	8
LILLIAN RUEDIGER ELEMENTARY	Co-Teaching	0	0	0	2	0	2
AUGUSTA RAA MIDDLE	Co-Teaching	0	1	0	0	0	1
KATE SULLIVAN ELEMENTARY	Co-Teaching	1	0	0	5	0	6
FRANK HARTSFIELD ELEMENTARY	Co-Teaching	0	0	0	6	1	7
SABAL PALM ELEMENTARY	Co-Teaching	0	0	0	4	0	4
BOND ELEMENTARY SCHOOL	Co-Teaching	0	1	0	0	0	1
FORT BRADEN SCHOOL (NEW)	Co-Teaching	2	2	0	2	0	6
MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER	Co-Teaching	0	1	0	2	0	3
KILLEARN LAKES ELEMENTARY	Co-Teaching	3	2	0	4	0	9
CHAIRES ELEMENTARY	Co-Teaching	1	4	0	5	0	10
SPRINGWOOD ELEMENTARY	Co-Teaching	0	0	0	4	0	4
DESOTO TRAIL ELEMENTARY	Co-Teaching	0	0	0	0	9	9
BUCK LAKE ELEMENTARY	Co-Teaching	1	1	0	2	0	4
ASTORIA PARK ELEMENTARY	Co-Teaching	0	0	0	2	0	2
WALTER T MOORE JR ELEMENTARY	Co-Teaching	0	0	0	4	0	4
SEALEY ELEMENTARY	Co-Teaching	0	0	0	4	0	4
APALACHEE ELEMENTARY	Co-Teaching	0	0	0	4	0	4
Total Co-Teaching Classrooms:		**20**	**14**	**2**	**83**	**18**	**137**

Infrastructure Tracking

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

Not Specified

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

Not Specified

Consistent with Comp Plan? No

Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2022 - 2023 fiscal year.					List the net new classrooms to be added in the 2023 - 2024 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2023 - 2024 should match totals in Section 15A.			
Location	2022 - 2023 # Permanent	2022 - 2023 # Modular	2022 - 2023 # Relocatable	2022 - 2023 Total	2023 - 2024 # Permanent	2023 - 2024 # Modular	2023 - 2024 # Relocatable	2023 - 2024 Total
Elementary (PK-3)	4	0	0	4	0	0	0	0
Middle (4-8)	0	0	0	0	4	0	0	4
High (9-12)	0	0	0	0	0	0	0	0
	4	**0**	**0**	**4**	**4**	**0**	**0**	**4**

Relocatable Student Stations

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Average
SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW)	0	0	0	0	0	0
LILLIAN RUEDIGER ELEMENTARY	0	0	0	0	0	0
AUGUSTA RAA MIDDLE	22	22	0	0	0	9
CHAIRES ELEMENTARY PRE-KINDERGARTEN	0	0	0	0	0	0
WOODVILLE SCHOOL	0	0	0	0	0	0
KATE SULLIVAN ELEMENTARY	0	0	0	0	0	0
ELIZABETH COBB MIDDLE	0	0	0	0	0	0
FRANK HARTSFIELD ELEMENTARY	0	0	0	0	0	0
JAMES RICKARDS SENIOR HIGH	0	0	0	0	0	0
R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON	0	0	0	0	0	0
SABAL PALM ELEMENTARY	0	0	0	0	0	0
BOND ELEMENTARY SCHOOL	0	0	0	0	0	0
LEON SENIOR HIGH	0	0	0	0	0	0

DEERLAKE MIDDLE	0	0	0	0	0	0
FORT BRADEN SCHOOL (NEW)	0	0	0	0	0	0
LINCOLN SENIOR HIGH	0	0	0	0	0	0
MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER	0	0	0	0	0	0
P A C E CENTER (old)	0	0	0	0	0	0
KILLEARN LAKES ELEMENTARY	0	0	0	0	0	0
CHAIRES ELEMENTARY	0	0	0	0	0	0
SPRINGWOOD ELEMENTARY	0	0	0	0	0	0
DESOTO TRAIL ELEMENTARY	0	0	0	0	0	0
BUCK LAKE ELEMENTARY	0	0	0	0	0	0
ASTORIA PARK ELEMENTARY	0	0	0	0	0	0
GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	0	0	0	0	0	0
WALTER T MOORE JR ELEMENTARY	0	0	0	0	0	0
SEALEY ELEMENTARY	0	0	0	0	0	0
APALACHEE ELEMENTARY	0	0	0	0	0	0
FAIRVIEW MIDDLE	0	0	0	0	0	0
MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD	0	0	0	0	0	0
WILLIAM J MONTFORD III MIDDLE SCHOOL	0	0	0	0	0	0
JOHN C RILEY ELEMENTARY	0	0	0	0	0	0
FRANK R NIMS MIDDLE	0	0	0	0	0	0
PINEVIEW ELEMENTARY	0	0	0	0	0	0
LEWIS M LIVELY TECHNICAL CENTER	0	0	0	0	0	0
GILCHRIST ELEMENTARY	0	0	0	0	0	0
LAWTON M CHILES SENIOR HIGH	0	0	0	0	0	0
SWIFT CREEK MIDDLE	0	0	0	0	0	0
CANOPY OAKS ELEMENTARY	0	0	0	0	0	0
ROBERTS ELEMENTARY	0	0	0	0	0	0
LIVELY TECHNICAL COLLEGE EAST CAMPUS	0	0	0	0	0	0
HAWKS RISE ELEMENTARY	0	0	0	0	0	0
AMOS P GODBY SENIOR HIGH	0	0	0	0	0	0
OAK RIDGE ELEMENTARY	0	0	0	0	0	0
SAIL (OLD)	0	0	0	0	0	0
GRIFFIN MIDDLE	0	0	0	0	0	0
BELLE VUE MIDDLE	0	0	0	0	0	0

Totals for LEON COUNTY SCHOOL DISTRICT						
Total students in relocatables by year.	22	22	0	0	0	9
Total number of COFTE students projected by year.	29,230	29,115	28,908	28,511	28,173	28,787
Percent in relocatables by year.	0 %	0 %	0 %	0 %	0 %	0 %

Leased Facilities Tracking

Exising leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2023 - 2024	FISH Student Stations	Owner	# of Leased Classrooms 2027 - 2028	FISH Student Stations
LEON SENIOR HIGH	0	0		0	0
KATE SULLIVAN ELEMENTARY	0	0		0	0
ELIZABETH COBB MIDDLE	0	0		0	0
FRANK HARTSFIELD ELEMENTARY	0	0		0	0
JAMES RICKARDS SENIOR HIGH	0	0		0	0
R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON	0	0		0	0
SABAL PALM ELEMENTARY	0	0		0	0
SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW)	0	0		0	0
LILLIAN RUEDIGER ELEMENTARY	0	0		0	0
AUGUSTA RAA MIDDLE	0	0		0	0
CHAIRES ELEMENTARY PRE-KINDERGARTEN	0	0		0	0
WOODVILLE SCHOOL	0	0		0	0
AMOS P GODBY SENIOR HIGH	0	0		0	0
OAK RIDGE ELEMENTARY	0	0		0	0
SAIL (OLD)	0	0		0	0
GRIFFIN MIDDLE	0	0		0	0
JOHN C RILEY ELEMENTARY	0	0		0	0
FRANK R NIMS MIDDLE	0	0		0	0
PINEVIEW ELEMENTARY	0	0		0	0
LEWIS M LIVELY TECHNICAL CENTER	0	0		0	0
GILCHRIST ELEMENTARY	0	0		0	0
BELLE VUE MIDDLE	0	0		0	0
ASTORIA PARK ELEMENTARY	0	0		0	0
GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	0	0		0	0
WALTER T MOORE JR ELEMENTARY	0	0		0	0

SEALEY ELEMENTARY	0	0		0	0
APALACHEE ELEMENTARY	0	0		0	0
FAIRVIEW MIDDLE	0	0		0	0
P A C E CENTER (old)	0	0		0	0
KILLEARN LAKES ELEMENTARY	0	0		0	0
CHAIRES ELEMENTARY	0	0		0	0
SPRINGWOOD ELEMENTARY	0	0		0	0
DESOTO TRAIL ELEMENTARY	0	0		0	0
BUCK LAKE ELEMENTARY	0	0		0	0
DEERLAKE MIDDLE	0	0		0	0
FORT BRADEN SCHOOL (NEW)	0	0		0	0
LINCOLN SENIOR HIGH	0	0		0	0
LIVELY TECHNICAL COLLEGE EAST CAMPUS	0	0		0	0
HAWKS RISE ELEMENTARY	0	0		0	0
LAWTON M CHILES SENIOR HIGH	0	0		0	0
SWIFT CREEK MIDDLE	0	0		0	0
CANOPY OAKS ELEMENTARY	0	0		0	0
ROBERTS ELEMENTARY	0	0		0	0
MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER	0	0		0	0
BOND ELEMENTARY SCHOOL	0	0		0	0
MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD	0	0		0	0
WILLIAM J MONTFORD III MIDDLE SCHOOL	0	0		0	0
	0	**0**		**0**	**0**

Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

Planning

Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

The current Educational Plant Survey for Leon District schools indicates that class size reduction targets can be achieved through a combination of new classroom construction at existing schools, promoting magnet programs at selected schools, and redistricting.

School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

Not Specified

Long Range Planning

Ten-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Ten-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Ten-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2022 - 2023 FISH Capacity	Actual 2022 - 2023 COFTE	Actual 2022 - 2023 Utilization	Actual 2023 - 2024 / 2032 - 2033 new Student Capacity to be added/removed	Projected 2032 - 2033 COFTE	Projected 2032 - 2033 Utilization
Elementary - District Totals	16,470	16,470	12,893.42	78.28 %	0	13,983	84.90 %

Middle - District Totals	10,035	9,026	7,201.40	79.78 %	0	6,251	69.26 %
High - District Totals	10,195	9,571	8,772.60	91.66 %	0	9,053	94.59 %
Other - ESE, etc	3,394	2,651	446.32	16.82 %	0	500	18.86 %
	40,094	**37,718**	**29,313.74**	**77.72 %**	**0**	**29,787**	**78.97 %**

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Ten-Year Infrastructure Planning

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 06 thru 10 out years (Section 28).

Nothing reported for this section.

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 06 thru 10 out years (Section 29).

Nothing reported for this section.

Twenty-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Twenty-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Twenty-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2022 - 2023 FISH Capacity	Actual 2022 - 2023 COFTE	Actual 2022 - 2023 Utilization	Actual 2023 - 2024 / 2042 - 2043 new Student Capacity to be added/removed	Projected 2042 - 2043 COFTE	Projected 2042 - 2043 Utilization
Elementary - District Totals	16,470	16,470	12,893.42	78.28 %	0	14,200	86.22 %
Middle - District Totals	10,035	9,026	7,201.40	79.78 %	0	6,500	72.01 %
High - District Totals	10,195	9,571	8,772.60	91.66 %	0	9,300	97.17 %
Other - ESE, etc	3,394	2,651	446.32	16.82 %	0	600	22.63 %
	40,094	**37,718**	**29,313.74**	**77.72 %**	**0**	**30,600**	**81.13 %**

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Twenty-Year Infrastructure Planning

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 11 thru 20 out years (Section 28).

Nothing reported for this section.

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 11 thru 20 out years (Section 29).

Nothing reported for this section.

NOTICE OF COMPREHENSIVE PLAN AMENDMENT PUBLIC HEARINGS

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, April 9, 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 ordinances entitled to wit and to consider transmittal of referenced text amendments:

CAPITAL IMPROVEMENTS SCHEDULE UPDATE

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS SCHEDULE OF THE CAPITAL IMPROVEMENTS ELEMENT OF THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

MAP AMENDMENT ADOPTION

At the above public hearing the Board of County Commissioners will take public comments on and consider adoption of the following Ordinances, which adopt the map amendments in this advertisement. The Ordinance titles are below.

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE FUTURE LAND USE MAP; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE

Requested Map Amendment: 2225 Orange Avenue

Reference Number: LMA2401

Applicant: Mortgage Investments of Tallahassee, LLC

Small Scale Map Amendment: This is a request to change the Future Land Use Map (FLUM) designation from Urban Residential 2 (UR-2) and High Intensity Urban Activity Center (AC) to High Intensity Urban Activity Center (AC) on 1.90 acres. The parcel is located on the south side of Orange Avenue, west of Capital Circle SE, near the intersection. *Rezoning Application*: A rezoning application will be processed concurrently with this amendment. A zoning change from Single Family Detached, Attached Two-Family Residential (R-3) and Activity Center (AC) to Activity Center (AC) will be requested to implement the proposed amendment to the Future Land Use Map.

REZONING

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE SINGLE FAMILY DETACHED, ATTACHED TWO-FAMILY RESIDENTIAL (R-3) TO THE ACTIVITY CENTER (AC) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning implements Comprehensive Plan map amendment LMA2401, above, which is proposed for adoption on April 9, 2024. The rezoning requests a change to the Official Zoning Map from the Single Family Detached, Attached Two-Family Residential (R-3) & Activity Center (AC) to Activity Center (AC) Zoning District.

TEXT AMENDMENTS TRANSMITTAL

Requested Text Amendment: HB 1379

Reference Number: TTA2024003

Applicant: Tallahassee-Leon County Planning Department

This is a proposed text amendment to Utilities Element Sanitary Sewer Objective 1.3[SS] and Policy 2.1.6[SS] to implement the sanitary sewer planning requirements of HB 1379.

Requested Text Amendment: Solar Facilities

Reference Number: TTA2024004

Applicant: Tallahassee-Leon County Planning Department

The proposed amendment would update Policy 2.2.20[L] of the Future Land Use Element to reflect statutory requirements for Solar Facilities.

Requested Text Amendment: Small-scale Future Land Use Map Amendments

Reference Number: TTA2024012

Applicant: Tallahassee-Leon County Planning Department

This is a proposed text amendment to Intergovernmental Coordination Element Policy 1.8.1[I], Comprehensive Plan Amendment Process, to allow applications for small-scale map amendments to be accepted throughout the year.

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, April 8, 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 Mathieu Cavell or Facilities Management, 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 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the Ordinance may be inspected as part of the agenda package on the County's 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.
Advertise: March 29, 2024

TD-39085847

Leon County
Board of County Commissioners

Notes for Agenda Item #21

Leon County Board of County Commissioners

Agenda Item #21

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider the Adoption of a Small-Scale Comprehensive Plan Map Amendment and Concurrent Rezoning at 2225 Orange Avenue

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 Laurel Harbin, Planning Director
Lead Staff/ Project Team:	Susan Poplin, Acting Administrator of Comprehensive Planning

Statement of Issue:

This item provides for the first and only public hearing on a proposed small-scale map amendment to the Tallahassee-Leon County Comprehensive Plan and a concurrent rezoning for approximately 1.9 acres located at 2225 Orange Avenue near the intersection of Orange Avenue and Capital Circle SE. The subject site is currently split by two land use designations (Activity Center and Urban Residential-2) and two zoning designations (Activity Center and R-3 Single-Family Detached, Attached Two-Family Residential). The proposed map amendment and concurrent rezoning would result in the subject site having one land use designation (Activity Center) and one zoning district (Activity Center).

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Provided on the following page.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1), thereby adopting the small-scale map amendment LMA2401 (2225 Orange Avenue) in unincorporated Leon County to the Tallahassee-Leon County 2030 Comprehensive Plan.

Option #2: Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #2) amending the Official Zoning Map to Change the Zoning Classification from the Single-Family Detached, Attached Two-Family Residential (R-3) and High Intensity Urban Activity Center (AC) to High Intensity Urban Activity Center (AC).

Report and Discussion

Background:

This item provides for the first and only public hearing on a proposed small-scale map amendment to the Tallahassee-Leon County Comprehensive Plan and a concurrent rezoning for approximately 1.9 acres located at 2225 Orange Avenue. The subject site is currently split by two land use designations and two zoning designations as described in the Analysis section. Having split land use and zoning on this site is a barrier to redevelopment of the site because the current land use and zoning designations allow different types of uses and different densities. The proposed map amendment and concurrent rezoning would result in the subject site having one land use designation and one zoning district, which would make redevelopment of the site more feasible. **The public hearing on the concurrent rezoning is quasi-judicial in nature.** More information regarding quasi-judicial hearings is provided in the Analysis section.

The Tallahassee-Leon County Comprehensive Plan (Comprehensive Plan) is a joint document adopted by both Leon County and the City of Tallahassee that includes goals, objectives, and policies intended to guide economic, social, physical, environmental, and fiscal development of the community over the next 20 to 30 years. The Comprehensive Plan also sets parameters for the Leon County and City of Tallahassee Land Development Codes (LDCs).

The Comprehensive Plan and LDCs direct how land development occurs. The land development process includes several phases including the initial idea or development concept, consistency with the comprehensive plan, consistency with zoning and land development code, the application of land development regulations through the development of a site plan and the site plan review process, and permitting and construction consistent with code and approved site plan.

The land development process sometimes results in requests to amend the Comprehensive Plan or apply a different zoning to a property. Map amendments to the Comprehensive Plan change the Land Use designation of the property on the Future Land Use Map (FLUM). These amendments must be consistent with the other goals, objectives, and policies in the Comprehensive Plan. Rezonings must be consistent with the Comprehensive Plan and the LDCs. Ultimately, land use and zoning establish the allowed uses on a property. Site plans must be consistent with the land use and zoning of the property. Development in turn must be consistent with an approved site plan.

Small-scale map amendments to the Comprehensive Plan involve 50 acres or fewer and only require one public hearing in accordance with Section 163.3187, Florida Statutes. Section 163.3184(12), Florida Statutes provides for zoning changes to be considered concurrently with Comprehensive Plan amendments.

The current amendment cycle includes one amendment to the Future Land Use Map for property located in unincorporated Leon County: the proposed LMA2401 small-scale map amendment for 2225 Orange Avenue and concurrent rezoning.

The complete schedule for the proposed small-scale map amendment is outlined below:

Comprehensive Plan Map Amendment Schedule:

Application Period	April 2023 – September 22, 2023
Public Open House	December 7, 2024
Local Planning Agency Workshop	January 17, 2024
Local Agency Public Hearing	February 6, 2024
County Adoption Hearing for the Small-Scale Map Amendment and Concurrent Rezoning	April 9, 2024
Effective Date (if approved and not challenged)	May 10, 2024

Notification for the proposed map amendment included direct mail notices to properties within 1,000 ft of the amendment, signage posted at the subject site, notices printed in the Tallahassee Democrat and Capital Outlook, email notices sent through the Planning Department's email subscription service, and postings on the 2024 Amendment Cycle website (https://www.talgov.com/place/pln-cp-2024). Planning staff held a public Open House on multiple proposed amendments (including several amendments proposed within City Limits) on December 7, 2023, with approximately 14 people in attendance. Staff provided an overview of the proposed amendments and informed the public of the different meetings related to the cycle, and how citizens can provide comments and remain engaged throughout the process.

The Local Planning Agency (LPA) Public Hearing for LMA2401 was held on February 6, 2024. The LPA found the proposed small-scale map amendment in unincorporated Leon County consistent with the Comprehensive Plan and recommended its approval to the Board. There were no public speakers on this proposed small-scale map amendment. No written public comments have been received for this proposed amendment.

The following Analysis section provides details on the proposed map amendment and concurrent rezoning.

Analysis:

This item provides for a public hearing on the following small-scale Comprehensive Plan map amendment and a concurrent rezoning for property located at 2225 Orange Avenue:

Proposed Small-Scale Map Amendment: LMA2401 – 2225 Orange Avenue

Applicant: Mortgage Investments of Tallahassee, LLC
Jurisdiction: Leon County

Synopsis: The proposed amendment would change the Future Land Use Map designation on an approximately 1.9-acre site located near the intersection of Orange Avenue and Capital Circle SE from Urban Residential-2 (UR-2) and High Intensity Urban Activity Center (AC) to High Intensity

Urban Activity Center (AC). The purpose of the proposed map amendment is to provide a single, uniform land use designation on a parcel that currently has a split land use and zoning. A rezoning application is being processed concurrently with this amendment. A zoning change from High Intensity Urban Activity Center (AC) and Single-Family Attached, Detached Two-Family Residential (R-3) to High Intensity Urban Activity Center (AC) is requested to implement the proposed small-scale comprehensive plan map amendment.

Site Location: The subject site is approximately 1.9 acres located at 2225 Orange Avenue, which is near the intersection of Orange Avenue and Capital Circle SE. The subject site is in unincorporated Leon County and within the Urban Services Area.

Existing Conditions: The subject site was previously developed with a single-family detached house and accessory structures, including three covered vehicle canopies and a shed. The residential structure and two of the covered vehicle canopies were demolished in 2021. The site is currently vacant except for one vehicle canopy and shed. The subject site is currently split by two land use designations (AC and UR-2) and two zoning designations (AC and R-3).

Current Allowable Development: Approximately half of the site is designated as UR-2 on the Future Land Use Map and has R-3 zoning. This land use and zoning allows residential development in the form of single-family detached housing, single-family attached housing (i.e., townhouses), and two-family dwellings (i.e., duplexes) up to 8 units per acre and allows for recreational facilities and community facilities. This portion of the site would allow up to approximately 7 residential units.

The other half of the site is designated as AC on the Future Land Use Map and has AC zoning. This land use and zoning allows multi-family residential development up to 45 units per acre as well as commercial, office, recreational, community service, and some light industrial uses. This portion of the site would allow up to approximately 42 residential units or various non-residential uses.

Proposed Small-Scale Map Amendment: The property owner has requested the proposed small-scale map amendment to change the land use designation on the Future Land Use Map from both UR-2 and AC to only AC to allow both non-residential uses and residential uses on the entire site. Having a single designation for the subject site would allow for more development potential, particularly given its location relative to the intersection of Orange Avenue and Capital Circle Southeast.

The proposed AC land use category is appropriate because the subject property is adjacent to an area currently designated AC that includes the HCA Florida (formerly Capital Regional Medical Center) at Southwood; and is located on an arterial roadway. Additionally, it is located adjacent to a newer 288-unit apartment complex on its western boundary and is bounded by a small area to the south that is a state government radio tower currently designed Government Operational (GO) on the FLUM. It is anticipated further development will occur around the intersection of Orange Avenue and Capital Circle Southeast based on the continued growth of this area of the community.

Rezoning Application: A rezoning application is being processed concurrently with this amendment. A zoning change from R-3 to AC has been requested to implement the proposed amendment to the Future Land Use Map. The purpose and intent of the AC zoning district is to provide for communitywide or regional commercial activities located in proximity to multi-family housing and office employment centers. This district is intended to provide large-scale commercial activities to serve the retail market of the region. The proposed AC zoning district is also intended to be in proximity to multi-family housing and office employment centers, and the proposed rezoning would achieve these intents.

Consistency with Comprehensive Plan

The proposed amendment is consistent with the following Goals, Objectives, and Policies of the Tallahassee-Leon County Comprehensive Plan:

- Policy 1.1.1: [L] requires new development to be concentrated in the urban service area in order to discourage urban sprawl. The subject area is within the urban service area.
- Policy 1.1.7 [L] requires higher density and mixed-use development and its ancillary activities shall be channeled into locations which have proper access to the existing transportation system; minimal environmental constraints; sufficient stormwater treatment capacity; compatible existing land use and readily available sewer and water infrastructure. The subject site meets these criteria.
- Policy 2.2.9 [L] provides for community-wide or regional commercial activities located in proximity to multi-family housing and office employment centers. The subject site is proximal to both.

Legal Considerations

The approval of the Small-Scale Map Amendment is legislative in nature; however, the concurrent rezoning is quasi-judicial. 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.

Summary of LMA 2401:

- Local Planning Agency recommendation on proposed amendment and rezoning: **Approve**
- Staff analysis of consistency with Comprehensive Plan: **Consistent**
- The staff report for this map amendment and concurrent rezoning is included as Attachment #3.
- There are no written citizen comments for this amendment.

Next Steps on 2024 Plan Amendments

If the small-scale map amendment and concurrent rezoning is approved, it will be submitted to the state and it is subject to a 31-day compliance determination period after which, if not challenged, it would become effective.

Next Steps in the Development Process

Should the Board approve the small-scale Comprehensive Plan map amendment and concurrent rezoning, the next steps in the development process would be the site plan and subdivision process. This next step would require a site plan for the property that is consistent with land use and zoning designations and that follows the regulations in the Leon County Land Development Code. This step includes a Natural Features Inventory and Transportation Concurrency. An approved site plan and necessary permits are required prior to construction on the site.

This public hearing has been noticed and advertised in accordance with Florida Statutes (Attachment #4).

Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1), thereby adopting the small-scale map amendment LMA2401 (2225 Orange Avenue) in unincorporated Leon County to the Tallahassee-Leon County 2030 Comprehensive Plan.
2. Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #2) thereby amending the Official Zoning Map to Change the Zoning Classification from the Single Family Detached, Attached Two-Family Residential (R-3) and High Intensity Urban Activity Center (AC) to High Intensity Urban Activity Center (AC).
3. Conduct the first and only public hearing and do not adopt the proposed Ordinance, thereby not adopting the small-scale map amendment LMA2401 (2225 Orange Avenue) in unincorporated Leon County to the Tallahassee-Leon County 2030 Comprehensive Plan.
4. Conduct the first and only public hearing and do not adopt the proposed Ordinance, thereby not amending the Official Zoning Map to Change the Zoning Classification from the Single Family Detached, Attached Two-Family Residential (R-3) and High Intensity Urban Activity Center (AC) to High Intensity Urban Activity Center (AC).
5. Board direction.

Recommendation:
Options #1 and #2

Attachments:

1. Proposed Leon County Ordinance Amending the 2030 Tallahassee-Leon County Comprehensive Plan LMA2401 (2225 Orange Avenue).
2. Proposed Leon County Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single Family Detached, Attached Two-Family Residential (R-3) and High Intensity Urban Activity Center (AC) to High Intensity Urban Activity Center (AC) (LMA2401 2225 Orange Avenue).
3. Staff Report for LMA2401 (2225 Orange Avenue) Map Amendment and Rezoning
4. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. 2024-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE FUTURE LAND USE MAP; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

RECITALS

WHEREAS, Chapters 125 and 163, Florida Statutes, empowers the Board of County Commissioners of Leon County to prepare and enforce comprehensive plans for the development of the County; and

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act, empowers and requires the Board of County Commissioners of Leon County to (a) plan for the County's future development and growth; (b) adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the County; (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act; and

WHEREAS, Ordinance 90-30 was enacted on July 16, 1990, to adopt the Tallahassee-Leon County 2010 Comprehensive Plan for the unincorporated area of Leon County. The City of Tallahassee also adopted a plan for its municipal area by separate ordinance; and

WHEREAS, the horizon year for the Tallahassee-Leon County Comprehensive Plan is now 2030 and the Comprehensive Plan is now known as the Tallahassee-Leon County 2030 Comprehensive Plan; and

WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County Commissioners of Leon County has held several public work sessions, public meetings, and public hearings on the proposed amendment to the comprehensive plan, with due public notice having been provided, to obtain public comment, and has considered all written and oral comments received during said work sessions, public meetings and public hearings; and

WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County Commissioners of Leon County transmitted copies of the proposed amendment to the comprehensive plan to the Department of Economic Opportunity as the State Land Planning Agency and other state and regional agencies for written comment; and

WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County Commissioners of Leon County held a public hearing with due public notice having been provided on the proposed amendment to the comprehensive plan; and

WHEREAS, the Board of County Commissioners of Leon County further considered all oral and written comments received during such public hearing, including the data collection and analyses packages, the recommendations of the Tallahassee-Leon County Local Planning Agency, and the Objections, Recommendations, and Comments Report of the Department of Economic Opportunity; and

WHEREAS, in exercise of its authority, the Board of County Commissioners of Leon County has determined it necessary and desirable to adopt the amendment to the comprehensive plan to preserve and enhance present advantages; encourage the most appropriate use of land, water and resources, consistent with the public interest; overcome present handicaps; and deal effectively with future problems that may result from the use and development of land within Leon County, and to meet all requirements of law;

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

Section 1. Purpose and Intent.

This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, as amended.

Section 2. Map Amendment.

The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit "A," and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County 2030 Comprehensive Plan," as amended, in accordance therewith, being an amendment to the following Plan element:

Map Amendment LMA 2401, which relates to the Future Land Use Map.

Section 3. Applicability and Effect.

The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

Section 4. Conflict with Other Ordinances and Codes.

All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 5. Severability.

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

Section 6. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 7. Effective Date.

This plan amendment shall be effective 31 days from adoption or as otherwise provided in Section 163.3187, Florida Statutes.

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

Date:_____

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

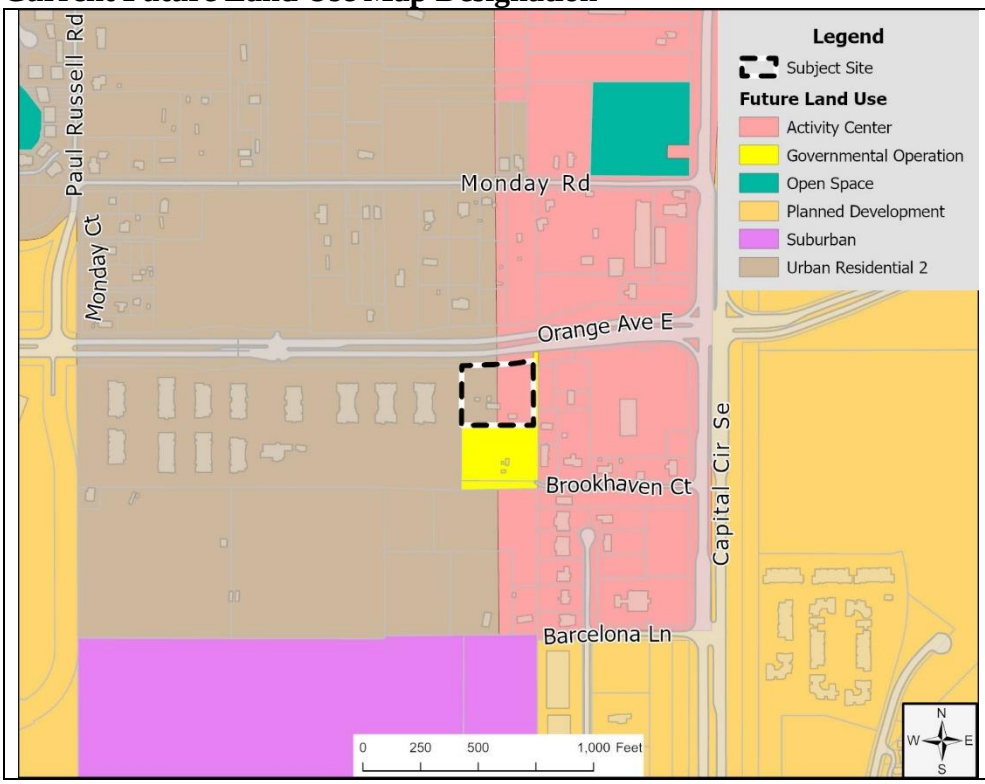
By:_____

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

By:_____

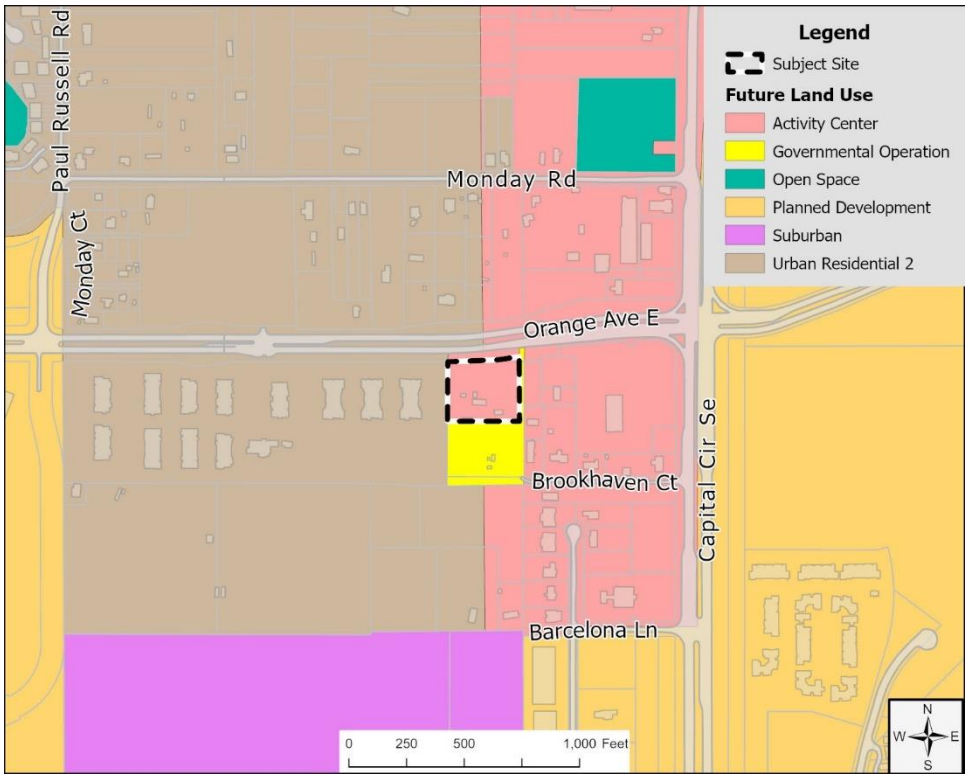
EXHIBIT A

Current Future Land Use Map Designation



Current Designation
• **Urban Residential 2 (UR-2) & High Intensity Urban Activity Center (AC)**

Proposed Future Land Use Map Designation



Proposed Designation
• **High Intensity Urban Activity Center (AC)**

LEON COUNTY ORDINANCE NO. 24-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE SINGLE FAMILY DETACHED, ATTACHED TWO-FAMILY RESIDENTIAL (R-3) TO THE ACTIVITY CENTER (AC) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, at its April 9, 2024, public hearing for consideration of the 2024 Comprehensive Plan Cycle, the Board of County Commissioners of Leon County, Florida (Board) approved an Ordinance which adopted Comprehensive Plan Amendment LMA 2401 to change the future land use designation from Urban Residential 2 (UR-2) to Activity Center (AC); and

WHEREAS, to implement plan amendment LMA 2401, the applicant has requested that the property which is the subject of that amendment as shown in Exhibit A attached hereto (Property), be rezoned; and

WHEREAS, upon consideration of all evidence submitted at the public hearing including all verbal testimony provided, the Board desires to rezone the Property from Single Family Detached, Attached Two-Family Residential (R-3) to High Intensity Urban Activity Center (AC).

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

Section 1. Amendment.

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:

> From Single Family Detached, Attached Two-Family Residential (R-3) to High Intensity Urban Activity Center (AC), as more specifically depicted on Exhibit A.

(See Exhibit A.)

Section 2. Conflicts.

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

Section 3. Severability.

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

Section 4. Effective Date.

This ordinance becomes effective upon the effective date of Ord. No 24-__.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this _____ day of _____, 20____.

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

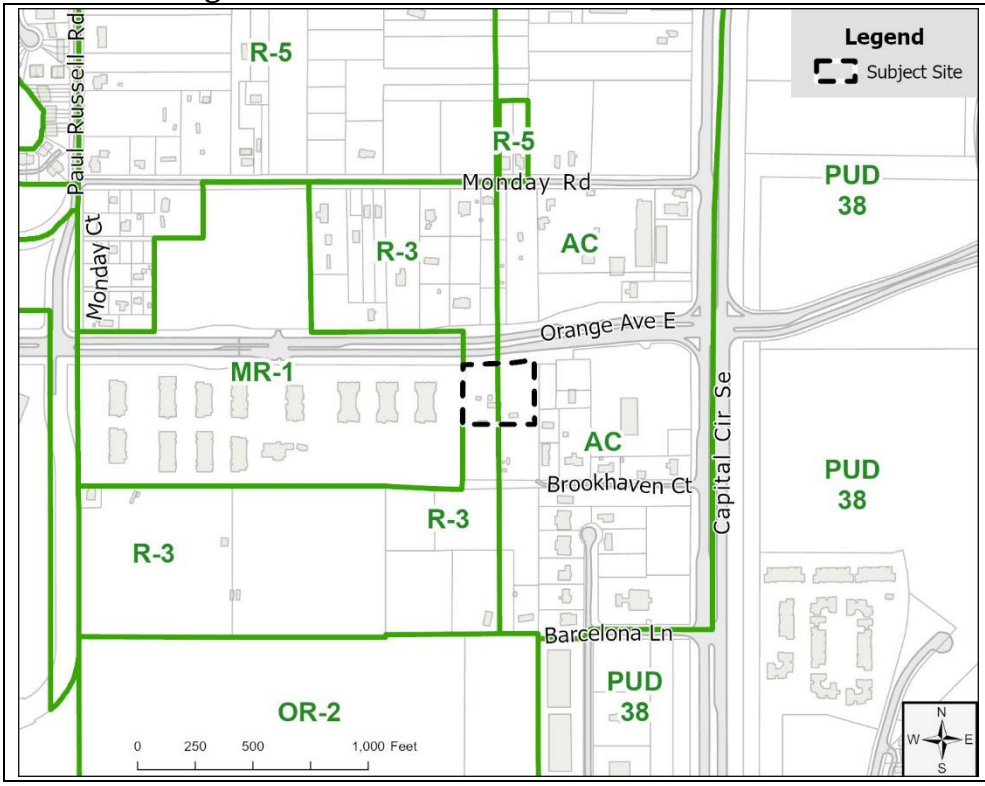
By:_____

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

By:_____

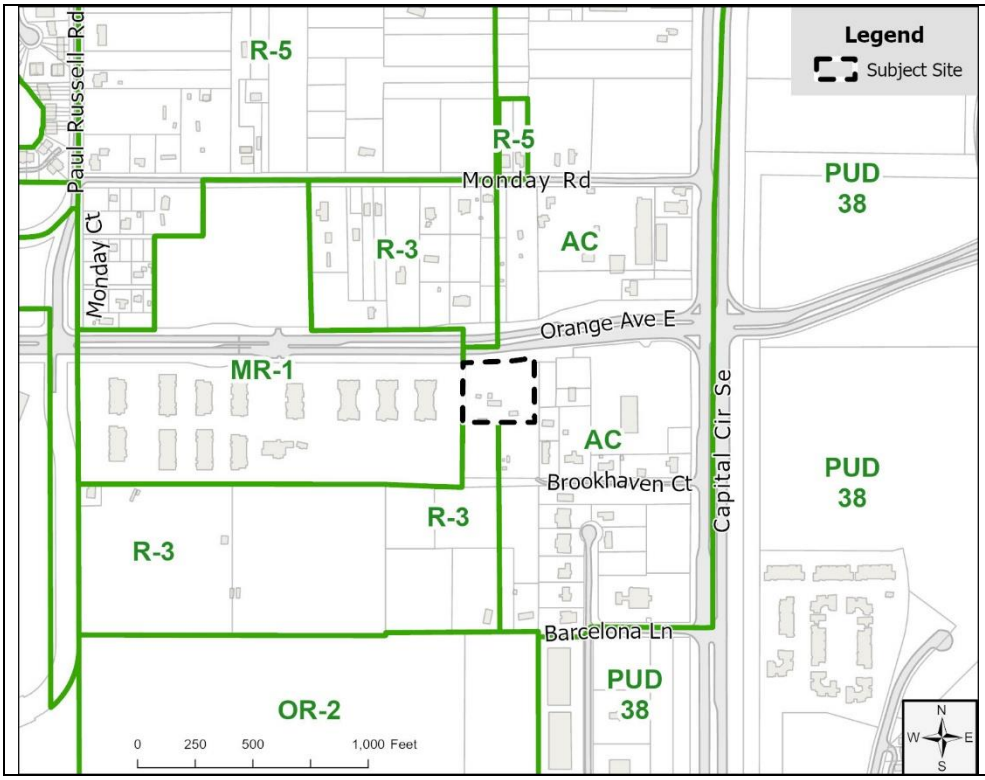
EXHIBIT A

Current Zoning



Current District
• **Single Family Detached, Attached Two-Family Residential (R-3) & Activity Center (AC)**

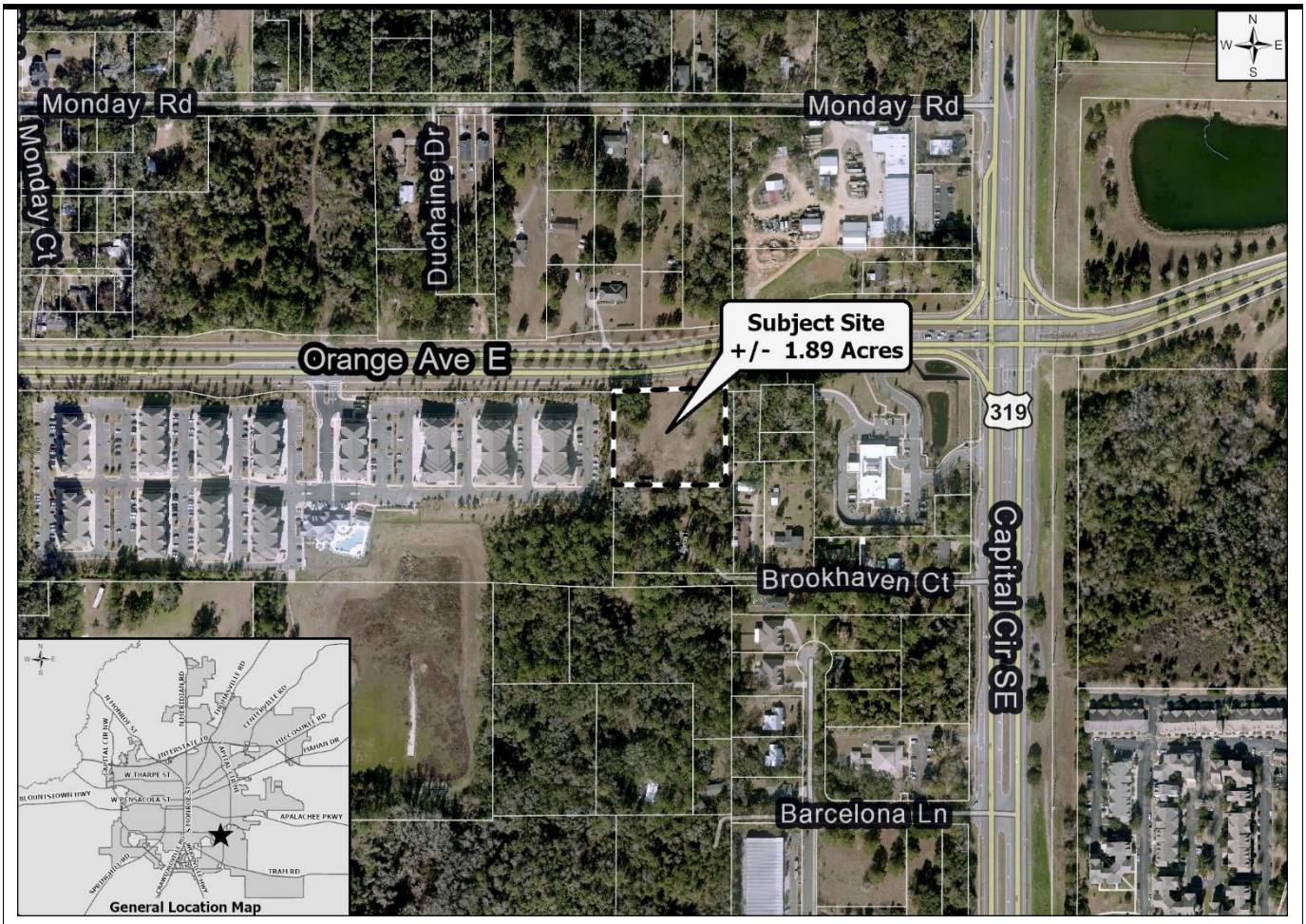
Proposed Zoning



Proposed District
• **Activity Center (AC)**

PLANNING DEPARTMENT a division of PLACE

2024 Comprehensive Plan Amendment Cycle
LMA 2401
2225 Orange Avenue



SUMMARY

Property Owners:	**Property Location:**	**Amendment Type:**
Mortgage Investments of Tallahassee LLC	2225 Orange Avenue	**County Small-Scale Map Amendment**
Applicant:		
Mortgage Investments of Tallahassee LLC		
TLCPD Staff:	**Current Future Land Use & Zoning:**	**LPA Recommendation:**
Stephen M. Hodges	Future Land Use: **Urban Residential 2 & Activity Center** Zoning: **Single Family Detached, Attached Two-Family Residential (R-3) & Activity Center**	**Approve**
Contact Information:	**Proposed Future Land Use & Zoning:**	**Staff Analysis:**
Stephen.Hodges@talgov.com	Future Land Use: **Activity Center** Zoning: **Activity Center**	**Consistent**
Date: 11/17/23	Updated: 2/13/24	

A. EXECUTIVE SUMMARY

This vacant parcel approximately 1.9 acre in size has a split Future Land Use Map (FLUM) designation of Urban Residential 2 (UR-2) and High Intensity Urban Activity Center (AC). If approved, this map amendment would designate a single land use category (AC) for the entire parcel that would allow high density residential and non-residential development.

The proposed AC Future Land Use category located near the intersection of Orange Avenue and Capital Circle Southeast is intended to provide community-wide or regional commercial activities located in proximity to multi-family housing and office employment centers. The allowable density would increase from the current eight (8) units per acre to 45 units per acre.

A rezoning application will be processed concurrent with this amendment. A zoning change from R-3 Single- and Two-Family Residential District (R-3) to High Intensity Urban Activity Center (AC) on that portion of the subject site currently designated UR-2 on the FLUM will be processed to implement the proposed amendment to the FLUM. The subject area is within the Urban Services Area.

Based on staff analysis, the proposed amendment is consistent with the Comprehensive Plan, and would allow the subject site and the surrounding area to the east and west to continue its transition to a higher-density mixed-use corridor with a variety of non-residential and residential uses, located in close proximity to existing multi-family and employment.

Part of the review process determines consistency with the Goals, Objectives, and Policies in the Tallahassee-Leon County Comprehensive Plan and is further detailed in Sections E or F of this report. In reviewing this request, a determination must be made as to whether the present land use designation is appropriate or whether the Future Land Use Map should be amended to re-designate the area as requested. Included in this consideration are the following questions: (1) does the area meet the criteria for designation as Urban Residential 2, and (2) does the area better meet the criteria for High Intensity Urban Activity Center?

The concurrent rezoning determines the allowed uses and the density (number of dwelling units per acre) of development on the site. Based on the staff analysis of the rezoning, it would unify the zoning districts across the subject site and reflect the intent to locate AC near multi-family and employment centers.

If the Land Use and/or Zoning changes are approved, the next step in the development process is site plan review and permitting. The site plan stage of development evaluates a proposed development plan for consistency with County land development code requirements for stormwater treatment and attenuation, environmental protection, traffic impacts, concurrency, school impacts, buffers, open space requirements, and all other applicable development standards.

B. APPLICANT'S REASON FOR THE REQUESTED CHANGE

The proposed change will create a single designation for the subject site and will be compatible with the surrounding land uses that include multi-family and employment centers.

C. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

Find that the proposed future land use map amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and **ADOPT** the proposed amendment.

Find that the proposed rezoning is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and **APPROVE** the proposed rezoning.

D. STAFF ANALYSIS

Staff finds that the proposed future land use map amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report.

Staff finds that the proposed rezoning is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report.

E. CONSISTENCY WITH THE COMPREHENSIVE PLAN

The proposed amendment is consistent with the following goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan:

- Policy 1.1.1: [L] requires new development to be concentrated in the urban service area in order to discourage urban sprawl. The subject area is within the urban service area.
- Policy 1.1.7 [L] requires higher density and mixed-use development and its ancillary activities shall be channeled into locations which have proper access to the existing transportation system; minimal environmental constraints; sufficient stormwater treatment capacity; compatible existing land use and readily available sewer and water infrastructure. The subject site meets these criteria.
- Policy 2.2.9 [L] provides for community-wide or regional commercial activities located in proximity to multi-family housing and office employment centers. The subject site is proximal to both.

F. SUMMARY OF FINDINGS

The criteria required for consideration of a proposed Future Land Use Map change include consistency with the Tallahassee-Leon County Comprehensive Plan, conformance with the Tallahassee or Leon County Zoning Code, land use compatibility, changed conditions on the site and other matters deemed relevant and appropriate. Staff presents the following findings of fact:

<u>History and Background</u>

The area surrounding the subject site was previously very low density residential. The subject site is currently vacant. Orange Avenue, which the subject site faces, was expanded from two lanes to four between 2007 and 2009.

A multifamily apartment complex exists to the west and the Capital Regional Medical Center at Southwood is located east of the subject site at the intersection of corner of Orange Avenue and Capital Circle Southeast. A radio tower currently owned by the State of Florida is located immediately south of the subject site. This tower is located on a flag lot that connects to Orange Avenue. Access to this tower site is from Orange Avenue and Brookhaven Court, which is a public road that connects to Capital Circle Southeast. The parcel containing the radio tower is currently designated Government

Operational (GO) on the Future Land Use Map and has a split zoning of R-3 and AC similar to the subject site.

Current and Proposed Future Land Use Categories

This parcel approximately 1.9 acre in size has a split FLUM designation of UR-2 and AC. If approved, this map amendment would designate a single land use category (AC) for the entire parcel that would allow high density residential and non-residential development. A summary of the current and proposed FLU categories is below, and a comparison of permitted uses is provided in **Section G**.

The complete comprehensive plan policies for Urban Residential 2 (Policy 2.2.24 [L]) and High Intensity Urban Activity Center (Policy 2.2.9 [L]) are included as Appendix #1.

Urban Residential 2 (UR-2) *(Current)*
The primary intent of the UR-2 future land use category, which is to be applied only within the Urban Services Area, is to encourage a range of medium density residential use (maximum 20 dwelling units per acre), thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The UR-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.

High Intensity Urban Activity Center (AC) *(Current & Proposed)*

The proposed High Intensity Urban Activity Center category is intended to primarily provide for community-wide or regional commercial activities located in proximity to multi-family housing and office employment centers. The category is also intended to provide large scale commercial activities to serve retail needs of large portions of the population. Residential development may be permitted up to 45 dwelling units per acre.

Determination for Future Land Use Map Amendment

1. *Does the area meet the criteria for its designation as UR-2 and AC?*

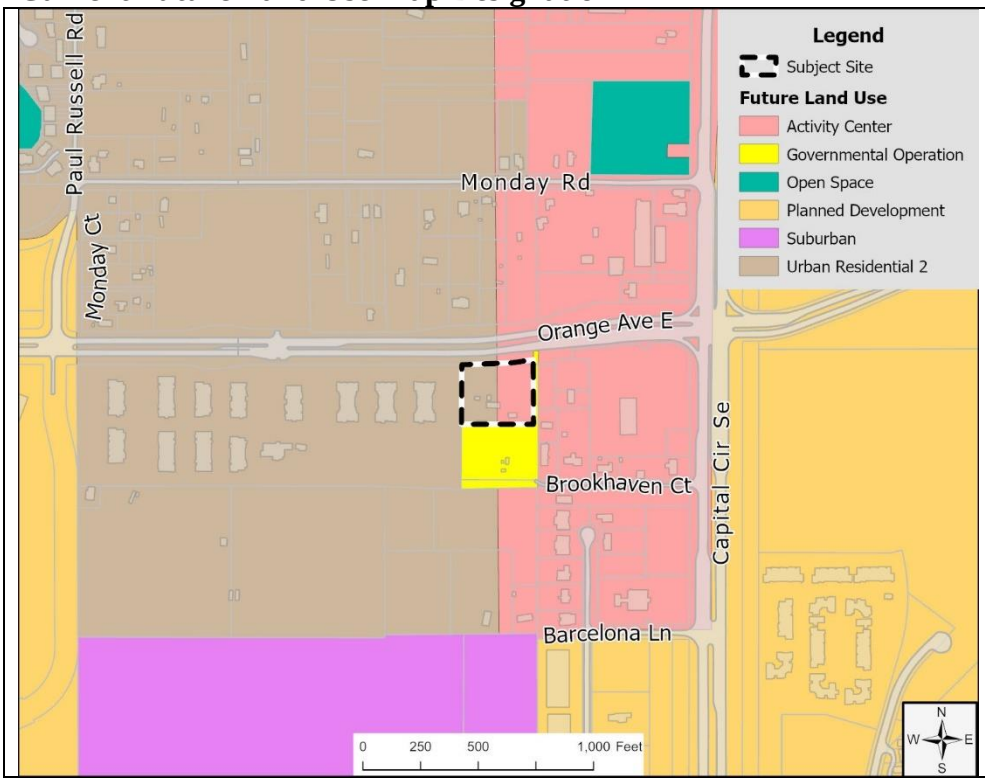
   No. The site has a split land use designation, and Orange Avenue is a major artery. The area designated UR-2 is approximately ½ of the subject area, whereas the remaining half of the subject site is designated as AC. The property owner has requested a land use category and zoning designation for the entire parcel that allows non-residential uses in addition to residential uses. Having a single designation for the subject site allows for a more comprehensive and effective development potential, particularly given its location relative to Orange Avenue and Capital Circle Southeast.

2. *Does the area better meet the criteria for the proposed land use designation of AC?*

   Yes. The subject property is currently located adjacent to a new apartment complex on its west side, and except for a small area where a state government radio tower is located that is currently designated GO on the FLUM. Additionally, it is adjacent to an area currently designated AC that includes the Capital Regional Medical Center at Southwood. It is anticipated that this area will eventually be further developed around the intersection of Orange Avenue and Capital Circle Southeast based on the continued growth of this area of the community.

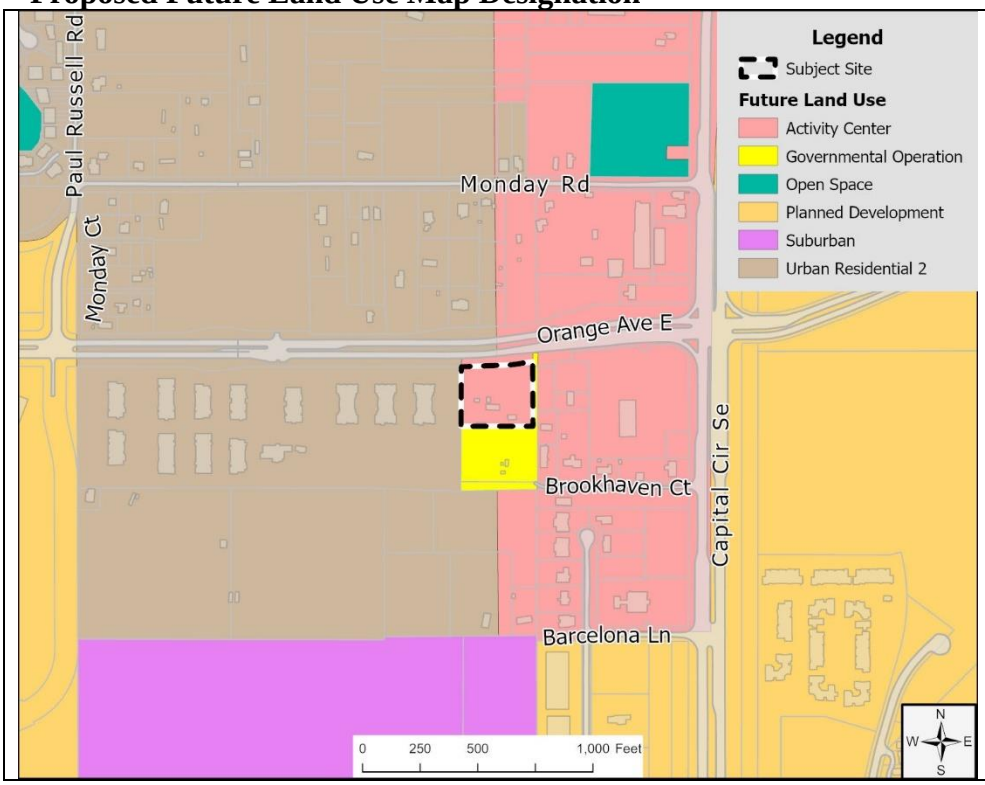
The following maps illustrate the current and proposed FLUM designations for the Subject Area.

Current Future Land Use Map Designation



Current Designation
• **Urban Residential 2 (UR-2) & High Intensity Urban Activity Center (AC)**

Proposed Future Land Use Map Designation



Proposed Designation
• **High Intensity Urban Activity Center (AC)**

Current and Proposed Zoning

The subject site currently has a split zoning designation of Single- and Two-Family Residential District (R-3) and High Intensity Urban Activity Center (AC). The boundary for this zoning follows the split FLUM designation on the subject site. The proposed rezoning would change that portion designated R-3 to AC on that portion of the subject site to implement the proposed underlying future land use category and create a unified zoning. A summary of the current and proposed zoning categories is below, and the Land Development Code sections for Sec. 10-6.637 R-3 Single- and Two-Family Residential District and Sec. 10-6.614 High Intensity Urban Activity Center District are included as Appendix #2.

Single- and Two-Family Residential District (R-3) *(Current)*

The R-3 district is intended to be located in areas designated Bradfordville Mixed Use, Urban Residential, Urban Residential 2, or Suburban on the Future Land Use Map of the Comprehensive Plan which contain or are anticipated to contain a wide range of single-family and two-family housing types. The maximum gross density allowed for new residential development in the R-3 district is 8 dwelling units per acre; a minimum density of 4 dwelling units per acre is required when applied to the Urban Residential future land use category.

High Intensity Urban Activity Center (AC) *(Proposed)*

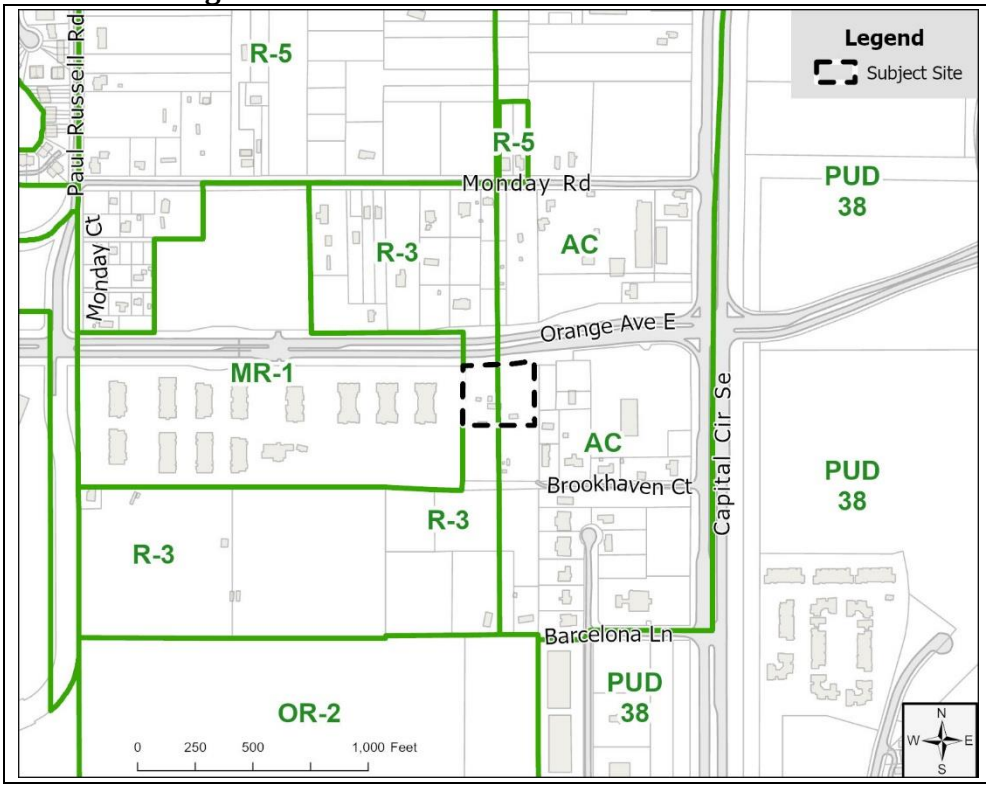
The purpose and intent of high-intensity urban activity center district is to establish an urban activity center providing for community wide or regional commercial activities located in proximity to multi-family housing and office employment centers. This district is intended to provide large-scale commercial activities to serve the retail market of region as well as the community. The intense commercial of this district promotes the efficiency of the transportation system through consolidation of trips and discouragement of the unabated sprawl of commercial activities. Planned, integrated development is required to promote synergy between the different allowable land uses. An integrated pedestrian and bicycle access system shall be provided to afford safe and accessible foot and bike travel between the land uses. The district is intended to facilitate efficient traffic flow by allowing only land uses developed with comprehensively planned access, egress, and internal circulation systems. The district will also allow residential development of complimentary intensity of sixteen (16) to forty-five (45) dwelling units per gross acre.

Determination for the Concurrent Rezoning

The proposed AC zoning district is intended to be located in proximity to multi-family housing and office employment centers and this rezoning would achieve these intents.

The following maps illustrate the current and proposed zoning for the Subject Site.

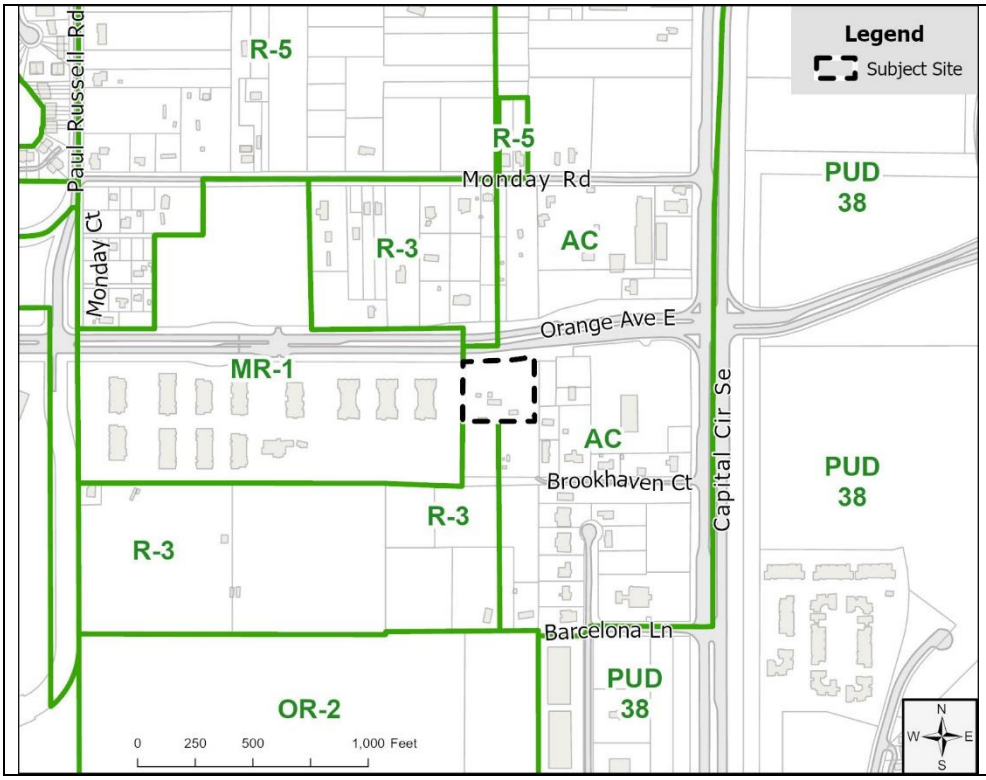
Current Zoning



Current District

- **Single Family Detached, Attached Two-Family Residential (R-3) & Activity Center (AC)**

Proposed Zoning



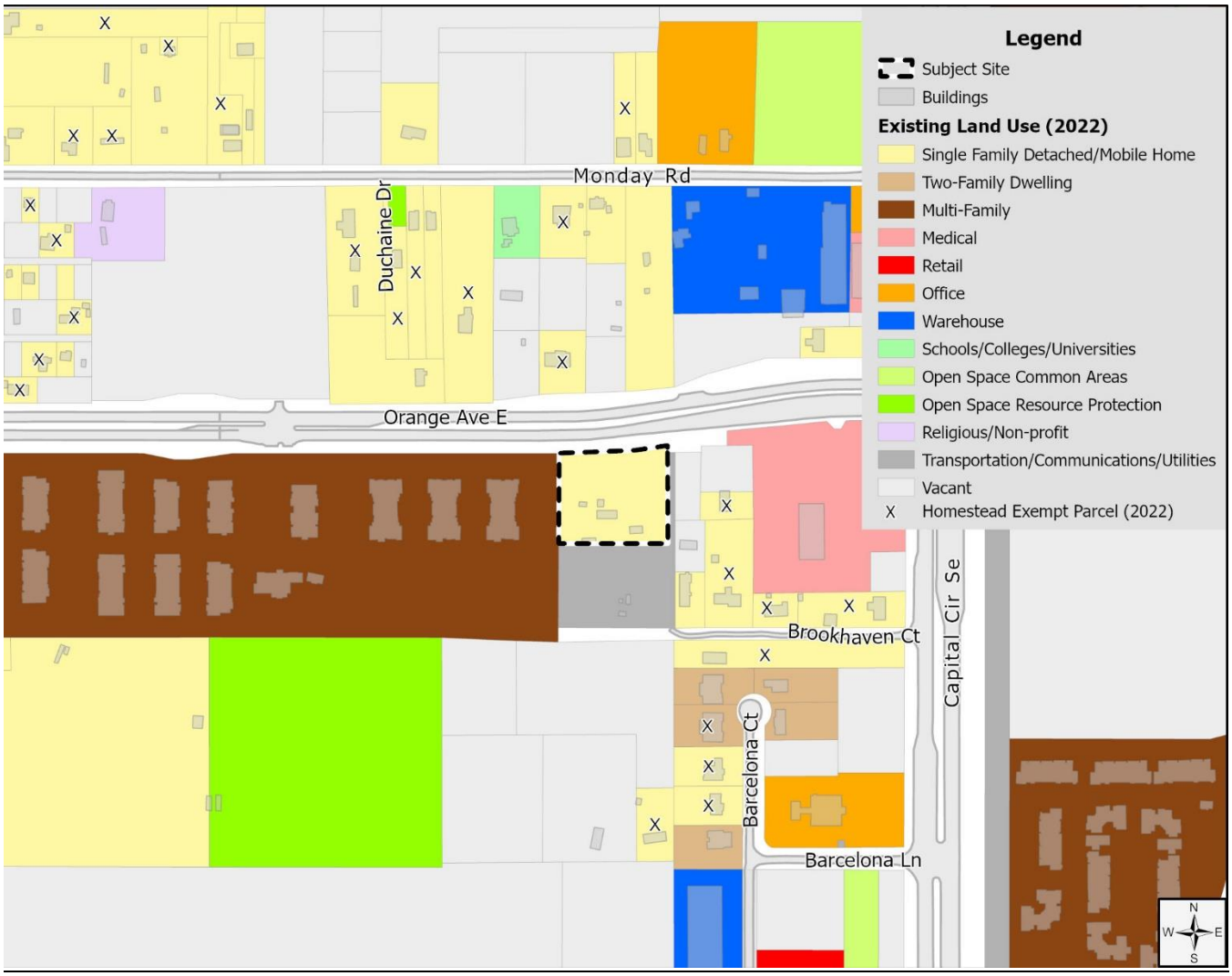
Proposed District

- **Activity Center (AC)**

Compatibility with Adjacent and Surrounding Uses

The existing land uses surrounding the subject site are varied and include multi-family, communications, medical, single family detached, vacant, and warehouse uses. The historical land uses were primarily residential, but with the expansion of Capital Circle Southeast, Orange Avenue, and the development of the Southwood subdivision and its associated uses, additional higher density housing and other non-residential uses have appeared along these two arterial roadways, and these development activities will continue into the future.

Existing Land Use Map



Infrastructure Analysis

Water/Sewer

The subject site is served by City of Tallahassee potable water and sewer.

Schools

The subject site is zoned for Conley Elementary School, Fairview Middle School, and Rickards High School. Any future redevelopment of the area would follow the site plan review process. This process includes a school concurrency impact analysis.

Roadway Network

The subject site is served by Orange Avenue which is a minor arterial roadway.

Consistent with the requirements in the Leon County and/or City of Tallahassee Land Development Code, final transportation concurrency calculations will be conducted when a site plan for proposed development is submitted. The actual traffic impacts and concurrency will be calculated at the time of site plan review.

Pedestrian and Bicycle Network

Orange Avenue since its reconstruction has both sidewalks and bicycle lanes on both sides of the roadway. Orange Avenue is rated "Low Comfort" by the Bike Tallahassee Network.

Transit Network

The Southwood Route runs on Capital Circle Southeast during the week. The route runs every 40 minutes with two breaks in service from 9:40-11:25 a.m. and 2 - 3:35 p.m. The nearest regular stop is at the Southwood Village Shopping Center.

Environmental Analysis

The subject area is located within the Woodville West Drainage Basin. There are no sensitive environmental features on the subject site. Any future redevelopment of the area would follow the site plan review process which includes an analysis of any existing environmental features and cultural resources.

G. COMPARISON OF EXISTING AND PROPOSED ALLOWED USES

The Future Land Use Map provides a general pattern for the location, distribution, and character of land uses. The zoning category implements the underlying land use category and further regulates allowed and prohibited uses, building densities and intensity of uses, and site design specifics such as setbacks, parking requirements, infrastructure, and other land development issues.

Permitted Uses- Future Land Use	**Current Urban Residential - 2**	**Proposed Activity Center**
Residential	20 unit/acre	16-45 units/acre
Single-Family Detached	X	
Single-Family Attached	X	
Zero-lot Line Single-Family Detached Dwellings	X	
Townhouses	X	
Two-Family Dwellings	X	X
Multi-Family Dwellings	X	X
Medium Density Residential		X
High Density Residential		X
Community and Recreational Facilities	X	X
Commercial Goods and Services		X
Offices		X
Light Infrastructure		X
Post-secondary		X
Light Industrial – Minor		X

Permitted Uses- Zoning	**Current Single- and Two-Family Residential District 3 (R-3)**	**Proposed Activity Center (AC)**
Residential	4-8 units/acre	18 units/acre
Low Density Residential (single, two family, or manufactured home)	X	X
Single-Family Detached, Attached	X	X
Two-Family Dwellings	X	X
Multi-Family Dwellings		X
Community facilities related to residential uses including religious facilities, police/fire states, and elementary, middle, vocational, and exceptional student education schools	X	X
Daycare Centers		X
Golf Courses	X	
Passive and Active recreational facilities	X	X
Commercial Goods and Services		X
Offices		X
Light Infrastructure		X
Post-secondary		X
Light Industrial – Minor		X

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H. PUBLIC OUTREACH AND NOTIFICATION

An initial mailing was sent to 217 property owners within 1,000 feet of Subject Site.

Public Outreach		Date Completed
X	Applications posted to Planning Website	November 1, 2023
X	Notices Mailed to Property Owners, Renters, and Homeowners Associations within 1000 feet	November 10, 2023
X	Signs providing details of proposed land use posted on subject site	November 17, 2023
X	Public Open House	December 7, 2023
X	Staff Reports Available Online https://www.talgov.com/place/pln-cp-2024	February 1, 2024
X	Email Subscription Notice sent to all users of service	4/7/23 8/29/23 10/27/23
X	Legal Ads posted	December 29, 2023 January 16, 2024

Public Open House – A public open house for the 2024 Comprehensive Plan Amendment Cycle was held on December 7, 2023 from 5:30 p.m. to 7:00 p.m. in the 2nd Floor Conference Room at the Renaissance Center. There were no questions for staff on this amendment.

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I. STAFF REPORT UPDATE

Below is a list of all public meetings and actions taken by appointed or elected bodies in consideration of this proposed amendment:

Cycle Meetings		Date Completed
X	Public Open House	12/07/2023
X	Local Planning Agency Workshop	01/09/2024
X	Local Planning Agency Public Hearing	02/06/2024
	BOCC Adoption and Transmittal Hearing	04/9/2024

Local Planning Agency Workshop – A Local Planning Agency workshop for the 2024 Comprehensive Plan Amendment Cycle was held on January 17, 2024 from 9:00 a.m. to 10:00 a.m. in the 1st Floor Growth Management Conference Room at the Renaissance Center. There were no questions for staff on this amendment.

Local Planning Agency Public Hearing – A Local Planning Agency public hearing for the 2024 Comprehensive Plan Amendment Cycle was held on February 6, 2024 from 6:00 p.m. to 8:00 p.m. in the 2nd Floor Development Support and Environmental Management Conference Room at the Renaissance Center. There were no speakers on this item other than the applicant, who was present to answer any questions.

J. APPENDICES

Appendix #1: Comprehensive Plan policies relevant to the proposed amendment

Appendix #2: Land Development Code sections relevant to the proposed amendment and/or rezoning

Appendix #3: Photo of signs providing details of proposed land use and zoning changes posted on subject site

APPENDIX 1 - Comprehensive Plan policies relevant to the proposed amendment

Policy 2.2.9: [L]

HIGH INTENSITY URBAN ACTIVITY CENTER (EFF. 7/16/90; REV. EFF. 7/26/06; RENUMBERED 3/14/07)

Designed to function as urban activity centers by primarily providing for community wide or regional commercial activities located in proximity to multi-family housing and office employment centers. Intended to provide large scale commercial activities to serve retail needs of large portions of the population. Promotes efficiency of the transportation system by consolidating trips and discouraging unabated sprawl of commercial activities.

Planned, integrated development is required to promote synergy between the different allowable land uses. An integrated pedestrian mobility system designed to provide safe and accessible foot and bike travel between the land uses shall be stressed in granting development approvals. Access and egress to Activity Centers as well as internal vehicle travel shall be planned in a comprehensive manner in order to facilitate traffic movement. Residential development shall be permitted up to 45 dwelling units per acre.

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

APPENDIX 2 - Land Development Code sections relevant to the proposed amendment and/or rezoning

Sec. 10-6.614. High Intensity Urban Activity Center District

(a) *Purpose and Intent.* The purpose and intent of high-intensity urban activity center district is to establish an urban activity center providing for community wide or regional commercial activities located in proximity to multi-family housing and office employment centers. This district is intended to provide large-scale commercial activities to serve the retail market of region as well as the community. The intense commercial of this district promotes the efficiency of the transportation system through consolidation of trips and discouragement of the unabated sprawl of commercial activities. Planned, integrated development is required to promote synergy between the different allowable land uses. An integrated pedestrian and bicycle access system shall be provided to afford safe and accessible foot and bike travel between the land uses. The district is intended to facilitate efficient traffic flow by allowing only land uses developed with comprehensively planned access, egress, and internal circulation systems. The district will also allow residential development of complimentary intensity of sixteen (16) to forty-five (45) dwelling units per gross acre.

(b) *Allowable Uses.* For the purpose of this article, the following land use types are allowable in this zoning district and are controlled by the Land Use Development Standards of this article, the Comprehensive Plan and Schedules of Permitted Uses.

(1) Minor Commercial
(2) Neighborhood Commercial
(3) Community Commercial
(4) Regional Commercial
(5) Highway Commercial
(6) Minor Office
(7) Major Office
(8) Office Park
(9) Medium Density Residential
(10) High Density Residential
(11) Passive Recreation
(12) Active Recreation
(13) Community Services
(14) Light Infrastructure
(15) Postsecondary
(16) Light Industrial--Minor

(c) *List of Permitted Uses.* See Schedules of Permitted Uses, section 10-1207(a). Some of the uses on these schedules are itemized according to the Standard Industrial Code (SIC). Proposed activities and uses are indicated in the

schedules. The activity or use may be classified as permitted, restricted or permitted through special exception, or not allowed.

(d) *Development Standards.* All proposed development shall meet the commercial site location standards (section 10-922); buffer zone standards (section 10-923); the parking and loading requirements (division 7); and the land use development criteria as specified in section 10-1207.

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SECTION 10-6.614 HIGH INTENSITY URBAN ACTIVITY CENTERS DISTRICT
ALLOWABLE USES; APPROPRIATE PERMIT LEVEL AND APPLICABLE DEVELOPMENT AND LOCATIONAL STANDARDS

P PERMITTED USE
R RESTRICTED USE
S SPECIAL EXCEPTION

SIC CODE	NAME OF USE	DEVELOPMENT AND LOCATIONAL STANDARDS												
		MC	NC	CC	RC	HC	MO	MjO	OP	MR	HR	AR	CS	LI	MI
	RESIDENTIAL														
	Dwelling, Multiple-Family									P	P				
	RETAIL TRADE														
521	Lumber and other building materials	P	P	P	P	P									
523	Paint, glass, and wallpaper stores	P	P	P	P	P									
525	Hardware stores	P	P	P	P	P									
526	Retail nurseries and garden stores	P	P	P	P	P									
527	Mobile home dealers	P	P	P	P	P									
531	Department stores	P	P	P	P	P									
533	Variety stores	P	P	P	P	P									
539	Misc. general merchandise stores	P	P	P	P	P									
541	Grocery stores	P	P	P	P	P									
542	Meat and fish markets	P	P	P	P	P									
543	Fruit and vegetable markets	P	P	P	P	P									
544	Candy, nut and confectionery stores	P	P	P	P	P									
545	Dairy products stores	P	P	P	P	P									
546	Retail bakeries	P	P	P	P	P									
551	New and used car dealers	P	P	P	P	P									
553	Auto and home supply stores	P	P	P	P	P									
554	Gasoline service stations	P	P	P	P	P									
555	Boat dealers	P	P	P	P	P									
556	Recreational vehicle dealers	P	P	P	P	P									
557	Motorcycle dealers	P	P	P	P	P									
56	Apparel and accessory stores	P	P	P	P	P									
571	Furniture and home furnishings stores	P	P	P	P	P									
572	Household appliance stores	P	P	P	P	P									

LEGEND		
MC	=	MINOR COMMERCIAL
NC	=	NEIGHBORHOOD COMMERCIAL
CC	=	COMMUNITY COMMERCIAL
RC	=	REGIONAL COMMERCIAL
HC	=	HIGHWAY COMMERCIAL
MO	=	MINOR OFFICE
MjO	=	MAJOR OFFICE
OP	=	OFFICE PARK
MR	=	MEDIUM DENSITY RESIDENTIAL
HR	=	HIGH DENSITY RESIDENTIAL
AR	=	ACTIVE RECREATION
CS	=	COMMUNITY SERVICES
LI	=	LIGHT INFRASTRUCTURE
MI	=	MINOR LIGHT INDUSTRIAL

SECTION 10-6.614- HIGH INTENSITY URBAN ACTIVITY CENTERS DISTRICT
ALLOWABLE USES; APPROPRIATE PERMIT LEVEL AND APPLICABLE DEVELOPMENT AND LOCATIONAL STANDARDS

P PERMITTED USE
R RESTRICTED USE
S SPECIAL EXCEPTION

SIC CODE	NAME OF USE	DEVELOPMENT AND LOCATIONAL STANDARDS													
		MC	NC	CC	RC	HC	MO	MjO	OP	MR	HR	AR	CS	LI	MI
573	Radio, television, & computer stores	P	P	P	P	P									
5736	Musical instrument stores	P	P	P	P	P									
581	Eating and drinking places	P	P	P	P	P									
591	Drug stores and proprietary stores	P	P	P	P	P									
592	Liquor stores	P	P	P	P	P									
593	Used merchandise stores	P	P	P	P	P									
5941	Sporting goods and bicycle shops	P	P	P	P	P									
5942	Book stores	P	P	P	P	P									
5943	Stationery stores	P	P	P	P	P									
5944	Jewelry stores	P	P	P	P	P									
5945	Hobby, toy, and game shops	P	P	P	P	P									
5946	Camera & photographic supply stores	P	P	P	P	P									
5947	Gift, novelty, and souvenir shops	P	P	P	P	P									
5948	Luggage and leather goods stores	P	P	P	P	P									
5949	Sewing, needlework, and piece goods	P	P	P	P	P									
5961	Catalog and mail-order houses	P	P	P	P	P									
5992	Florists	P	P	P	P	P									
5993	Tobacco stores and stands	P	P	P	P	P									
5994	News dealers and newsstands	P	P	P	P	P									
5995	Optical goods stores	P	P	P	P	P									
5999	Miscellaneous retail stores, nec	P	P	P	P	P									
	FINANCE, INSURANCE,														
	AND REAL ESTATE														
601	Central reserve depositories	P	P	P	P	P	P	P	P						
602	Commercial banks	P	P	P	P	P	P	P	P						
603	Savings institutions	P	P	P	P	P	P	P	P						

LEGEND		
MC	=	MINOR COMMERCIAL
NC	=	NEIGHBORHOOD COMMERCIAL
CC	=	COMMUNITY COMMERCIAL
RC	=	REGIONAL COMMERCIAL
HC	=	HIGHWAY COMMERCIAL
MO	=	MINOR OFFICE
MjO	=	MAJOR OFFICE
OP	=	OFFICE PARK
MR	=	MEDIUM DENSITY RESIDENTIAL
HR	=	HIGH DENSITY RESIDENTIAL
AR	=	ACTIVE RECREATION
CS	=	COMMUNITY SERVICES
LI	=	LIGHT INFRASTRUCTURE
MI	=	MINOR LIGHT INDUSTRIAL

LMA 2401: 2225 Orange Avenue
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SECTION 10-6.614 - HIGH INTENSITY URBAN ACTIVITY CENTERS DISTRICT
ALLOWABLE USES; APPROPRIATE PERMIT LEVEL AND APPLICABLE DEVELOPMENT AND LOCATIONAL STANDARDS

P PERMITTED USE
R RESTRICTED USE
S SPECIAL EXCEPTION

SIC CODE	NAME OF USE	DEVELOPMENT AND LOCATIONAL STANDARDS												
		MC	NC	CC	RC	HC	MO	MjO	OP	MR	HR	AR	CS	LI	MI
606	Credit unions	P	P	P	P	P	P	P	P						
611	Federal & federal sponsored credit	P	P	P	P	P	P	P	P						
614	Personal credit institutions	P	P	P	P	P	P	P	P						
616	Mortgage bankers and brokers	P	P	P	P	P	P	P	P						
62	Security and commodity brokers	P	P	P	P	P	P	P	P						
64	Insurance agents, brokers, & service	P	P	P	P	P	P	P	P						
65	Real estate	P	P	P	P	P	P	P	P						
654	Title abstract offices	P	P	P	P	P	P	P	P						
	SERVICES														
701	Hotels and motels	P	P	P	P	P			P						
702	Rooming and boarding houses; dorms	P	P	P	P	P									
721	Laundry, cleaning, & garment services	P	P	P	P	P									
7215	Coin-operated laundries and cleaning	P	P	P	P	P									
723	Beauty shops	P	P	P	P	P									
724	Barber shops	P	P	P	P	P									
725	Shoe repair and shoeshine parlors	P	P	P	P	P									
726	Funeral service and crematories	P	P	P	P	P									
7299	Miscellaneous personal services	P	P	P	P	P									
7311	Advertising agencies	P	P	P	P	P	P	P	P						
732	Credit reporting and collection	P	P	P	P	P	P	P	P						
7334	Photocopying & duplicating services	P	P	P	P	P	P	P	P						
7335	Commercial photography	P	P	P	P	P	P	P	P						
7336	Commercial art and graphic design	P	P	P	P	P	P	P	P						
7353	Heavy construction equipment rental	P	P	P	P	P	P	P	P						
7359	Equipment rental & leasing, nec	P	P	P	P	P	P	P	P						
7361	Employment agencies	P	P	P	P	P	P	P	P						
737	Computer and data processing services	P	P	P	P	P	P	P	P						

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SECTION 10-6.614 - HIGH INTENSITY URBAN ACTIVITY CENTERS DISTRICT
ALLOWABLE USES; APPROPRIATE PERMIT LEVEL AND APPLICABLE DEVELOPMENT AND LOCATIONAL STANDARDS

P PERMITTED USE
R RESTRICTED USE
S SPECIAL EXCEPTION

SIC CODE	NAME OF USE	DEVELOPMENT AND LOCATIONAL STANDARDS												
		MC	NC	CC	RC	HC	MO	MjO	OP	MR	HR	AR	CS	LI	MI
742	Veterinarians	P	P	P		P									
751	Automotive rentals, no drivers	P	P	P	P	P									
752	Automobile parking	P	P	P	P	P									
753	Automotive repair shops	P	P	P	P	P									
754	Automotive services, except repair	P	P	P	P	P									
762	Electrical repair shops	P	P	P	P	P									
763	Watch, clock, and jewelry repair	P	P	P	P	P									
764	Reupholstery and furniture repair	P	P	P	P	P									
783	Motion picture theaters	P	P	P	P	P									
784	Video tape rental	P	P	P	P	P									
791	Dance studios, schools, and halls	P	P	P	P	P									
793	Bowling centers	P	P	P	P	P									
794	Commercial sports	P	P	P	P	P									
7991	Physical fitness facilities	P	P	P	P	P									
7992	Public golf courses	P	P	P	P	P									
7993	Coin-operated amusement devices	P	P	P	P	P									
7996	Amusement parks	P	P	P	P	P									
7997	Membership sports & recreation clubs	P	P	P	P	P									
801	Offices & clinics of Medical doctors						P	P	P						
802	Offices and clinics of dentists						P	P	P						
804	Offices of other health practitioners						P	P	P						
805	Nursing and personal care facilities						P	P	P		P				
806	Hospitals						P	P	P				P		
807	Medical and dental laboratories						P	P	P				P		
808	Home health care services						P	P	P				P		
81	Legal services						P	P	P						
821	Elementary and secondary schools												S		
823	Libraries - Less than 7500 sq. ft.	P	P	P	P	P	P	P	P		P				

LEGEND		
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SECTION 10-6.614 - HIGH INTENSITY URBAN ACTIVITY CENTERS DISTRICTALLOWABLE USES; APPROPRIATE PERMIT LEVEL AND APPLICABLE DEVELOPMENT AND LOCATIONAL STANDARDS

P PERMITTED USE
R RESTRICTED USE
S SPECIAL EXCEPTION

SIC CODE	NAME OF USE	DEVELOPMENT AND LOCATIONAL STANDARDS												
		MC	NC	CC	RC	HC	MO	MjO	OP	MR	HR	AR	CS	LI	MI
823	Libraries												S		
824	Vocational schools												S		
835	Day care services	P	P	P	P				P						
836	Residential care	P	P	P	P				P						
841	Museums and art galleries			P	P							P			
842	Botanical and zoological gardens											P			
864	Civic and social associations			P	P										
866	Religious organizations	P	P	P	P	P	P	P	P						
871	Engineering & architectural services						P	P	P						
872	Accounting, auditing, & bookkeeping						P	P	P						
873	Research and testing services						P	P	P						
874	Management and public relations						P	P	P						
	PUBLIC ADMINISTRATION														
91	Executive, legislative, and general						P	P	P				P		
921	Courts						P	P	P				P		
922	Public order and safety												P		
9221	Police protection												P		
9224	Fire protection												P		
	RECREATION														
	Hiking & Nature Trails											P			
	Picnicking											P			
	Canoe Trails											P			
	Bicycle Trails											P			
	Horseback Riding Trails											P			
	Tot Lots											P			
	Court Sports											P			
	Field Sports											P			
	Boat Landings											P			
	Archaeological Historical Sites											S			

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LMA 2401: 2225 Orange Avenue
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HIGH INTENSITY URBAN ACTIVITY CENTER
MAXIMUM ALLOWABLE FLOOR AREA
SECTION 10-6.614

COMMERCIAL LAND USE TYPE	ACTIVITY CENTER
MINOR*	
Total Location	80,000
Single Site or Quadrant	20,000
Single Structure	20,000
NEIGHBORHOOD**	
Total Location	400,000
Single Site or Quadrant	400,000
Single Structure	400,000
COMMUNITY	
Total Location	800,000
Single Site or Quadrant	800,000
Single Structure	800,000
REGIONAL	
Total Location	4,000,000
Single Site or Quadrant	4,000,000
Single Structure	4,000,000

*Maximum of 10,000 gross square feet, if located on a local street.

**Only one neighborhood commercial site (quadrant) will be permitted at the intersection of a major collector and arterial road. The maximum allowable commercial development permitted at the neighborhood commercial area located at the intersection of two major collectors is 50,000 sq. ft. g.s.l.a.

LMA 2401: 2225 Orange Avenue
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SECTION 10.6.614
MINIMUM DEVELOPMENT STANDARDS
HIGH INTENSITY ACTIVITY CENTER

	MEDIUM OR HIGH DENSITY RESIDENTIAL, COMMERCIAL, OFFICE	INDUSTRIAL LIGHT	COMMUNITY SERVICES; ACTIVE RECREATION; PUBLIC, PRIMARY AND SECONDARY SCHOOLS
MINIMUM SETBACKS			
Front Yard			
Building	20	20	20
Parking	20	20	20
Corner Yard			
Building	20	20	20
Parking	20	20	20
Side Yard			
Building	5	10	5
Parking	5	10	5
Rear Yard			
Building	20	20	20
Parking	10	10	10
Adjoining Lower Intensity			
Zoning District			
Building	50	50	--
Parking	20	20	--
MAXIMUM % IMPERVIOUS			
SURFACE AREA*	75	60	75
HEIGHTS			
Max. at Bldg. Envelope			
Perimeter	40	40	50
Addl. Height/Addl.			
Zoning Setback	4'/1'	2'/1'	4'/1'
Total Height	120	120	120

*May utilize fee in lieu provision of EMA/EMO.

Section 10-6.637. R-3 Single- and Two-Family Residential District.

1. District Intent	PERMITTED USES 2. Principal Uses	3. Accessory Uses
The R-3 district is intended to be located in areas designated Bradfordville Mixed Use, Urban Residential, Urban Residential 2, or Suburban on the Future Land Use Map of the Comprehensive Plan which contain or are anticipated to contain a wide range of single-family and two-family housing types. The maximum gross density allowed for new residential development in the R-3 district is 8 dwelling units per acre; a minimum density of 4 dwelling units per acre is required when applied to the Urban Residential future land use category. The minimum density is not applicable if constraints of public easements, concurrency, or preservation an/or conservation features preclude the attainment of the minimum densities. Certain community and recreational facilities related to residential uses are also permitted.	(1) Community facilities related to residential uses including religious facilities, police/fire stations, and elementary, middle, vocational, and exceptional student education schools. Libraries and high schools are prohibited. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations. (2) Golf courses. (3) Passive and active recreational facilities. (4) Single-family attached dwellings. (5) Single-family detached dwellings. (6) Two-Family dwellings. (7) Zero-lot line single-family detached dwellings.	(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.

DEVELOPMENT STANDARDS

	4. Minimum Lot or Site Size			5. Minimum Building Setbacks				6. 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 (excluding gross building floor area used for parking)**	**b. Building Height (excluding stories used for parking)**
Single-Family Detached Dwellings	5,000 square feet	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
Single-Family Attached Dwellings	3,750 square feet end unit; 2,400 square feet interior lot	37.5 feet end unit; 25 feet interior lot	80 feet	20 feet	not applicable	15 feet	25 feet	maximum length: 8 units	3 stories
Zero-Lot Line Single-Family Detached Dwellings	3,750 square feet	30 feet interior lot; 40 feet corner lot	100 feet	20 feet	0 feet one side; 5 feet other side	15 feet	25 feet	not applicable	3 stories
Two-Family Dwelings	8,000 square feet	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	60 feet	100 feet	25 feet	same as for single-family detached dwellings	15 feet	25 feet	10,000 square feet of gross building floor area per acre	3 stories

GENERAL NOTES:

1. If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and non-residential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area or a 500 gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.

2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.

3. Refer to the Concurrency Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).

C
Z

NOTICE OF COMPREHENSIVE PLAN AMENDMENT PUBLIC HEARINGS

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, April 9, 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 ordinances entitled to wit and to consider transmittal of referenced text amendments:

CAPITAL IMPROVEMENTS SCHEDULE UPDATE

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS SCHEDULE OF THE CAPITAL IMPROVEMENTS ELEMENT OF THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

MAP AMENDMENT ADOPTION

At the above public hearing the Board of County Commissioners will take public comments on and consider adoption of the following Ordinances, which adopt the map amendments in this advertisement. The Ordinance titles are below.

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE FUTURE LAND USE MAP; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE

Requested Map Amendment: 2225 Orange Avenue

Reference Number: LMA2401

Applicant: Mortgage Investments of Tallahassee, LLC

Small Scale Map Amendment: This is a request to change the Future Land Use Map (FLUM) designation from Urban Residential 2 (UR-2) and High Intensity Urban Activity Center (AC) to High Intensity Urban Activity Center (AC) on 1.90 acres. The parcel is located on the south side of Orange Avenue, west of Capital Circle SE, near the intersection. *Rezoning Application*: A rezoning application will be processed concurrently with this amendment. A zoning change from Single Family Detached, Attached Two-Family Residential (R-3) and Activity Center (AC) to Activity Center (AC) will be requested to implement the proposed amendment to the Future Land Use Map.

REZONING

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE SINGLE FAMILY DETACHED, ATTACHED TWO-FAMILY RESIDENTIAL (R-3) TO THE ACTIVITY CENTER (AC) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning implements Comprehensive Plan map amendment LMA2401, above, which is proposed for adoption on April 9, 2024. The rezoning requests a change to the Official Zoning Map from the Single Family Detached, Attached Two-Family Residential (R-3) & Activity Center (AC) to Activity Center (AC) Zoning District.

TEXT AMENDMENTS TRANSMITTAL

Requested Text Amendment: HB 1379

Reference Number: TTA2024003

Applicant: Tallahassee-Leon County Planning Department

This is a proposed text amendment to Utilities Element Sanitary Sewer Objective 1.3[SS] and Policy 2.1.6[SS] to implement the sanitary sewer planning requirements of HB 1379.

Requested Text Amendment: Solar Facilities

Reference Number: TTA2024004

Applicant: Tallahassee-Leon County Planning Department

The proposed amendment would update Policy 2.2.20[L] of the Future Land Use Element to reflect statutory requirements for Solar Facilities.

Requested Text Amendment: Small-scale Future Land Use Map Amendments

Reference Number: TTA2024012

Applicant: Tallahassee-Leon County Planning Department

This is a proposed text amendment to Intergovernmental Coordination Element Policy 1.8.1[I], Comprehensive Plan Amendment Process, to allow applications for small-scale map amendments to be accepted throughout the year.

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, April 8, 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 Mathieu Cavell or Facilities Management, 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 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the Ordinance may be inspected as part of the agenda package on the County's 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. TD-39085847
Advertise: March 29, 2024

Leon County
Board of County Commissioners

Notes for Agenda Item #22

Leon County Board of County Commissioners

Agenda Item #22

April 9, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Public Hearing for Transmittal of 2024 Cycle Comprehensive Plan Text Amendments

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, Planning Director
Lead Staff/ Project Team:	Susan Poplin, Acting Administrator of Comprehensive Planning

Statement of Issue:

This item provides for the Transmittal Public Hearing for the 2024 Comprehensive Plan Amendment Cycle. The purpose of the public hearing is to consider transmittal of the three proposed text amendments to the State Land Planning Agency (Florida Department of Commerce) and other reviewing agencies. If approved for transmittal, a second public hearing for the Board to consider adoption of the amendments will be held on June 11, 2024.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the transmittal public hearing on the 2024 Cycle Comprehensive Plan Text Amendment TTA2024003 (HB 1379 Implementation) and transmit the proposed amendment to the State Land Planning Agency and review agencies.

Option #2: Conduct the transmittal public hearing on the 2024 Cycle Comprehensive Plan Text Amendment TTA2024004 (Solar Facilities) and transmit the proposed amendment to the State Land Planning Agency and review agencies.

Option #3: Conduct the transmittal public hearing on the 2024 Cycle Comprehensive Plan Text Amendment TTA2024012 (Small-Scale Map Amendments Process) and transmit the proposed amendment to the State Land Planning Agency and review agencies.

Report and Discussion

Background:

This item provides for the Transmittal Public Hearing for the 2024 Comprehensive Plan Amendment Cycle. The purpose of the public hearing is to consider transmittal of the three proposed text amendments to the State Land Planning Agency (Florida Department of Commerce) and other reviewing agencies.

The three proposed text amendments address new statutory requirements regarding sanitary sewer, the allowance of solar facilities in agricultural areas as approved by the State Legislature, and updating the process for adopting small-scale map amendments to the Comprehensive Plan, respectively. This first public hearing is to consider transmitting the proposed amendments to State Land Planning Agency (Florida Department of Commerce) and other reviewing agencies, as required by Section 163.3184, Florida Statutes. These agencies have 30 days to review and comment on the proposed text amendments. If approved for transmittal, a second public hearing for the Board to consider adoption of the amendments will be held on June 11, 2024, at 6:00 p.m. This item recommends that all three proposed text amendments be transmitted to the State Land Planning Agency (Florida Commerce) and other reviewing agencies.

The Tallahassee-Leon County Comprehensive Plan (Comprehensive Plan) is a joint document adopted by both Leon County and the City of Tallahassee that provides a vision for growth in the County and City. The Comprehensive Plan includes Goals, Objectives, and Policies intended to guide economic, social, physical, environmental, and fiscal development of the community over the next 20 to 30 years. It also includes strategies intended to focus growth in areas with infrastructure that can support development balanced with strategies for protecting and preserving the environmental, rural, and historic resources of the community. The Comprehensive Plan sets the parameters for the Leon County and City of Tallahassee Land Development Codes (LDCs) as well as other programs that implement the Goals, Objectives, and Policies of the Comprehensive Plan.

Tallahassee-Leon County Comprehensive Plan Amendments

The Comprehensive Plan is a dynamic document that can be amended as required to meet community needs and to meet statutory requirements resulting from new State legislation. The 2024 Comprehensive Plan Amendment Cycle includes three proposed text amendments. Text amendments are amendments to Goals, Objectives, and Policies or to map and figures that do not change the land use designation of specific property or properties. Amendments that change the land use designation of specific property or properties are considered map amendments because they change the designation of the property as shown on the Future Land Use Map.

Two of the proposed text amendments are in response to new statutory requirements for sanitary sewer provisions and solar facilities approved by the State Legislature. The third amendment is a proposed change to the small-scale map amendment process to reflect prior legislative changes and local decisions, and to better serve the community by allowing small-scale amendment applications throughout the year. The three text amendments are identified below and described in more detail in the following Analysis section:

- **TTA 2024 003** - Implements sanitary sewer provisions consistent with HB 1379.
- **TTA 2024 004 -** Expands solar facility language to accommodate newer provisions in Sections 163.3205 and 163.32051, Florida Statutes, for "solar facilities."
- **TTA 2024 012** - Revises intergovernmental coordination provisions to allow small-scale amendment applications throughout the year.

Text Amendment Adoption Process

Text amendments require two public hearings and approval by both the Leon County Board of County Commissioners and the Tallahassee City Commission. For this 2024 amendment cycle, both the City Commission and Board of County Commissioners will be conducting its required public hearings and approvals separately, as follows. The first public hearing for both bodies is a transmittal hearing, wherein the Commissions vote, respectively, to transmit the proposed text amendments to the State Land Planning Agency and review agencies. The transmittal hearing for the Board of County Commissioners is provided for in this agenda item, and a separate transmittal hearing for the City Commission is scheduled for April 10, 2024. The second public hearing is the adoption hearing, and is scheduled for June 11, 2024 for the Board of County Commissioners and June 12, 2024 for the City Commission. At that time, each of the Commissions, respectively, will vote to adopt or deny the proposed text amendments.

The complete schedule for the 2024 Comprehensive Plan text amendments is outlined below:

2024 Comprehensive Plan Cycle Schedule:

Application Cycle	April 2023 – September 22, 2023
Public Open House	December 7, 2023
Local Planning Agency Workshop	January 17, 2024
Local Planning Agency Public Hearing	February 6, 2024 and March 5, 2024
County Transmittal of Text Amendments & Adoption of the Small-Scale Map Amendment	April 9, 2024
City Transmittal of Text Amendment & Adoption of Small-Scale Map Amendments	April 10, 2024
County Adoption of Text Amendments	June 11, 2024
City Adoption of Text Amendments	June 12, 2024

Public hearings through the transmittal stage have been noticed and advertised in accordance with the provisions of Section 163.3184, Florida Statutes (Attachment #1). Notification for the Comprehensive Plan text amendments includes notices printed in the Tallahassee Democrat and Capital Outlook, email notices sent through the Planning Department's email subscription service, and postings on the 2024 Amendment Cycle website (www.Talgov.com/place/pln-cp-2024). Planning staff held a public Open House on the proposed amendments on December 7, 2023, with approximately 14 people in attendance. At the Open House, staff provided an overview of the

proposed amendments and informed the public on the different meetings related to the cycle, and how citizens can provide comments and remain engaged throughout the process.

The Local Planning Agency (LPA) reviewed the proposed amendments, found them to be consistent with the Comprehensive Plan, and issued recommendations of approval at the LPA public hearings held on February 6, 2024 and March 5, 2024. Two of the amendments for solar facilities and the small-scale amendments process change were recommended for approval at the February 6, 2024 meeting. The third amendment for sanity sewer was recommended for approval at the March 5, 2024 meeting. There were no public speakers on any of the text amendments.

Analysis:

The 2024 Comprehensive Plan Amendment Cycle includes three text amendments, including two that respond to recent legislative changes and one that reflects prior legislative changes and local decisions, and are designed to improve the Comprehensive Plan amendment process. The complete analysis for each of the three text amendments is detailed below:

Proposed HB1379 Sanitary Sewer Text Amendment (TTA 2024 003)

Applicant: Tallahassee-Leon County Planning Department
Jurisdiction: Joint Leon County and City of Tallahassee

Synopsis: Section 163.3177(6), Florida Statutes was amended by House Bill 1379 during the 2023 legislative session to add additional requirements for local government comprehensive plans to address wastewater and sanitary sewer. The proposed text amendment would update the Utilities Element of the Comprehensive Plan to acknowledge that the County and City provide advanced wastewater treatment where feasible. The proposed text amendment complies with the new statutory requirement but does not impact the current land development process nor does it require the county to expand their existing, substantial work program to improve water quality through sewer and/or advanced wastewater treatment system improvements.

Proposed Amendment: The proposed strike-thru, underline amendment to the Comprehensive Plan to comply with requirements of HB 1379 are included in Appendix 1 of Attachment #2, and read as follows:

Objective 1.3: [SS]

> Needed sanitary sewer facilities will be provided in a manner ~~which~~ that promotes orderly, compact urban and cost-efficient growth while optimizing the use of existing facilities and prioritizing advanced wastewater treatment where feasible and consistent with the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan.

Policy 2.1.6: [SS]

> ~~Reserved~~ Pursuant to section 163.3177(6)(c), F.S., the City of Tallahassee and Leon County have considered the feasibility of providing sanitary sewer services to developments of more than 50 residential lots, whether built or unbuilt, with more than one onsite sewage treatment and disposal system per acre within a 10-year planning horizon. The feasibility analysis was performed in accordance with Section 21-91 of the Code of

> General Ordinances of the City of Tallahassee and the Water and Sewer Agreement between the City of Tallahassee and Leon County, which addresses the provision of potable water and wastewater infrastructure. Additionally, pursuant to Policy 1.3.1: [SS], existing developments outside of the Urban Services Area or designated Rural Communities are not deemed feasible except where consistent with Policy 1.3.2: [SS]. Based on the foregoing, the City of Tallahassee and Leon County have deemed it infeasible to provide sanitary sewer services to the developments specified in section 163.3177(6)(c), F.S. This policy shall be amended as needed to account for future applicable developments.

Analysis: The Tallahassee-Leon County Planning Department is proposing this amendment to comply with Section 163.3177(6), Florida Statutes, as amended by House Bill 1379 during the 2023 legislative session. Florida House Bill 1379, signed into law in 2023, requires comprehensive plans to address wastewater treatment, onsite sewage treatment and disposal systems (OSTDS), and sanitary sewer. Many of the requirements of the legislation are already addressed in the Tallahassee-Leon County Comprehensive Plan; however, some clarifying language is recommended to the Utilities Element, to ensure compliance with the adopted legislation. Staff has completed the prerequisite analysis to inform and support the proposed text amendment. The updates are intended to incorporate language to address advanced wastewater treatment and feasibility of providing sanitary sewer in the Sanitary Sewer section of the Utilities Element. In summary, the proposed text amendment complies with the new statutory requirement but does not impact the current land development process nor does it require the county to expand their existing, substantial work program to improve water quality through sewer and/or advanced wastewater treatment system improvements.

Section 163.3177, Florida Statutes, requires that local government comprehensive plans provide the policy foundation for local planning and land use decisions on capital improvements, conservation, intergovernmental coordination, recreation, open space, future land use, housing, transportation, coastal management (where applicable) and public facilities.

Since its initial adoption in 1990, the Tallahassee-Leon County Comprehensive Plan has had a Utilities Element that addresses solid waste management, aquifer recharge areas and activities, the provision of potable water and sanitary sewer services, and stormwater management. These individual areas addressed by the Element are considered sub-elements.

Since 2009, the Tallahassee-Leon County Comprehensive Plan and Leon County Land Development Code require new development within the County Primary Springs Protection Zone (PSPZ) to connect to central sewer, if available, or install an advanced nitrogen-reducing septic system. The State Basin Management Action Plan (BMAP) for the Upper Wakulla River and Wakulla Springs, which becomes effective May 1st of this year, requires new development within the State's Wakulla Springs Priority Focus Areas (PFA) to connect to an AWTS such as central sewer, where available, or an advanced nitrogen-reducing septic system. The BMAP also requires all existing conventional septic systems within the State PFA to be upgraded to an advanced nitrogen-reducing system by the year 2040. These requirements address wastewater treatment in areas where the extension of sewer service is not feasible thereby providing mechanisms by which the County could continue to meet water quality goals. Accepted by the Board on January 24, 2023, the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) satisfies a requirement

of the 2019 State BMAP for the Upper Wakulla River and Wakulla Springs and positions the County to secure future funding from the State to assist property owners with upgrading their wastewater systems.

The CWTFP is also utilized as a baseline planning document to aid property owners in selecting an AWTS technology to meet the State and Comprehensive Plan requirements.

The HB 1379 (2023) legislation revised Paragraph (c) of subsection (6) of Section 163.3177, Florida Statutes, to add the following new requirements within the comprehensive plan:

1. The local government must consider the feasibility of providing sanitary sewer services for any existing development of more than 50 residential lots, whether built or unbuilt, with more than one onsite sewage treatment and disposal system per 1 acre, within a 10-year planning horizon. Importantly, this requirement is already followed by the county as provided for in our Master Sewer Plan and the Water and Sewer Agreement between the County and City. Therefore, this comp plan update doesn't have an impact on Leon County.
2. The local government must identify the name and location of the wastewater facility that could receive sanitary sewer flows after connection; the capacity of the facility and any associated transmission facilities; the projected wastewater flow at that facility for the next 20 years, including expected future new construction and connections of onsite sewage treatment and disposal systems to sanitary sewer; and a timeline for the construction of the sanitary sewer system. (An onsite sewage treatment and disposal system is presumed to exist on a parcel if sanitary sewer services are not available at or adjacent to the parcel boundary.) This requirement must also be met for future applicable developments. Again, this requirement is already followed by the County as provided for in our Master Sewer Plan and the Water and Sewer Agreement between the County and City.

The requirements of HB 1379 for sanitary sewer addressing comprehensive plans are already largely met by existing language in the Comprehensive Plan including:

- Extension of Service: Policies 1.3.1.[SS], 1.1.4[L], 1.3.2[SS], 2.1.2[SS] and 2.1.3[SS], limit provision of central service to the Urban Services Area (USA) and rural communities/urban fringe.
- Demand, Capacity and Financial Feasibility: Policies 1.3.6[SS] and 1.3.7[SS] require update/projection of facility demand and connection fees.
- Planning: Policies 2.1.5[SS], 2.1.10[SS] and 2.1.12[SS] require long-range master planning, consistency with the water and sewer agreement, and sewer planning for developments on septic tanks within the USA or rural community identified as a target area rural community.

These policies are supplemented by the Water and Sewer Agreement (WSA), which has been maintained since February of 1983, to identify the conditions under which the City of Tallahassee will provide water and sewer to properties in the unincorporated area that are located within the Urban Services Area (USA). The WSA establishes the need for the City's Master Sewer Plan, which is updated every five years and submitted to the Board for approval, the Comprehensive Wastewater Treatment Facilities Plan, and the Wastewater Treatment Feasibility Analysis. These

agreements and plans are required to meet the Goals, Objectives, and Policies of the Comprehensive Plan.

Planning Staff conducted a thorough review of the potential impact of the proposed text amendment that is required by the new statute. The County and City have long adopted growth management strategies that limit the amount of development and the density of development that can occur without sanitary sewer, resulting in fewer areas that fall within the parameters required by HB 1379 (2023). Additionally, the County and City have proactively extended sewer service to areas that were feasible to do so. As detailed in the *Status Report on the Extension of Sewer Service to Properties in Unincorporated Leon County Located within the Urban Services Area* (Attachment #3) at the February 20, 2024 Board meeting, 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 and the Woodville Rural Community. Leon County has projects currently underway to aggressively continue the County's septic-to-sewer program and to partner with the City of Tallahassee to provide sewer to the Southern Triangle. The proposed amendment (TTA 2024 003) requires that a narrowly defined requirement of State Statutes is included within our comp plan. However, this requirement is already addressed by growth management policies for new development within Leon County, and does not impact the ongoing work programs of Leon County and the City of Tallahassee to extend sewer service in the community where feasible.

Consistency with Comprehensive Plan

The proposed text amendment was reviewed by staff and the Local Planning Agency (LPA) for consistency with the Goals, Objectives, and Policies of the Tallahassee-Leon County Comprehensive Plan. The proposed amendment is consistent with the Comprehensive Plan.

Summary of TTA 2024 003:

- Local Planning Agency recommendation on proposed amendment: **Approve**
- Staff analysis of consistency with Comprehensive Plan: **Consistent**
- The staff report for this text amendment is included as Attachment #2.
- No citizen comments have been received on this text amendment.

Proposed Solar Text Amendment (TTA 2024004)

Applicant: Tallahassee-Leon County Planning Department
Jurisdiction: Joint Leon County and City of Tallahassee

Synopsis: Section 163.3205, Florida Statutes, was created by SB 896 in 2021 to address the solar facility approval process and Section 163.32051, Florida Statutes, was established by HB 1411 in 2022, addressing floating solar facilities. The proposed amendment addresses the requirements of Sections 163.3205 and 163.32051, Florida Statutes, by clarifying the allowable solar facility uses in the Agriculture/Silviculture/Conservation land use category. The current language specifically references building-mounted and accessor ground-mounted solar facilities. The proposed

amendment clarifies the allowable solar facility uses by broadening the terminology to include all types of solar facilities, including floating solar facilities per Section 163.32051, Florida Statutes.

Proposed Amendment: A full strike through of policy text is provided in Appendix A of Attachment #4, and reads as follows:

> **Policy 2.2.20 [L] – Agriculture/Silviculture/Conservation**
>
> Conserving large tracts of plantation and former plantation land, forest land, agriculture and silviculture lands and wildlife and conservation and recreational hunting areas is an efficient means of protecting natural resources that constitute important physical, social, aesthetic and economic assets to all of the residents of Leon County. The expansion of urban development into agriculture/ silviculture/ conservation areas creates conflicts between farm and urban activities that encourage the premature conversion of agricultural and silvicultural land to other uses, and results in the loss of open space and natural beauty. The designation of land as ASC substantially protects the continued existence of the land for agriculture, silviculture, forest wildlife conservation and recreational hunting purposes, and otherwise promotes the public health, safety and general welfare of the residents of Leon County.
>
> Extensions of Community Services (libraries, religious facilities, and police/fire stations) and Light Infrastructure (water wells, water tanks, sewage pump stations, and electric substations) within all ASC areas is allowed. ~~Solar energy systems shall be limited to building mounted solar systems and accessory ground mounted solar systems. Utility scale solar systems shall be prohibited in areas designated Agriculture/Silviculture/Conservation on the Future Land Use Map.~~ Solar facilities shall comply with the setback and landscape buffer area criteria for other similar uses in this land use category. Very low residential density not to exceed 1 unit per 10 acres, is also allowed within the entire ASC land use category. Accessory uses directly associated with the operation of agriculture, silvicultural, wildlife conservation, recreational hunting and permitted residential uses shall be allowed.

Analysis: Section 163.3205, Florida Statutes, was created by SB 896 in 2021 to address the solar facility approval process. Specifically, Section 163.3205(3), Florida Statutes, states, "a solar facility shall be a permitted use in all agricultural land use categories in a local government comprehensive plan and all agricultural zoning districts within an unincorporated area, and must comply with the setback and landscaped buffer area criteria for other similar uses in the agricultural district."

Additionally, Section 163.32051, Florida Statutes, was established by HB 1411 in 2022, addressing floating solar facilities. The term "floating solar facility" refers to a solar facility that is located on wastewater treatment ponds, abandoned lime rock mine areas, stormwater treatment ponds, reclaimed water ponds, or other water storage reservoirs, as specified in Section 163.32051(2). Section 163.32051(3) requires that floating solar be a permitted use in appropriate land use categories and Section 163.32051(4) allows local governments to adopt buffering and landscape requirements for similar uses involving the construction of other solar facilities that are permitted uses in agricultural land use categories and zoning districts.

The Comprehensive Plan classifies solar facilities as light infrastructure, which is allowed in all land use categories. The only land use category that has specific provisions related to solar facilities is the Agriculture/Silviculture/Conservation land use category established in Policy 2.2.20. The proposed amendment to this policy will comply with the requirements of Sections 163.3205 and 163.32051, Florida Statutes.

Development standards for solar facilities in Leon County, including limitations on utility-scale solar systems, are included in Sec. 10-6.820, Leon County Land Development Code. As such, the proposed Comprehensive Plan amendment would not result in the need to amend any zoning districts or the Leon County Land Development Code.

Consistency with Comprehensive Plan

The proposed text amendment was reviewed by staff and the LPA for consistency with the Goals, Objectives, and Policies of the Tallahassee-Leon County Comprehensive Plan. The proposed amendment is consistent with the Comprehensive Plan.

Summary of TTA 2024 004:

- Local Planning Agency recommendation on proposed amendment: **Approve**
- Staff analysis of consistency with Comprehensive Plan: **Consistent**
- The staff report for this text amendment is included as Attachment #4.
- No citizen comments have been received on this text amendment.

Proposed Small-Scale Map Amendments Process Text Amendment (TTA 2024012)

Applicant: Tallahassee-Leon County Planning Department
Jurisdiction: Joint Leon County and City of Tallahassee

Synopsis: The proposed amendment would allow small-scale map amendments to be accepted and processed throughout the year while maintaining an annual cycle for text amendments and large-scale map amendments.

Proposed Amendment: A full strike through of policy text is provided in Appendix A of Attachment #5, and reads as follows:

Objective 1.8: [I]

Provide a comprehensive plan amendment procedure consistent with state statute.

Policy 1.8.1: [I]

To promote the efficient use of city and county resources, one Comprehensive Plan amendment cycle will be initiated annually for text amendments and large-scale map amendments only. Applications for small-scale map amendments will be accepted on an ongoing basis. The Board of County Commissioners or City Commission may approve the initiation of additional text amendments and large-scale map amendments ~~Comprehensive Plan amendments~~ outside of the annual cycle.

Amendments to the Joint Comprehensive Plan require approval by both the Leon County Board of County Commissioners and the Tallahassee City Commission except as set forth below:

(1) An amendment to the Future Land Use Map which concerns property located entirely within the Tallahassee city limits, or an amendment to an existing provision of the Comprehensive Plan which is designated as specific to the City of Tallahassee, shall require approval solely by the Tallahassee City Commission.

(2) An amendment to the Future Land Use Map which concerns property located entirely within unincorporated Leon County, or an amendment to an existing provision of the Comprehensive Plan, which is designated as specific to Leon County, shall require approval solely by the Leon County Board of County Commissioners.

All amendments to the Joint Comprehensive Plan shall follow the statutory process for the adoption of plan amendments with effective dates as outlined in Florida Statutes.

Analysis: This proposed amendment would allow future small-scale map amendments to be accepted and processed on an ongoing basis throughout the year, while maintaining an annual cycle for large-scale map amendments and text amendments. This amendment is intended to provide better efficiency in processing and reviewing future land use map amendments for smaller projects and supports the Comprehensive Plan goals of encouraging infill development by streamlining the process for these smaller projects.

Prior to 2011, local governments could only amend their local government comprehensive plans twice a year. The approval of HB 7207 in 2011 amended Section 163.3187, F.S. and removed the limitation on the number of times a local government comprehensive plan could be amended each year. Because of the joint nature of the Tallahassee-Leon County Comprehensive Plan, the County and City maintained an annual cycle of comprehensive plan amendments with the option for a second cycle (referred to as "out-of-cycle" amendments) when needed. The passing of HB 7207 also created the small-scale comprehensive plan amendment process to streamline amendments that met specific criteria primarily related to the acreage of the amendment.

In 2017, it was determined that the Board and City Commission only needed to vote on map amendments that affect property within their respective jurisdictions versus both the Board and City Commission voting on all proposed map amendments (i.e., the Board does not need to vote on map amendments for property within City limits and the City Commission does not need to vote on amendments in unincorporated Leon County). An amendment to Policy 1.8.1: [I] was adopted in 2018 to clarify how the Board and City Commission vote on proposed Comprehensive Plan amendments. This policy outlined how each local government would only vote on map amendments within their respective jurisdictions and how both the Board and the City Commission would vote on joint text amendments to the Comprehensive Plan. Based on legislative changes dating back to 2011 and the 2018 amendments to Policy 1.8.1: (I), there is no longer a need to restrict small-scale map amendments to an annual cycle.

As defined by Section 163.3187, Florida Statutes, small-scale map amendments are those on 50 acres or fewer and only require one public hearing with the LPA and one public hearing with the Board or City Commission, similar to the rezoning process. Allowing for the acceptance of applications for small-scale map amendments year-round and not as part of the annual cycle,

provides the opportunity for property owners to pursue future land use changes on a more flexible schedule. This approach better reflects current statutory process, mirrors how other communities are processing small-scale map amendments on a rolling basis, facilitates better allocation of staff time, allows more focused community engagement tailored to specific amendments versus the public having to engage on numerous amendments all at once, and can accelerate the project timelines for smaller infill projects.

Consistency with Comprehensive Plan

The proposed text amendment was reviewed by staff and the LPA for consistency with the Goals, Objectives, and Policies of the Tallahassee-Leon County Comprehensive Plan. The proposed amendment is consistent with the Comprehensive Plan.

Summary of TTA 2024 012:

- Local Planning Agency recommendation on proposed amendment: **Approve**
- Staff analysis of consistency with Comprehensive Plan: **Consistent**
- The staff report for this text amendment is included as Attachment #5.
- No citizen comments have been received on this text amendment.

Next Steps on 2024 Plan Text Amendments

If the above three text amendments are approved for transmittal, they will be submitted to the State Land Planning Agency (Florida Department of Commerce) and other review agencies. These agencies have 30 days to review and comment on the proposed amendments. Following this review period, the Board may adopt the proposed amendments. The Board's adoption public hearing for the proposed 2024 Cycle text amendments is scheduled for June 11, 2024, at 6:00 p.m. This item recommends that all three proposed text amendments be transmitted to the State Land Planning Agency (Florida Commerce) and other reviewing agencies.

Options:

1. Conduct the transmittal public hearing on the 2024 Cycle Comprehensive Plan Text Amendment TTA2024003 (HB 1379 Implementation) and transmit the proposed amendment to the State Land Planning Agency and review agencies.
2. Conduct the transmittal public hearing on the 2024 Cycle Comprehensive Plan Text Amendment TTA2024004 (Solar Facilities) and transmit the proposed amendment to the State Land Planning Agency and review agencies.
3. Conduct the transmittal public hearing on the 2024 Cycle Comprehensive Plan Text Amendment TTA2024012 (Small-Scale Map Amendments Process) and transmit the proposed amendment to the State Land Planning Agency and review agencies.
4. Conduct the transmittal public hearing on the 2024 Cycle Comprehensive Plan Text Amendment TTA2024003 (HB 1379 Implementation) and do not transmit the proposed amendment to the State Land Planning Agency and review agencies.
5. Conduct the transmittal public hearing on the 2024 Cycle Comprehensive Plan Text Amendment TTA2024004 (Solar Facilities) and do not transmit the proposed amendment to the State Land Planning Agency and review agencies.
6. Conduct the transmittal public hearing on the 2024 Cycle Comprehensive Plan Text Amendment TTA2024012 (Small-Scale Map Amendments Process) and do not transmit the proposed amendment to the State Land Planning Agency and review agencies.
7. Board direction.

Recommendation:

Options #1, #2, and #3

Attachments:

1. Notice of Public Hearing
2. Staff Report for TTA2024003 – HB 1379
3. Status Report on the Extension of Sewer Service to Properties in Unincorporated Leon County Located within the Urban Services Area
4. Staff Report for TTA2024004 – Solar Facilities
5. Staff Report for TTA2024012 – Small-Scale Map Amendments Process

NOTICE OF COMPREHENSIVE PLAN AMENDMENT PUBLIC HEARINGS

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, April 9, 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 ordinances entitled to wit and to consider transmittal of referenced text amendments:

CAPITAL IMPROVEMENTS SCHEDULE UPDATE

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS SCHEDULE OF THE CAPITAL IMPROVEMENTS ELEMENT OF THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

MAP AMENDMENT ADOPTION

At the above public hearing the Board of County Commissioners will take public comments on and consider adoption of the following Ordinances, which adopt the map amendments in this advertisement. The Ordinance titles are below.

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE FUTURE LAND USE MAP; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE

Requested Map Amendment: 2225 Orange Avenue

Reference Number: LMA2401

Applicant: Mortgage Investments of Tallahassee, LLC

Small Scale Map Amendment: This is a request to change the Future Land Use Map (FLUM) designation from Urban Residential 2 (UR-2) and High Intensity Urban Activity Center (AC) to High Intensity Urban Activity Center (AC) on 1.90 acres. The parcel is located on the south side of Orange Avenue, west of Capital Circle SE, near the intersection. *Rezoning Application*: A rezoning application will be processed concurrently with this amendment. A zoning change from Single Family Detached, Attached Two-Family Residential (R-3) and Activity Center (AC) to Activity Center (AC) will be requested to implement the proposed amendment to the Future Land Use Map.

REZONING

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE SINGLE FAMILY DETACHED, ATTACHED TWO-FAMILY RESIDENTIAL (R-3) TO THE ACTIVITY CENTER (AC) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning implements Comprehensive Plan map amendment LMA2401, above, which is proposed for adoption on April 9, 2024. The rezoning requests a change to the Official Zoning Map from the Single Family Detached, Attached Two-Family Residential (R-3) & Activity Center (AC) to Activity Center (AC) Zoning District.

TEXT AMENDMENTS TRANSMITTAL

Requested Text Amendment: HB 1379

Reference Number: TTA2024003

Applicant: Tallahassee-Leon County Planning Department

This is a proposed text amendment to Utilities Element Sanitary Sewer Objective 1.3[SS] and Policy 2.1.6[SS] to implement the sanitary sewer planning requirements of HB 1379.

Requested Text Amendment: Solar Facilities

Reference Number: TTA2024004

Applicant: Tallahassee-Leon County Planning Department

The proposed amendment would update Policy 2.2.20[L] of the Future Land Use Element to reflect statutory requirements for Solar Facilities.

Requested Text Amendment: Small-scale Future Land Use Map Amendments

Reference Number: TTA2024012

Applicant: Tallahassee-Leon County Planning Department

This is a proposed text amendment to Intergovernmental Coordination Element Policy 1.8.1[I], Comprehensive Plan Amendment Process, to allow applications for small-scale map amendments to be accepted throughout the year.

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, April 8, 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 Mathieu Cavell or Facilities Management, 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 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the Ordinance may be inspected as part of the agenda package on the County's 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.
Advertise: March 29, 2024

TD-39085847

PLANNING DEPARTMENT

2024 Comprehensive Plan Amendment Cycle
TTA2024003
HB1379

SUMMARY		
Applicant:	**Proposed Change:**	**Amendment Type:**
Tallahassee-Leon County Planning Department	This is a text amendment to implement the requirements of House Bill 1379	Joint Text Amendment
TLCPD Staff:	**Comprehensive Plan Amendment:**	**LPA Recommendation:**
Stephen Hodges	Utility Element	**Continued to 03/05/24**
Contact Information:	**Policy Number(s):**	**Staff Analysis:**
Stephen.Hodges@talgov.com 850-891-6408	Objective 1.3: [SS] Policy 2.1.6: [SS]	**Consistent**
Date: 12/15/2023	Updated: 3/7/2024	

A. EXECUTIVE SUMMARY

Florida House Bill 1379, signed into law in 2023, requires comprehensive plans to address wastewater treatment, onsite sewage treatment and disposal systems (OSTDS), and sanitary sewer. Many of the requirements of the legislation are currently included in the Tallahassee-Leon County Comprehensive Plan; however, some clarifying language is recommended in the proposed text amendment to ensure consistency with the adopted legislation. These updates incorporate language to address advanced wastewater treatment and feasibility of providing sanitary sewer in the Sanitary Sewer section of the Utilities Element.

B. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

At the February 6, 2024 Local Planning Agency (LPA) meeting, the LPA continued the HB1379 agenda item to the March 5, 2024 meeting at staff's request in order to allow the completion of needed analyses and text. The LPA at their March 5, 2024 meeting considered the finalized HB1379 agenda item and found that the proposed text amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **ADOPTION** of the proposed amendment.

C. STAFF RECOMMENDATION

Staff finds the proposed text amendment **consistent** with the Tallahassee-Leon County Comprehensive Plan based on the findings and other information contained in this staff report.

D. PROPOSED POLICY CHANGE

This text amendment provides for the revision of certain policies to the Tallahassee-Leon County Comprehensive Plan within the Sanitary Sewer sub-element of the Utilities Element to address wastewater treatment. Staff coordinated with related municipal departments on the data and analysis required to complete the feasibility study for the element; the completed feasibility study supports the proposed comprehensive plan amendment language. The proposed text amendment language:

- ***Objective 1.3: [SS]***

  Needed sanitary sewer facilities will be provided in a manner ~~which~~ that promotes orderly, compact urban and cost-efficient growth while optimizing the use of existing facilities and prioritizing advanced wastewater treatment where feasible and consistent with the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan.

- ***Policy 2.1.6: [SS]***

  ~~Reserved~~ Pursuant to section 163.3177(6)(c), F.S., the City of Tallahassee and Leon County have considered the feasibility of providing sanitary sewer services to development of more than 50 residential lots, whether built or unbuilt, with more than one onsite sewage treatment and disposal system per acre within a 10-year planning horizon. The feasibility analysis was performed in accordance with Section 21-91 of the Code of General Ordinances of the City of Tallahassee and the Water and Sewer Agreement between the City of Tallahassee and Leon County, which addresses the provision of potable water and wastewater infrastructure. Additionally, pursuant to Policy 1.3.1: [SS], existing developments outside of the Urban Services Area or designated Rural Communities are not deemed feasible except where consistent with Policy 1.3.2: [SS]. Based on the foregoing, the City of Tallahassee and Leon County have deemed it infeasible to provide sanitary sewer services to the developments specified in section 163.3177(6)(c), F.S. This policy shall be amended as needed to account for future applicable developments.

E. CONSISTENCY WITH THE COMPREHENSIVE PLAN

The proposed amendment is consistent with the following the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan:

- **Goal 1: [SS]** Provide efficient wastewater treatment that meets the demands of the community while maintaining public health and environmental standards.
- ***Policy 1.3.1: [SS]*** Central sanitary sewer service shall be provided only in the Urban Service Area, designated Rural Communities (as provided by Policy 1.1.4: [L]), and the Urban Fringe land use category (only under the circumstances provided in Policy 1.3.2: [SS]). Areas outside those areas indicated above shall obtain sewage treatment through the use of an on-site

system or a package plant, if consistent with the criteria provided in Policy 1.3.3 [SS]. An on- site system may serve more than one parcel but only to correct an existing environmental problem. The capacity of these facilities shall be limited to that necessary to serve development existing on or prior to February 1, 1990.

- ***Policy 1.3.2: [SS]*** For areas lying outside of the Urban Service Area boundary and within the Urban Fringe land use category, central sanitary sewer service may be extended and/or provided by an existing utility provider under the following circumstances:

  a) To serve an existing residential subdivision in order to correct documented environmental or health problems associated with failing septic treatment systems; or

  b) To serve a new Conservation subdivision or permitted non-residential use that is otherwise in compliance with the Comprehensive Plan and its implementing land development regulations; AND

  c) No additional lands designated Rural or Urban Fringe as of August 26, 2006 shall be converted to a more dense or intense land use category unless adjoining lands are also within the designated Urban Service Area boundary or the designated Woodville Rural Community. Conversions to the Woodville Rural Community designation shall be consistent with the Transfer of Development Units provision in Policy 4.2.5: [C].

  All costs of sewer line extensions, any necessary lift stations and on-site sewer infrastructure shall be borne by the developer as specified within the adopted "Water and Sewer Agreement" and shall be constructed to the standards specified within the Agreement. In cases where the City of Tallahassee is the service provider, the City Manager and the County Administrator or their designees may agree that the connection of a development to central sewer is not economically feasible and may deny such requests to connect. Such cases may arise when considering lower density isolated developments, developments located in areas that are not environmentally sensitive, or developments that are not within a reasonable distance to existing infrastructure. The City of Tallahassee shall place a higher priority upon serving areas that are within the Southside Action Plan area and/or areas that may be determined to negatively impact the environmental quality of Wakulla Springs if developed with traditional septic tank systems. The City of Tallahassee reserves the right to develop agreements with property owners and developers to make service available within time frames and at locations that vary from those criteria for connection found within the "Water and Sewer Agreement." As part of such agreements, additional financial responsibility may be borne by the developer for connection to occur.

- **Goal 2: [SS]** Sanitary sewer facilities and service shall be provided to meet existing and projected demands identified in this plan.
- **Objective 2.1: [SS]** Coordinate with utility providers in the extension of sanitary sewer services to ensure that sanitary sewer service is provided in a cost-efficient manner to serve development within the adopted Urban Service Area boundary.
- ***Policy 2.1.2: [SS]*** Potable water service and sanitary sewer service shall be extended to serve community service customers within the Urban Service Area. Until such time as utility services are available, community service land uses shall be allowed to connect to on-site facilities.

Approval will be limited to community service users with less than 5,000 square feet of floor space, or a sewage flow estimated not to exceed 900 gallons per day as provided for in Policy 1.2.3: [SS].

- ***Policy 2.1.3: [SS]*** *N*ew developments, which require site and development plan approval or issuance of a development order shall be required to connect to central sewer if such service is defined as available within the current Water and Sewer Agreement. The requirement to connect to central sewer and the definition of service availability found with the Water and Sewer Agreement are applicable to all service providers within the County.
- ***Policy 1.1.4: [L]*** Central water and sewer may be provided in areas designated as Rural Community, Woodville Rural Community, and enclaves within the Woodville Rural Community designated for Residential Preservation on the future land use map.

F. SUMMARY OF FINDINGS

History and Background

The Tallahassee-Leon County Planning Department is proposing this amendment to comply with Section 163.3177(6) of Florida Statutes as amended by House Bill 1379 during the 2023 legislative session (See Appendix #1).

House Bill 1379, signed into law in 2023, requires local governments to address wastewater treatment, onsite sewage treatment and disposal systems (OSTDSs), sanitary sewer services, basin management action plans (BMAPs), the State of Florida's wastewater grant program, the Indian River Lagoon, and the acquisition of state lands.

Several aspects of this new law within Section 163.3177(6)(c)3, Florida Statutes, require changes to existing comprehensive plans. These changes include (1) including a sanitary sewer element and several new related requirements, and (2) requiring comprehensive plans to determine the feasibility of providing sewer instead of septic in certain areas and upgrading facilities to advanced wastewater treatment.

The requirements of HB1379 for sanitary sewer addressing comprehensive plans are already largely met by existing language in the Comprehensive Plan. This includes the requirements in the revised Paragraph (c) of subsection (6) of section 163.3177, Florida Statutes. This specific language requires the following:

1. The local government must consider the feasibility of providing sanitary sewer services for any existing development of more than 50 residential lots, whether built or unbuilt, with more than one onsite sewage treatment and disposal system per 1 acre, within a 10-year planning horizon.
2. The local government must identify the name and location of the wastewater facility that could receive sanitary sewer flows after connection; the capacity of the facility and any associated transmission facilities; the projected wastewater flow at that facility for the next 20 years, including expected future new construction and connections of onsite sewage treatment and disposal systems to sanitary sewer; and a timeline for the construction of the sanitary sewer system. (An onsite sewage treatment and disposal system is presumed to exist on a parcel if sanitary sewer services are not available at or adjacent to the parcel boundary.) This requirement must also be met for future applicable developments.

Section 163.3177, F.S., requires that local government comprehensive plans provide the policy foundation for local planning and land use decisions on capital improvements, conservation, intergovernmental coordination, recreation, open space, future land use, housing, transportation, coastal management (where applicable) and public facilities.

Since its initial adoption in 1990, the Tallahassee-Leon County Comprehensive Plan has had a Utilities Element that addresses solid waste management, aquifer recharge areas and activities, the provision of potable water and sanitary sewer services, and stormwater management. These individual areas addressed by the Element are considered sub-elements.

Utilities Element/Sanitary Sewer Sub-Element

Extension of Service

There are existing policies in the Sanitary Sewer Sub-Element (SSSE) that address the requirements of HB1379, including several that specify where central sanitary sewer service is to be provided. For instance, Policy 1.3.1 [SS] limits the provision of central sanitary sewer service to the Urban Service Area, designated Rural Communities (as provided by Policy 1.1.4 [L]), and the Urban Fringe land use category (only under the circumstances provided in Policy 1.3.2 [SS]). Areas outside those areas indicated above shall obtain sewage treatment using an on-site system or a package plant.

Policy 1.3.2 [SS] allows the extension or provision of central sanitary sewer service by an existing utility provider to areas lying outside of the Urban Service Area boundary and within the Urban Fringe land use category, central sanitary sewer to serve an existing residential subdivision in order to correct documented environmental or health problems associated with failing septic treatment systems; or to serve a new Conservation subdivision or permitted non-residential use that is otherwise in compliance with the Comprehensive Plan and its implementing land development regulations.

Policies in the SSEE that address the extension of sewer services to new developments include Policy 2.1.2 [SS] which requires potable water service and sanitary sewer service to be extended to serve community service customers within the Urban Service Area. Policy 2.1.3: [SS] requires new developments which require site and development plan approval or issuance of a development order to connect to central sewer if such service is defined as available within the current Water and Sewer Agreement. The requirement to connect to central sewer and the definition of service availability found with the Water and Sewer Agreement are applicable to all service providers within the County.

Demand, Capacity, and Financial feasibility

Several policies in the SSSE address demand, capacity, and the financial feasibility of central sanitary sewer service. For instance, Policy 1.3.6 [SS] requires procedures to be developed to periodically update and project facility demand and capacity information as development orders or permits are issued. Policy 1.3.7 [SS] (City of Tallahassee) requires connection fees and user fees to be set at levels sufficient to finance the sewer infrastructure projects in the CIE.

Planning

Policy 2.1.5: requires the City of Tallahassee to prepare and maintain long-range master plans with a 20-year planning horizon for major sewer infrastructure facilities and services from which subsequent five-year capital improvement programs shall be derived. These long-range master plans shall be based upon a needs plan to serve the Future Land Use Plan and its expected population within the Urban Service Area and shall also contain a cost feasible plan.

These long-range master plans are required to be updated every five years, consistent with the provisions of the Water and Sewer Agreement. The County may propose new capital projects for inclusion in these documents. The draft plan shall be submitted to the County for review prior to finalization and the County shall provide comments, if any, prior to adoption by the City Commission. The timing and location of service expansion projects identified in these plans shall be based on the rational extension of such services from existing urbanized areas so as to encourage compact development.

Policy 2.1.10 [SS] requires all extension and planning of sanitary sewer facilities and services to be consistent with the adopted Water and Sewer Agreement. Policy 2.1.12 [SS] requires any land proposed for development using septic tanks within the Urban Service Area, or within a designated Rural Community that is identified as a Target Area Rural Community in the adopted Water and Sewer Agreement, to be subject to the following requirements:

a) Dedicating easements/right-of-ways for future installation of water and sewer lines.
b) Connecting to the City's water and sewer service when it is available.
c) County assessment of the on-site water and sewer installation costs within the area at the time the City is ready to provide the water and or sewer service.
d) A requirement that the developer include a deed restriction requiring the property owner to connect to City water and sewer as well as a notice to the buyer of lots in the subdivision.
e) The County will not re-prioritize any projects proposed by the City to provide service based on the above criteria.

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.

City of Tallahassee 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. Some of which is exempt from public disclosure under the Homeland Security Act.

Leon County Comprehensive Wastewater Treatment Facilities Plan

The Comprehensive Wastewater Treatment Facilities Plan and the Wastewater Treatment Feasibility Analysis evaluates wastewater management alternatives to traditional septic systems, also known as

onsite sewage treatment and disposal systems (OSTDS) in order to reduce nitrogen entering the groundwater. The alternatives to receive the greatest considerations are advanced treatment OSTDS, cluster systems providing advanced treatment levels, and central sanitary sewer connection. Leon County Government intends to implement the study within the unincorporated area. The end product is to provide direction on which wastewater technology will be recommended for future development and to retrofit areas to improve water quality throughout the unincorporated area.

G. MEETING SCHEDULES

Below is a list of all public meetings and actions taken by appointed or elected bodies in consideration of this proposed amendment:

Cycle Meetings		Date Completed
X	Public Open House	December 7, 2023
X	Local Planning Agency Workshop	January 17, 2024
X	Local Planning Agency Public Hearing	February 6, 2024
X	Local Planning Agency Public Hearing	March 5, 2024
	Board of County Commissioners Transmittal Hearing and Small-Scale Map Amendment Adoption Hearing	April 9, 2024
	City Commission Transmittal Hearing and Small-Scale Map Amendment Adoption Hearing	April 10, 2024
	Board of County Commissioners Adoption Public Hearing	June 11, 2024
	City Commission Adoption Public Hearing	June 12, 2024

Local Planning Agency Workshop – A workshop was held on January 17, 2024, at the Renaissance Building. Staff provided overview of the application received and the amendment being requested. There were no questions from the LPA that resulted in updates to this staff report.

Local Planning Agency Public Hearing – A public hearing was held on February 6, 2024, to vote on the proposed amendment. The LPA at staff's recommendation continued the item to the March 5, 2024 LPA meeting to allow staff to complete the needed analysis and policy recommendation(s). The LPA held a public hearing on March 4, 2024. There were no speakers for the agenda item.

H. APPENDICES:

Appendix #1: Table of HB1379 Comprehensive Plan Requirements

Appendix #2: Existing Utilities Sanitary Sewer Goals, Objectives, or Policies

Appendix #3: Exhibit A Recommended Changes in Strike-Thru Underline

Appendix #1

Element	HB1379 Comprehensive Plan Requirements[1]	Existing Comprehensive Plan Language	Potentially Modified Comprehensive Plan Policy or Recommendation
Utilities	The element must ~~shall~~ describe the problems and needs and the general facilities that will be required for solution of the problems and needs, including correcting existing facility deficiencies. The element must ~~shall~~ address coordinating the extension of, ~~or~~ increase in the capacity of, or upgrade in treatment of facilities to meet future needs; prioritizing advanced waste treatment while maximizing the use of existing facilities and discouraging urban sprawl; conserving potable water resources; and protecting the functions of natural groundwater recharge areas and natural drainage features.	***Objective 1.1: [SS]*** Treat and dispose of all wastewater in a manner that protects natural resources and public health.	***Objective 1.3: [SS]*** Needed sanitary sewer facilities will be provided in a manner which that promotes orderly, compact urban and cost-efficient growth while optimizing the use of existing facilities and prioritizing advanced wastewater treatment where feasible and consistent with the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan.
Utilities	Within the local government's jurisdiction, for any development of more than 50 residential lots, whether built or unbuilt, with more than one onsite sewage treatment and disposal system per 1 acre, the element must consider the feasibility of providing sanitary sewer services within a 10-year planning horizon and must identify the name and location of the wastewater facility that could receive sanitary sewer flows after connection; the capacity of the facility and any associated transmission facilities; the projected wastewater flow at that facility for the next 20 years, including expected future new construction and connections of onsite sewage treatment and disposal systems to sanitary sewer; and a timeline for the construction of the sanitary sewer system. An onsite sewage treatment and disposal system is presumed to exist on a parcel if sanitary sewer services are not available at or adjacent to the parcel boundary. Each comprehensive plan must be updated to include this element by July 1, 2024, and as needed thereafter to account for future applicable developments. This subparagraph does not apply to a local government designated as a rural area of opportunity under s. 288.0656.	N/A	***Policy 2.1.6: [SS]*** ~~*Reserved*~~ Pursuant to section 163.3177(6)(c), F.S., the City of Tallahassee and Leon County have considered the feasibility of providing sanitary sewer services to development of more than 50 residential lots, whether built or unbuilt, with more than one onsite sewage treatment and disposal system per acre within a 10-year planning horizon. The feasibility analysis was performed in accordance with Section 21-91 of the Code of General Ordinances of the City of Tallahassee and the Water and Sewer Agreement between the City of Tallahassee and Leon County, which addresses the provision of potable water and wastewater infrastructure. Additionally, pursuant to Policy 1.3.1: [SS], existing developments outside of the Urban Services Area or designated Rural Communities are not deemed feasible except where consistent with Policy 1.3.2: [SS]. Based on the foregoing, the City of Tallahassee and Leon County have deemed it infeasible to provide sanitary sewer services to the developments specified in section 163.3177(6)(c), F.S. This policy shall be amended as needed to account for future applicable developments.

[1] Underlined language represents changes to Section 163.3177, Florida Statutes from HB1379.

Appendix #2

UTILITIES: SANITARY SEWER

GOALS, OBJECTIVES AND POLICIES

Goal 1: [SS] (EFF. 7/16/90)

Provide efficient wastewater treatment that meets the demands of the community while maintaining public health and environmental standards.

WASTEWATER TREATMENT

Objective 1.1: [SS] (EFF. 7/16/90; REV. EFF. 12/29/05)

Treat and dispose of all wastewater in a manner that protects natural resources and public health.

Policy 1.1.1: [SS] (EFF. 7/16/90; RENUMBERING EFF. 12/29/05, FORMERLY POLICY 1.1.3; RENUMBERING EFF. 12/24/10, FORMERLY POLICY 1.1.2)

Establish a program to monitor and inspect all sanitary sewer systems for compliance with federal, state and local regulations.

SEPTIC TANK REGULATION

Objective 1.2: [SS] (EFF. 7/16/90; REV. EFF. 12/29/05)

Maintain ordinances that regulate septic tanks in a manner that protects public health and groundwater quality.

Policy 1.2.1: [SS](EFF. 7/16/90; REV. EFF. 12/29/05;REV. EFF. 12/24/10)

The land use designations on the Future Land Use Map notwithstanding, the densities and intensities authorized by such land use designations shall not be allowed until such time as central water and sewer services are available, except as provided in Policy 1.2.3: [SS] and 1.2.4: [SS] below. The minimum lot size for a septic tank shall be one-half acre.

Policy 1.2.2: [SS] (EFF. 7/16/90)

Leon County shall establish a countywide program that:

1. Inspects and monitors existing septic tanks for compliance with state and local regulations;
2. Educates the public on the proper operation and maintenance of septic tanks.

Policy 1.2.3: [SS] (EFF. 7/16/90; REV. EFF. 12/29/05;REV. EFF. 12/24/10)

With the exception of community facilities authorized by Policy 2.1.2 [SS], inside the Urban Service Area any non-residential development that is calculated to generate a wastewater flow in excess of 900 gallons per day must be connected to a central sanitary sewer service. For the purposes of administering this specific policy, Rule 64E-6.008 F.A.C. shall be used in calculating estimated sewage flows attributable to various types of non-residential development.

Policy 1.2.4: [SS] (EFF. 7/1/94; REV. EFF. 12/24/10)
As an interim measure until sanitary sewer service is available, the use of septic tanks strictly for the purpose of providing sanitary facilities for employee necessity may be permitted in portions of the Heavy Industrial future land use category without sanitary sewer service under the following conditions:

a) Central sewer is not presently in place or available within ¼ mile of the property line of the proposed development.
b) The site is located within the franchise area of a designated sanitary sewer provider.
c) The septic system is designed and maintained to meet all state and local regulations and ordinances.
d) The septic system is designed and sized solely for the use of the resultant work force.
e) The proposed industrial use for the building for which the septic tank is to be constructed does not result in any hazardous by-products,
f) Any use on a septic tank within the Heavy Industrial future land use category must hookup to central sewer when available and remove septic facilities and,
g) (In the City only) A capital improvement project that would make central sewer available to the proposed development appears in the 5-year Capital Improvement Program of the designated provider consistent with the CIE.

Policy 1.2.5: [SS] (EFF. 12/29/05)
Facilities other than traditional septic systems must be provided before development is allowed in areas where severe soil limitations exist for septic systems.

Policy 1.2.6: [SS] (EFF. 4/10/09; REV. EFF. 4/2/10)
Within the Primary Springs Protection Zone, as identified in Policy 4.2.5 [C], Performance Based On-Site Treatment Disposal Systems shall be required when connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards is not available. Performance Based on-Site Treatment Disposal Systems must be a design that is accepted by the Department of Health. Local government shall establish by ordinance a Nitrogen reduction treatment standard for new and replacement Performance Based On-Site Treatment Disposal Systems in the Primary Springs Protection Zone.

SANITARY SEWER LOS

Objective 1.3: [SS] (REV. EFF. 8/17/92; REV. EFF. 12/24/10)
Needed sanitary sewer facilities will be provided in a manner which promotes orderly, compact urban and cost efficient growth while optimizing the use of existing facilities.

Policy 1.3.1: [SS] (REV. EFF. 9/19/91; REV. EFF. 7/26/06; REV. EFF. 12/24/10)
Central sanitary sewer service shall be provided only in the Urban Service Area, designated Rural Communities (as provided by Policy 1.1.4: [L]), and the Urban Fringe land use category (only under the circumstances provided in Policy 1.3.2: [SS]). Areas outside those areas indicated above shall obtain sewage treatment through the use of an on-site system or a package plant, if consistent with the criteria provided in Policy 1.3.3 [SS]. An on- site system may serve more than one parcel but only to correct an existing environmental problem. The capacity of these facilities shall be limited to that necessary to serve development existing on or prior to February 1, 1990.

Policy 1.3.2: [SS] (REV. EFF. 12/24/10, PREVIOUSLY POLICY 1.3.1: [SS]; REV. EFF. 12/15/11; REV. EFF. 7/14/23)
For areas lying outside of the Urban Service Area boundary and within the Urban Fringe land use category, central sanitary sewer service may be extended and/or provided by an existing utility provider under the following circumstances:
a) To serve an existing residential subdivision in order to correct documented environmental or health problems associated with failing septic treatment systems; or
b) To serve a new Conservation subdivision or permitted non-residential use that is otherwise in compliance with the Comprehensive Plan and its implementing land development regulations; AND
c) No additional lands designated Rural or Urban Fringe as of August 26, 2006 shall be converted to a more dense or intense land use category unless adjoining lands are also within the designated Urban Service Area boundary or the designated Woodville Rural Community. Conversions to the Woodville Rural Community designation shall be consistent with the Transfer of Development Units provision in Policy 4.2.5: [C].

All costs of sewer line extensions, any necessary lift stations and on-site sewer infrastructure shall be borne by the developer as specified within the adopted "Water and Sewer Agreement" and shall be constructed to the standards specified within the Agreement. In cases where the City of Tallahassee is the service provider, the City Manager and the County Administrator or their designees may agree that the connection of a development to central sewer is not economically feasible and may deny such requests to connect. Such cases may arise when considering lower density isolated developments, developments located in areas that are not environmentally sensitive, or developments that are not within a reasonable distance to existing infrastructure. The City of Tallahassee shall place a higher priority upon serving areas that are within the Southside Action Plan area and/or areas that may be determined to negatively impact the environmental quality of Wakulla Springs if developed with traditional septic tank systems. The City of Tallahassee reserves the right to develop agreements with property owners and developers to make service available within time frames and at locations that vary from those criteria for connection found within the "Water and Sewer Agreement." As part of such agreements, additional financial responsibility may be borne by the developer for connection to occur.

Policy 1.3.3: [SS] (REV. EFF. 8/17/92; REV. AND RENUMBERING EFF. 12/24/10)
Package plants shall be limited to the Rural Community, Urban Fringe and the Rural land use categories. In the Urban Fringe and Rural land use categories, package plants must meet the following criteria:
a) Serving existing environmental problem areas (Environmental problem is defined as the contamination of groundwater or surface water resulting from inadequate sanitary sewage treatment. The capacity of any facilities resulting from environmental problems shall be limited to that necessary to serve development existing on or prior to February 1, 1990); or
b) Urban fringe parcels which utilize the 25% cluster; or
c) Allowable industrial activities; or
d) Serving existing public schools.

Policy 1.3.4: [SS] (EFF. 7/16/90; REV. EFF. 12/29/05; REV. AND RENUMBERING EFF. 12/24/10)
Regulations shall be maintained to ensure that: a) at the time a development permit is issued, adequate facility capacity is available or will be available when needed to serve the development; or b) at the time a development order is issued, the necessary facilities and services are guaranteed in an enforceable development agreement, pursuant to Florida Statutes, or an agreement or development order is issued pursuant to Chapter 380, Florida Statutes to be in place and available to serve new development at the time of the issuance of a certificate of occupancy.

Policy 1.3.5: [SS] (EFF. 7/16/90; REV. EFF. 1/7/10; REV. AND RENUMBERING EFF. 12/24/10)
The LOS for sanitary sewer systems shall be as published in the Recommended Standard for Wastewater Facilities as referenced in 62-604.300 (5) (g) Florida Administrative Code.

In the design of sewer collection, pumping, treatment, and effluent disposal facilities, appropriate peak factors shall be utilized. This is the adopted level and shall be used as the basis for determining the availability of facility capacity and the demand generated by a development.

Policy 1.3.6: [SS] (EFF. 7/16/90; RENUMBERED 12/24/10)
Procedures will be developed to periodically update and project facility demand and capacity information as development orders or permits are issued.

Policy 1.3.7: [SS] (Leon County) (REV. EFF. 8/17/92; REV. AND RENUMBERING EFF. 12/24/10; REV. EFF. 8/5/23)
Connection fees and user fees shall be set at levels sufficient to equitably finance the sewer infrastructure projects in the CIE. For the purposes of the Sanitary Sewer and Water Sub-Elements, equitably is defined as users paying for hook-up and system charges and their pro rata share of the costs of facility expansions to serve their development, but allowing for special practices to implement the Southside Action Plan . Pro rata amounts will be determined by the cost impacts of each development which is anticipated to hook-up to the facility expansion.

Policy 1.3.8: [SS] (EFF. 8/17/92; REV. AND RENUMBERING EFF. 12/24/10)
Heavy infrastructure facilities which are located far from urban development because of their off-site impacts, and which therefore would be uneconomical to service with sanitary sewer service, shall not be required to have sanitary sewer service or potable water service. Examples of such uses are waste-to-energy facilities, power generating plants, landfills, sanitary sewer spray fields, and material recovery facilities.

Goal 2: [SS] (EFF. 7/16/90)
Sanitary sewer facilities and service shall be provided to meet existing and projected demands identified in this plan.

EXTENSION OF SANITARY SEWER SERVICE

Objective 2.1: [SS] (EFF. 7/16/90; REV. EFF. 12/29/05)
Coordinate with utility providers in the extension of sanitary sewer services to ensure that sanitary sewer service is provided in a cost efficient manner to serve development within the adopted Urban Service Area boundary.

Policy 2.1.1: [SS] (EFF. 9/19/91; RENUMBERING EFF. 12/29/05, FORMERLY POLICY 2.1.2)
Annexation shall not be required as a precondition of water or sewer service to a new area requested by the City and granted by Leon County.

Policy 2.1.2: [SS] (REV. EFF. 1/27/94; RENUMBERING EFF. 12/29/05, FORMERLY POLICY 2.1.3; REV. EFF. 12/24/10)
Potable water service and sanitary sewer service shall be extended to serve community service customers within the Urban Service Area. Until such time as utility services are available, community service land uses shall be allowed to connect to on-site facilities. Approval will be limited to

community service users with less than 5,000 square feet of floor space, or a sewage flow estimated not to exceed 900 gallons per day as provided for in Policy 1.2.3: [SS].

Policy 2.1.3: [SS] (EFF. 12/29/05)
New developments, which require site and development plan approval or issuance of a development order shall be required to connect to central sewer if such service is defined as available within the current Water and Sewer Agreement. The requirement to connect to central sewer and the definition of service availability found with the Water and Sewer Agreement are applicable to all service providers within the County.

Policy 2.1.4: [SS] (EFF. 12/29/05; REV. EFF. 12/24/10)
Utility providers shall provide facilities within the Urban Service Area at a level of service adopted in the comprehensive plan. Areas with known limitations regarding soils, high septic tank concentrations or failures, or areas with known groundwater problems should receive priority regarding facility service.

Policy 2.1.5: [SS] (EFF. 12/29/05; REV. EFF. 12/24/10)
The City of Tallahassee shall prepare and maintain long range master plans with a 20-year planning horizon for major sewer infrastructure facilities and services from which subsequent five year capital improvement programs shall be derived. These long range master plans shall be based upon a needs plan to serve the Future Land Use Plan and its expected population within the Urban Service Area, and shall also contain a cost feasible plan. These long range master plans will be updated every five years, consistent with the provisions of the Water and Sewer Agreement. The County may propose new capital projects for inclusion in these documents. The draft plan shall be submitted to the County for review prior to finalization and the County shall provide comments, if any, prior to adoption by the City Commission. The timing and location of service expansion projects identified in these plans shall be based on the rational extension of such services from existing urbanized areas so as to encourage compact development.

Policy 2.1.6: [SS] (EFF. 12/29/05; DEL. EFF. 1/7/09)
Reserved

Policy 2.1.7: [SS] (EFF. 7/16/90; RENUMBERED EFF. 12/29/05, FORMERLY POLICY 2.2.1; REV. EFF. 12/24/10)
Subject to financial feasibility, the long range master plan will be used as a guide in selecting projects to be included in the Capital Improvements Element of this plan.

Policy 2.1.8: [SS] (EFF. 7/16/90; REV. EFF. 12/29/05; DEL. EFF. 12/24/10)
Reserved

Policy 2.1.9: [SS] (Leon County) (EFF. 8/17/92; RENUMBERED EFF. 12/29/05, FORMERLY POLICY 2.2.2; REV. EFF. 12/24/10)
Water and sewer system charges collected by the County for the benefit of County Franchisees shall be paid prior to the issuance of a building permit or tap, whichever is first. Water and sewer system charges shall not be made for development proposals that are served by existing on site well and/or septic systems which are determined to be functioning properly and do not require repair or substantial modification as determined by the County Public Health Unit.

Policy 2.1.10: [SS] (EFF. 12/29/05)
All extension and planning of sanitary sewer facilities and services shall be consistent with the adopted Water and Sewer Agreement.

Policy 2.1.7: [SS] (EFF. 12/29/05; REV. EFF. 12/24/10)
Standards for the construction of sewer systems by providers other than the City in the Urban Service Area shall be at least equal to those of the City.

Policy 2.1.12: [SS] (EFF. 12/29/05; REV. EFF. 12/24/10)
Any land proposed for development using septic tanks within the Urban Service Area, or within a designated Rural Community that is identified as a Target Area Rural Community in the adopted Water and Sewer Agreement, will be subject to:
a) Dedicating easements/right-of-ways for future installation of water and sewer lines.
b) Connecting to the City's water and sewer service, when it is available.
c) County assessment of the on-site water and sewer installation costs within the area at the time the City is ready to provide the water and or sewer service.
d) A requirement that the developer include a deed restriction requiring the property owner to connect to City water and sewer as well as a notice to the buyer of lots in the subdivision.
e) The County will not re-prioritize any projects proposed by the City to provide service based on the above criteria.

CAPITAL PROJECTS PRIORITY
Objective 2.2: [SS] (EFF. 7/16/90; DEL. EFF. 12/29/05)
Objective 2.3: [SS] (EFF. 7/16/90; DEL. EFF. 12/29/05)
Policy 2.3.1: [SS] (EFF. 7/16/90; DEL. EFF. 12/29/05)
Policy 2.3.2: [SS] (EFF. 7/16/90; DEL EFF. 12/29/05)
Objective 3.1: [SS] (EFF. 1/27/94; DEL EFF. 12/29/05)
RESPONSIBILITY FOR PROVISION OF SERVICE/STANDARDS FOR CONSTRUCTION & REVIEW (DEL. EFF. 12/29/05)
Policy 3.1.1: [SS] (REV. EFF. 4/18/02; DEL. EFF. 12/29/05)
Policy 3.1.2: [SS] (EFF. 1/27/94; DEL. EFF. 12/29/05)
Policy 3.1.3: [SS] (EFF. 1/27/94; DEL. EFF. 12/29/05)
CRITERIA FOR HOOKUP TO CENTRAL SYSTEMS (DEL. EFF. 12/29/05)
Policy 3.1.4: [SS] (EFF. 1/27/94; DEL. EFF. 12/29/05)
Policy 3.1.5: [SS] (EFF. 1/27/94; DEL. EFF. 12/29/05)
Policy 3.1.6: [SS] (EFF. 1/27/94; DEL. EFF. 12/29/05)
Policy 3.1.7: [SS] (EFF. 1/27/94; DEL. EFF. 12/29/05)
FEES FOR UNINCORPORATED AREAS OF USA(DEL. EFF. 12/29/05)
Policy 3.1.8: [SS] (EFF. 1/27/94; DEL. EFF. 12/29/05)
Policy 3.1.9: [SS] (EFF. 12/23/96; DEL. EFF. 12/29/05)
CAPITAL IMPROVEMENT PLANNING PROCEDURE FOR UNINCORPORATED USA (DEL. EFF. 12/29/05)
Policy 3.1.10: [SS] (EFF. 1/27/94; DEL. EFF. 12/29/05)
Policy 3.1.11: [SS] (EFF. 1/27/94; DEL. EFF. 12/29/05)
Policy 3.1.12: [SS] (EFF. 1/27/94; DEL. EFF. 12/29/05)

Appendix #3

EXHIBIT A

Objective 1.3: [SS]

Needed sanitary sewer facilities will be provided in a manner ~~which~~ that promotes orderly, compact urban and cost-efficient growth while optimizing the use of existing facilities and prioritizing advanced wastewater treatment where feasible and consistent with the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan.

Policy 2.1.6: [SS] ~~Reserved~~ Pursuant to section 163.3177(6)(c), F.S., the City of Tallahassee and Leon County have considered the feasibility of providing sanitary sewer services to development of more than 50 residential lots, whether built or unbuilt, with more than one onsite sewage treatment and disposal system per acre within a 10-year planning horizon. The feasibility analysis was performed in accordance with Section 21-91 of the Code of General Ordinances of the City of Tallahassee and the Water and Sewer Agreement between the City of Tallahassee and Leon County, which addresses the provision of potable water and wastewater infrastructure. Additionally, pursuant to Policy 1.3.1: [SS], existing developments outside of the Urban Services Area or designated Rural Communities are not deemed feasible except where consistent with Policy 1.3.2: [SS]. Based on the foregoing, the City of Tallahassee and Leon County have deemed it infeasible to provide sanitary sewer services to the developments specified in section 163.3177(6)(c), F.S. This policy shall be amended as needed to account for future applicable developments.

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

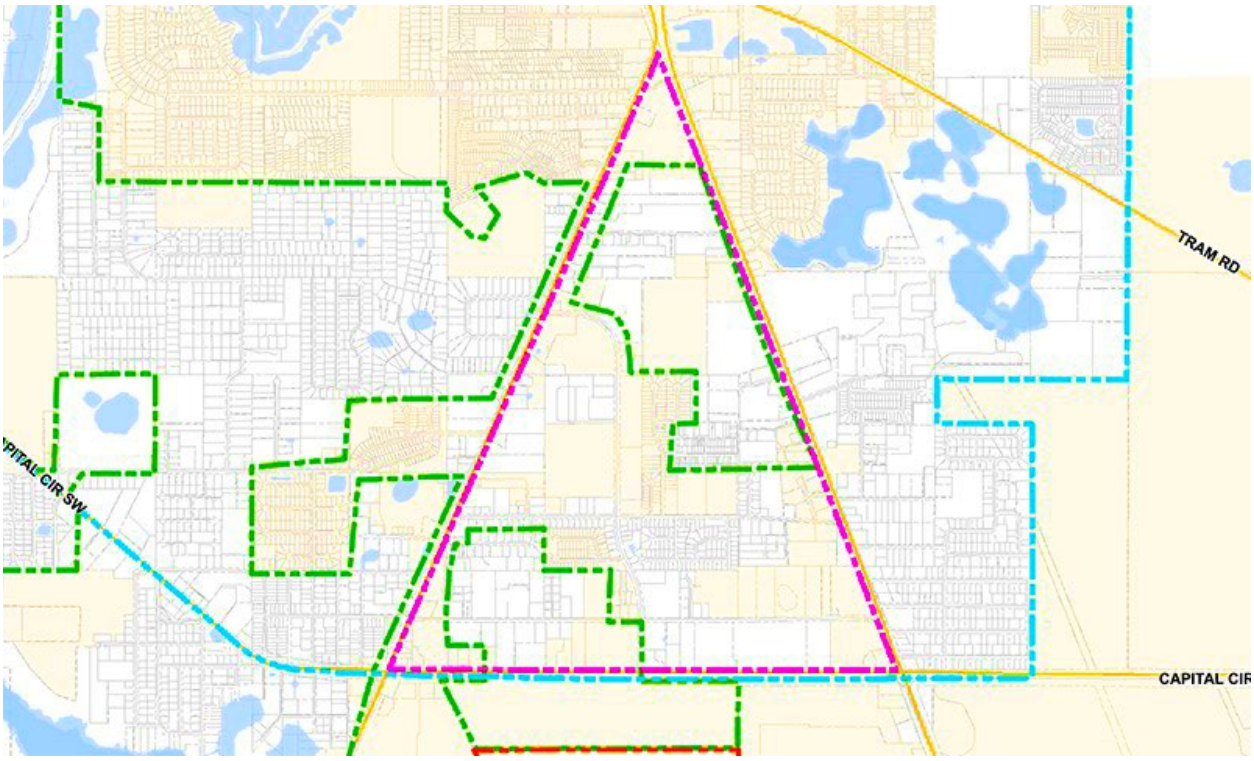
The following sections, beginning on the next page, provide specific details of how the city is expanding its sewer to targeted unserved areas on the southside through its Master Sewer Plan, specifically the Southern Triangle Water and Sewer Expansion and relevant improvements to existing sewer infrastructure. 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.

Recommendation:

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

PLANNING DEPARTMENT a division of PLACE

2024 Comprehensive Plan Amendment Cycle
TTA 2024004
Solar Amendment

SUMMARY		
Applicant:	**Proposed Change:**	**Amendment Type:**
Tallahassee-Leon County Planning Department	This is a text amendment to update Policy 2.2.20 [L] of the Land Use Element to reflect subsection 3 of the Florida Statutes 163.32051 Floating Solar Facilities	Joint Text Amendment
TLCPD Staff:	**Comprehensive Plan Amendment:**	**LPA Recommendation:**
Oluwaseyi Akinrinde	Land Use Element	**Approve**
Contact Information:	**Policy Number(s):**	**Staff Analysis:**
oluwaseyi.akinrinde@talgov.com 850-891-6412	Policy 2.2.20 [L]	**Consistent**
Date: 02/07/2023	Updated: 03/18/2024	

A. EXECUTIVE SUMMARY

The proposed amendment would remove text from the Tallahassee-Leon County Comprehensive Plan (Comprehensive Plan) that limits the type and placement of solar facilities from Policy 2.2.20 [L] Agriculture/Silviculture/Conservation (ASC) in order to comply with Florida Statutes §163.3205 and §163.32051, regarding solar facility approval processes and floating solar facilities, or "floatovoltaics." Specifically, the amended text is designed to meet §163.3205(3), which states that a solar facility shall be a permitted use in all agricultural future land use categories in local comprehensive plans and all agricultural zoning districts in unincorporated areas. The amended text also meets requirements of §163.32051(3), which requires local government comprehensive plans to be updated to allow floating solar facilities as permitted uses in the appropriate land use categories.

The proposed amendment addresses the requirements of both Sections 163.3205 and 163.32051 of Florida Statutes by clarifying the allowable solar facility uses in the Agriculture/Silviculture/Conservation land use category, as well as allow floating solar facilities in the Agriculture/Silviculture/Conservation land use category, of the Comprehensive Plan.

B. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

Find that the proposed text amendment is **CONSISTENT** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **ADOPTION** of the proposed amendment.

C. STAFF ANALYSIS

Staff finds the proposed text amendment **consistent** with the Tallahassee-Leon County Comprehensive Plan based on the findings and other information contained in this staff report.

D. PROPOSED POLICY CHANGE

A full strike through of policy text is provided in Appendix A.

Policy 2.2.20 [L] – Agriculture/Silviculture/Conservation

Conserving large tracts of plantation and former plantation land, forest land, agriculture and silviculture lands and wildlife and conservation and recreational hunting areas is an efficient means of protecting natural resources that constitute important physical, social, aesthetic and economic assets to all of the residents of Leon County. The expansion of urban development into agriculture/ silviculture/ conservation areas creates conflicts between farm and urban activities that encourage the premature conversion of agricultural and silvicultural land to other uses, and results in the loss of open space and natural beauty. The designation of land as ASC substantially protects the continued existence of the land for agriculture, silviculture, forest wildlife conservation and recreational hunting purposes, and otherwise promotes the public health, safety and general welfare of the residents of Leon County.

Extensions of Community Services (libraries, religious facilities, and police/fire stations) and Light Infrastructure (water wells, water tanks, sewage pump stations, and electric substations) within all ASC areas is allowed. ~~Solar energy systems shall be limited to building mounted solar systems and accessory ground mounted solar systems. Utility scale solar systems shall be prohibited in areas designated Agriculture/Silviculture/Conservation on the Future Land Use Map.~~ Solar facilities shall comply with the setback and landscape buffer area criteria for other similar uses in this land use category. Very low residential density not to exceed 1 unit per 10 acres, is also allowed within the entire ASC land use category. Accessory uses directly associated with the operation of agriculture, silvicultural, wildlife conservation, recreational hunting and permitted residential uses shall be allowed.

E. CONSISTENCY WITH THE COMPREHENSIVE PLAN

The proposed amendment was reviewed for consistency with the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan. The proposed amendment is consistent with the Comprehensive Plan.

F. SUMMARY OF FINDINGS

Staff presents the following findings of fact:

History and Background

Section 163.3205, Florida Statutes, which defines the solar facility approval process, was created by SB 896 and enacted in 2021. Subsection 3 of the statute states that a solar facility shall be a permitted use in all agricultural land use categories in a local government comprehensive plan and all agricultural zoning districts within an unincorporated area and must comply with the setback and landscaped buffer area criteria for other similar uses in the agricultural district.

The expansion of solar facility options, specifically floating solar facilities, was subsequently enacted in the 2022 Florida legislative session by HB 1411, with adoption of Section 163.32051, Florida Statutes. Subsection 3 of this statute states that a floating solar facility shall be a permitted use in the appropriate land use categories in each local government comprehensive plan, and that each local government must amend its land development regulations to promote the expanded use of floating solar facilities.

The Comprehensive Plan classifies solar facilities as light infrastructure, which is allowed in all land use categories. The only land use category that has specific provisions related to solar facilities is the Agriculture/Silviculture/Conservation land use category established in Policy 2.2.20. The proposed amendment to this policy will comply with the requirements of both Section 163.3205, Florida Statutes and Section 163.32051, Florida Statutes.

It should be noted that the Agriculture/Silviculture/Conservation land use category is applied to specific properties in unincorporated Leon County outside of the Urban Services Area and is implemented by the Rural zoning district, which also implements the Rural land use category. Development standards for solar facilities in Leon County, including limitations on utility-scale solar systems, are included in Sec. 10-6.820, Leon County Land Development Code. As such, the proposed Comprehensive Plan amendment would not result in the need to amend any zoning districts or the Leon County Land Development Code.

The proposed amendment that revises solar provisions in the Agriculture/Silviculture/Conservation land use category is consistent with the following statutes:

F.S.163.3205 Solar Facility Approval Process. -

(1) It is the intent of the Legislature to encourage renewable solar electrical generation throughout this state. It is essential that solar facilities and associated electric infrastructure be constructed and maintained in various locations throughout this state in order to ensure the availability of renewable energy production, which is critical to this state's energy and economic future.

(2) As used in this section, the term "solar facility" means a production facility for electric power which:

(a) Uses photovoltaic modules to convert solar energy to electricity that may be stored on site, delivered to a transmission system, and consumed primarily offsite.

(b) Consists principally of photovoltaic modules, a mounting or racking system, power inverters, transformers, collection systems, battery systems, fire suppression equipment, and associated components.

(c) May include accessory administration or maintenance buildings, electric transmission lines, substations, energy storage equipment, and related accessory uses and structures.

(3) A solar facility shall be a permitted use in all agricultural land use categories in a local government comprehensive plan and all agricultural zoning districts within an unincorporated area and must comply with the setback and landscaped buffer area criteria for other similar uses in the agricultural district.

(4) A county may adopt an ordinance specifying buffer and landscaping requirements for solar facilities. Such requirements may not exceed the requirements for similar uses involving the construction of other facilities that are permitted uses in agricultural land use categories and zoning districts.

(5) This section does not apply to any site that was the subject of an application to construct a solar facility submitted to a local governmental entity before July 1, 2021.

F.S. 163.32051 Floating Solar Facilities. –

(1)(a) The Legislature finds that floating solar facilities, also known as "floatovoltaics," can be effective tools in harnessing energy in bodies of water that have been permitted for storage.

(b) The Legislature finds that siting floating solar facilities on wastewater treatment ponds, abandoned limerock mine areas, stormwater treatment ponds, reclaimed water ponds, and other water storage reservoirs are beneficial uses of those areas for many reasons, including the fact that the water has a cooling effect on the solar panels, which can boost power production, and 1the fact that the panels help decrease the amount of water lost to evaporation and the formation of harmful algal blooms.

(c) Therefore, the Legislature finds that the siting of floating solar facilities should be encouraged by local governments as appropriate uses of water and land areas.

(2) For purposes of this section, the term "floating solar facility" means a solar facility as defined in s. 163.3205(2), which is located on wastewater treatment ponds, abandoned limerock mine areas, stormwater treatment ponds, reclaimed water ponds, or other water storage reservoirs.

(3) A floating solar facility shall be a permitted use in the appropriate land use categories in each local government comprehensive plan, and each local government must amend its land development regulations to promote the expanded use of floating solar facilities.

(4) A county or municipality may adopt an ordinance specifying buffer and landscaping requirements for floating solar facilities. The requirements may not exceed the requirements for similar uses involving the construction of other solar facilities that are permitted uses in agricultural land use categories and zoning districts.

(5) Notwithstanding subsections (3) and (4), a floating solar facility may not be constructed in an Everglades Agricultural Area reservoir project if the local governments involved with the project determine that the floating solar facility will have a negative impact on that project.

(6) The Office of Energy within the Department of Agriculture and Consumer Services shall develop and submit recommendations to the Legislature by December 31, 2022, to provide a regulatory framework to private and public sector entities that implement floating solar facilities.

G. MEETING SCHEDULES

Below is a list of all public meetings and actions taken by appointed or elected bodies in consideration of this proposed amendment:

	2024 Amendment Cycle Meetings	Date Completed
X	Public Open House	12/07/2023
X	Local Planning Agency Workshop	01/17/2024
X	Local Planning Agency Public Hearing	02/06/2024
	Board of County Commissioners Transmittal Hearing and Small-Scale Map Amendment Adoption Hearing	04/09/2024
	City Commission Transmittal Hearing and Small-Scale Map Amendment Adoption Hearing	04/10/2024
	Board of County Commissioners Adoption Public Hearing	06/11/2024
	City Commission Adoption Public Hearing	06/12/2024

Public Open House –The public open house was held on December 7, 2023, at the Renaissance Building. There were 14 people in attendance. Staff provided an overview of the proposed amendment. There were no questions or concerns about the proposed amendment.

Local Planning Agency Workshop – A workshop was held on January 17, 2024, at the Renaissance Building. Staff provided an overview of the proposed amendment. There were no questions from the LPA that resulted in updates to this staff report.

Local Planning Agency Public Hearing – The public hearing was held on February 6, 2024, to vote on the proposed amendment. Staff provided an overview of the proposed amendment. The LPA found the proposed text amendment consistent with the Tallahassee Leon-County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended adoption of the proposed amendment. There were no public speakers on the proposed amendment.

H. APPENDICES

Appendix A: Proposed Comprehensive Plan Amendment: Policy 2.2.20 [L] Strike Through/Underline

Policy 2.2.20 [L] – Agriculture/Silviculture/Conservation

Conserving large tracts of plantation and former plantation land, forest land, agriculture and silviculture lands and wildlife and conservation and recreational hunting areas is an efficient means of protecting natural resources that constitute important physical, social, aesthetic and economic assets to all of the residents of Leon County. The expansion of urban development into agriculture/ silviculture/ conservation areas creates conflicts between farm and urban activities that encourage the premature conversion of agricultural and silvicultural land to other uses, and results in the loss of open space and natural beauty. The designation of land as ASC substantially protects the continued existence of the land for agriculture, silviculture, forest wildlife conservation and recreational hunting purposes, and otherwise promotes the public health, safety and general welfare of the residents of Leon County.

Extensions of Community Services (libraries, religious facilities, and police/fire stations) and Light Infrastructure (water wells, water tanks, sewage pump stations, and electric substations) within all ASC areas is allowed. ~~Solar energy systems shall be limited to building mounted solar systems and accessory ground mounted solar systems. Utility scale solar systems shall be prohibited in areas designated Agriculture/Silviculture/Conservation on the Future Land Use Map.~~ Solar facilities shall comply with the setback and landscape buffer area criteria for other similar uses in this land use category. Very low residential density not to exceed 1 unit per 10 acres, is also allowed within the entire ASC land use category. Accessory uses directly associated with the operation of agriculture, silvicultural, wildlife conservation, recreational hunting and permitted residential uses shall be allowed.

Areas which meet the criteria for inclusion in the ASC category include, but are not limited to the tracts known as Foshalee, Cherokee and Horseshoe plantations, and the Tall Timbers Research, Inc. ownerships. These large-ownership properties are in the Rural Zoning District and some of the smaller portions of the properties within the District currently have minor commercial uses or have had such in the past.

In recognition of the existence of those uses, the need to provide nodes of non-residential land use between long distances of rural plantation lands to serve the needs of pass-by traffic, and the need for a potential expansion of similar uses such as office uses that are currently not permitted in the Rural Land Use District portions of the properties lying within the ASC Land Use Category may be developed utilizing the Planned Unit Development process for rezoning to allow the expansion of uses permitted within a special development district provided that the proposed ASC PUD meets and addresses the following criteria:

(A) The development parcel and Planned Unit Development is located in only one quadrant of the intersection of a Minor Collector or Major Collector and an Arterial Roadway of parcels in excess of 200 acres in size; and

(B) Other quadrants must be dedicated as a conservation easement in perpetuity.

(C) The arterial road frontage of the lands surrounding the proposed development remains in its natural state for a minimum of 500 feet from the right of way in a Conservation Easement;

(D) The development area for the non-residential component of the PUD is a maximum of 30 acres; and

(E) The area to be dedicated as a Conservation Easement in perpetuity is conveyed prior to the issuance of Environmental Management permits; and

(F) The following site plan and design criteria are incorporated into the overall PUD:

(1) Parking is buffered from the adjacent roadways;

(2) Clustering of buildings and parking areas is utilized; and

(3) A maximum of 10,000 square feet per structure not to exceed 50,000 gross square feet in total of non-residential is provided; and

(4) Asphalt/concrete areas are minimized by providing grassed overflow parking, etc.; and

(5) A limitation to a maximum of 30% total impervious area is utilized; and

(6) Maximum building height is limited to two (2) stories; and

(7) The overall PUD site is limited to one access entrance to the arterial roadway and one access to the collector roadway and provides internal connection to the overall parent parcel; and

(8) There is an architecturally consistent theme that reflects the regional plantation vernacular throughout the development; and

(9) The development incorporates an overall infrastructure plan (sewer, water, fire, sheriff, garbage, etc.) designed to serve the proposed development without extending existing services; and

(10) Retail uses are limited to tourist-related retail, convenience stores (including gasoline sales), restaurants, and hotel/motel lodging. Office uses are limited to civic and social organizations, offices serving primarily rural and agricultural/silvicultural needs, membership sports and recreations clubs, cultural and educational retreat facilities, and research and testing services related to agriculture/silviculture and plantations. Recreational uses are limited to museums, art galleries, and botanical and zoological gardens.

PLANNING DEPARTMENT a division of PLACE

2023 Comprehensive Plan Amendment Cycle
TTA 2024 012
Small-Scale Map Amendments

SUMMARY		
Applicant:	**Proposed Change:**	**Amendment Type:**
Tallahassee-Leon County Planning Department	This is a text amendment to allow applications for small-scale map amendments to be accepted throughout the year.	Joint Text Amendment
TLCPD Staff:	**Comprehensive Plan Amendment:**	**LPA Recommendation:**
Oluwaseyi Akinrinde	The Intergovernmental Coordination Element	**Approve**
Contact Information:	**Policy Number(s):**	**Staff Analysis:**
oluwaseyi.akinrinde@talgov.com **850-891-6412**	Policy 1.8.1: [I]	**Consistent**
Date: 11/07/2023	Updated: 02/07/2024	

A. EXECUTIVE SUMMARY

The Tallahassee-Leon County Comprehensive Plan, Policy 1.8.1: [I] currently states that to promote efficient use of City and County resources, one Comprehensive Plan amendment cycle will be initiated annually. The Board of County Commissioners or City Commission may approve the initiation of additional Comprehensive Plan amendments outside of the annual cycle. Small-scale map amendments are those on 50 acres or less, and only require one public hearing with the LPA and one public hearing with the City or County Commission, similar to the rezoning process. Allowing for the acceptance of applications year-round, and not as part of the annual cycle, provides opportunity for property owners to pursue future land use changes on a flexible schedule and distributes the workload so that only text and large-scale map amendments are part of an annual cycle.

B. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

Find that the proposed text amendment is **CONSISTENT** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and **ADOPT** the proposed amendment.

C. STAFF ANALYSIS

Staff finds the proposed text amendment **consistent** with the Tallahassee-Leon County Comprehensive Plan based on the findings and other information contained in this staff report.

D. PROPOSED POLICY CHANGE

A full strike through of policy text is provided in Appendix A.

COMPREHENSIVE PLAN AMENDMENT PROCESS

Objective 1.8: [I]

Provide a comprehensive plan amendment procedure consistent with state statute.

Policy 1.8.1: [I]

To promote the efficient use of city and county resources, one Comprehensive Plan amendment cycle will be initiated annually for text amendments and large-scale map amendments only. Applications for small-scale map amendments will be accepted on an ongoing basis. The Board of County Commissioners or City Commission may approve the initiation of additional text amendments and large-scale map amendments Comprehensive Plan amendments outside of the annual cycle.

Amendments to the Joint Comprehensive Plan require approval by both the Leon County Board of County Commissioners and the Tallahassee City Commission except as set forth below:

(1) An amendment to the Future Land Use Map which concerns property located entirely within the Tallahassee city limits, or an amendment to an existing provision of the Comprehensive Plan which is designated as specific to the City of Tallahassee, shall require approval solely by the Tallahassee City Commission.

(2) An amendment to the Future Land Use Map which concerns property located entirely within unincorporated Leon County, or an amendment to an existing provision of the Comprehensive Plan which is designated as specific to Leon County, shall require approval solely by the Leon County Board of County Commissioners.

All amendments to the Joint Comprehensive Plan shall follow the statutory process for the adoption of plan amendments with effective dates as outlined in Florida Statutes.

E. CONSISTENCY WITH THE COMPREHENSIVE PLAN

The proposed amendment is consistent with the following the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan:

- Objective 1.8: [I] states the directive to provide a comprehensive plan amendment procedure consistent with state statute.

  Florida Statute 163.3184 describes the process for adoption of an amendment to the comprehensive plan and does not require an annual cycle for amendments. The annual cycle was adopted by the City of Tallahassee and Leon County as Policy 1.8.1: [I] to promote the efficient use of city and county resources. However, small-scale map amendments require fewer public hearings and are similar in process to rezonings, which are accepted throughout

the year. Accepting small-scale map amendment applications on an ongoing basis would provide greater opportunity for property owners and would distribute staff workload more efficiently.

- Policy 1.4.21: [L], Policy 2.1.8: [L], Policy 2.2.1: [L], Policy 2.2.2: [L], Policy 2.2.8: [L], Policy 2.2.23: [L], Policy 2.2.24: [L], Objective 2.3: [L] and Mobility Element Policy 1.1.10: [M] all promote infill developments.

  The proposed amendment will encourage infill developments which is consistent with the policies and objective of the comprehensive plan that encourages infill developments.

F. SUMMARY OF FINDINGS

Staff presents the following findings of fact:

History and Background

2011- In 2011, the Florida Legislature passed and the Governor signed HB 7207, comprehensive growth management reform legislation. One of the many changes resulting from this law was the deletion of the limit restricting plan amendments to no more than twice a year (Previously §163.3187(1)(a), F.S.). BOCC and C/C continued to operate in a cycle because they have a joint comprehensive plan and continued to have joint meetings on proposed amendments.

2018- An amendment to the Intergovernmental Coordination Element, Policy 1.8.1 [I] was processed to delete the limit restricting plan amendments to no more than twice a year. The adopted amendment specified that one comprehensive plan cycle will be initiated annually, with the option for the City Commission or Board of County Commissioners to approve the initiation of amendments outside of the cycle.

Additionally, this amendment clarified the voting process for map amendments such that an amendment to the FLUM concerning property specific to the City of Tallahassee shall require approval solely by the Tallahassee City Commission, and property specific to Leon County shall require approval solely by the Board of County Commissioners.

Benefits to accepting small scale map amendments on an ongoing basis:

- Process throughout the year on an on-going basis, the same as rezonings are processed.
- Better reflects current statutory process.
- Facilitates better allocation of staff time.
- Allows more focused community engagement.
- Doesn’t hold up smaller projects, many of which will be infill projects.
- Adoption hearings can be held during regular City or County Commission meetings in the same way that rezonings are handled without requiring special meetings.

G. MEETING SCHEDULES

Below is a list of all public meetings and actions taken by appointed or elected bodies in consideration of this proposed amendment:

2024 Amendment Cycle Meetings		Date Completed
X	Public Open House	12/07/2023
X	Local Planning Agency Workshop	01/17/2024
X	Local Planning Agency Public Hearing	02/06/2024
	Board of County Commissioners Transmittal Hearing and Small-Scale Map Amendment Adoption Hearing	04/09/2024
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Public Open House –The public open house was held on December 7, 2023, at the Renaissance Building. There were 14 people in attendance. Staff provided an overview of the proposed amendment. There were no questions or concerns about the proposed amendment.

Local Planning Agency Workshop – A workshop was held on January 17, 2024, at the Renaissance Building. Staff provided an overview of the proposed amendment. There were no questions from the LPA that resulted in updates to this staff report.

Local Planning Agency Public Hearing – The public hearing was held on February 6, 2024, to vote on the proposed amendment. Staff provided an overview of the proposed amendment. The LPA found the proposed text amendment consistent with the Tallahassee Leon-County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended adoption of the proposed amendment. There were no public speakers on the proposed amendment.

H. APPENDICES

Appendix A: Proposed Comprehensive Plan Amendment: Policy 1.8.1 [I] Strike Through/Underline

COMPREHENSIVE PLAN AMENDMENT PROCESS
Objective 1.8: [I]

Provide a comprehensive plan amendment procedure consistent with state statute.

Policy 1.8.1: [I]

To promote the efficient use of city and county resources, one Comprehensive Plan amendment cycle will be initiated annually for Text amendments and Large-Scale Map amendments only. Applications for small-scale map amendments will be accepted on an ongoing basis. The Board of County Commissioners or City Commission may approve the initiation of additional Text Amendments and Large-Scale Map amendments ~~Comprehensive Plan amendments~~ outside of the annual cycle.

Amendments to the Joint Comprehensive Plan require approval by both the Leon County Board of County Commissioners and the Tallahassee City Commission except as set forth below:

(1) An amendment to the Future Land Use Map which concerns property located entirely within the Tallahassee city limits, or an amendment to an existing provision of the Comprehensive Plan which is designated as specific to the City of Tallahassee, shall require approval solely by the Tallahassee City Commission.

(2) An amendment to the Future Land Use Map which concerns property located entirely within unincorporated Leon County, or an amendment to an existing provision of the Comprehensive Plan which is designated as specific to Leon County, shall require approval solely by the Leon County Board of County Commissioners.

All amendments to the Joint Comprehensive Plan shall follow the statutory process for the adoption of plan amendments with effective dates as outlined in Florida Statutes.