

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

REGULAR MEETING AGENDA

**Tuesday, March 18, 2025
3:00 p.m.**

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



COUNTY COMMISSIONERS

Brian Welch, Chairman
District 4

Christian Caban, Vice Chairman
District 2

Carolyn D. Cummings
At-Large I

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, March 18, 2025, 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 8:00 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 Mrs. Angel Carter, Youth Pastor, Bible Believers Fellowship of Tallahassee

Pledge of Allegiance by Vice Chairman Caban

AWARDS AND PRESENTATIONS

- Proclamation Recognizing March 2025 as Women's History Month
(Commissioner Cummings)
- Proclamation Recognizing March 2025 as Multiple Sclerosis Awareness Month
(Commissioner Maddox)
- Proclamation Recognizing Coach Leonard Hamilton for his Dedicated Service to the Florida State University Men's Basketball Program for 22 Seasons
(Commissioner Maddox)
- Proclamation Recognizing Ms. Karen Woodall for Several Decades of Advocating for the Community of Leon County
(Commissioner Proctor)

- Proclamation Recognizing Ms. Barbara DeVane for Several Decades of Advocating for the Community of Leon County
(Commissioner Proctor)
- Proclamation Recognizing Leon County Sheriff's Office Members Deployed in Response to Hurricane Milton
(Chairman Welch)
- Proclamation Recognizing Leon County Sheriff's Office for Achieving the CALEA Advanced Law Enforcement Accreditation
(Chairman 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 27, 2025 Board Retreat Meeting, and January 28, 2025 Regular Meeting
(Clerk of Court)
2. Payment of Bills and Vouchers
(County Administrator / Office of Management & Budget)
3. Acceptance of a U.S. Department of Justice Grant and a Florida Department of Law Enforcement Grant for the Leon County Sheriff's Office
(County Administrator / Office of Management & Budget)
4. Florida Department of Environmental Protection Waste Tire Amnesty Event Grant
(County Administrator / Public Works)
5. Florida Department of Agriculture and Consumer Services Arthropod / Mosquito Control State Aid Funds Grant Amendment
(County Administrator / Public Works)
6. Ratification of Acceptance of Florida Department of Health Emergency Medical Services Matching Grants
(County Administrator / Emergency Medical Services)
7. Ratification of a Northwest Florida Water Management District Water Project Grant Application for the Woodville Sewer System Project
(County Administrator / Public Works)
8. Local Agency Program Agreement between Leon County and the Florida Department of Transportation for the Canyon Creek Sidewalk Project
(County Administrator / Public Works)
9. Memorandum of Understanding with the Florida Department of Health in Leon County
(County Administrator / Animal Control)
10. Approval of an Agreement with the Leon County Sheriff's Office for the Tactical Medical Program
(County Administrator / Emergency Medical Services)

11. Acceptance of Maintenance Agreement and Surety Device for Summerfield Single Family Subdivision, Phases I – IV
(County Administrator / Public Works)
12. Authorization to Proceed with Drafting an Ordinance to Amend Section 10-4.207 of the Environmental Management Act Pertaining to Land Management Activities and Approval to Schedule the First and Only Public Hearing for June 10, 2025
(County Administrator / Development Support & Environmental Management)
13. Ratification of Board Actions Taken at the February 25, 2025 Joint Workshop on the Comprehensive Plan Land Use and Mobility Elements Update and the Board Workshop on the Southside Action Plan
(County Administrator / Planning, Land Management & Community Enhancement)

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

14. Contract Award for Disaster Recovery Consulting Services
(County Administrator / Office of Management and Budget)

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

15. Fiscal Year 2024 Code Enforcement, Nuisance Abatement, and Code Compliance Programs Annual Report
(County Administrator / Development Support & Environmental Management)
16. Tallahassee-Leon County Board of Adjustment and Appeals 2024 Annual Report
(County Administrator / Development Support & Environmental Management)
17. 2024 Supervised Pretrial Release Program Report
(County Administrator / Office of Intervention & Detention Alternatives)
18. February 2025 Quarterly Economic Dashboard Report
(County Administrator / Office of Economic Vitality)
19. Fiscal Year 2024 Annual Domi Entrepreneurial Community Impact Report
(County Administrator / Office of Economic Vitality)

CONSENT ITEMS PULLED FOR DISCUSSION

GENERAL BUSINESS

20. Fiscal Year 2026 Maximum Discretionary Funding Levels for Outside Agencies Including the Community Human Services Partnership
(County Administrator / Office of Management & Budget)
21. Consideration of Funding Request from the Henry Hill Foundation, Inc.
(County Administrator / Tourism)
22. Approval of Realignment of Emergency Rental Assistance Funding to the Tallahassee Housing Authority
(County Administration / Human Services & Community Partnerships)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

23. First of Two Public Hearings on the Community Development Block Grant Application Opportunity
(County Administration / Human Services & Community Partnerships)

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

RECEIPT AND FILE

- None

ADJOURN

*The next regular meeting of the Board of County Commissioners is tentatively scheduled for
Tuesday, April 8, 2025, 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
2025 Tentative Meeting Schedule

Date	Day	Time	Meeting
January 27	Monday	9:00 a.m.	Board Retreat
January 28	Tuesday	3:00 p.m.	Regular Board Meeting
February 11	Tuesday	3:00 p.m.	Regular Board Meeting
February 25	Tuesday	2:00 p.m.	Comprehensive Plan Land Use & Mobility Elements Update Workshop
February 25	Tuesday	3:00 p.m.	Southside Action Plan Workshop
March 18	Tuesday	3:00 p.m.	Regular Board Meeting
March 25	Tuesday	1:00 p.m.	Workshop
April 8	Tuesday	3:00 p.m.	Regular Board Meeting
April 8	Tuesday	6:00 p.m.	Transmittal Hearing on the 2025 Cycle Comprehensive Plan Amendments
April 22	Tuesday	1:00 p.m.	Workshop
May 13	Tuesday	3:00 p.m.	Regular Board Meeting
June 10	Tuesday	3:00 p.m.	Regular Board Meeting
June 10	Tuesday	6:00 p.m.	Adoption Hearing on 2025 Cycle Comprehensive Plan Amendments
June 17	Tuesday	9:00 a.m.	Budget Workshop
July 8	Tuesday	9:00 a.m.	Budget Workshop (if necessary)
July 8	Tuesday	3:00 p.m.	Regular Board Meeting
September 16	Tuesday	3:00 p.m.	Regular Board Meeting
September 16	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
September 23	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
October 14	Tuesday	3:00 p.m.	Regular Board Meeting
October 28	Tuesday	1:00 p.m.	Legislative Priorities Workshop
November 18	Tuesday	3:00 p.m.	Reorganization & Regular Board Meeting
December 9	Tuesday	3:00 p.m.	Regular Board Meeting

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

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, they 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
[2025 Tentative Calendar](#)

Month	Day	Time	Meeting Type
January 2025	Wednesday 1	Office Closed	NEW YEAR'S DAY
	Monday 20	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Tuesday 21	9:00 a.m.	Capital Region Transportation Planning Agency Retreat Tallahassee State College, Center for Innovation Plaza Conference & Events Room 101
	Monday 27	9:00 a.m.	Board Retreat The Retreat at Bradley's
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
February 2025	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 18	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 25	2:00 p.m.	Comp Plan Land Use & Mobility Elements Update County Courthouse, 5 th Floor Commission Chambers
	Tuesday 25	3:00 p.m.	Southside Action Plan Workshop County Courthouse, 5 th Floor Commission Chambers
March 2025	<i>Saturday 1 – Tuesday 4</i>		<i>NACO Legislative Conference Washington, D.C.</i>
	Monday 17	1:30 p.m.	Capital Region Transportation Planning Agency Meeting – CANCELLED City Commission Chambers
	Tuesday 18	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Wednesday 19		<i>Florida Association of Counties Legislative Day FSU Turnbull Conference Center Tallahassee, Leon County, FL</i>
	Tuesday 25	1:00 p.m.	Board Workshop – CANCELLED County Courthouse, 5th Floor Commission Chambers
April 2025	Tuesday 8	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Transmittal Hearing for Amendments on the 2025 Cycle Comprehensive Plan Text Amendments County Courthouse, 5 th Floor Commission Chambers
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 22	1:00 p.m.	Board Workshop County Courthouse, 5 th Floor Commission Chambers
	<i>Saturday 26</i>		<i>Honor Flight Tallahassee Washington D.C.</i>

Month	Day	Time	Meeting Type
May 2025	Thursday 8	1:00 p.m.	Blueprint Intergovernmental Agency Budget Workshop City Commission Chambers
		3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 13	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Monday 19	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 20	Offices Closed	EMANCIPATION DAY observed
	Monday 26	Offices Closed	MEMORIAL DAY
June 2025	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Adoption Hearing on the 2025 Cycle Comprehensive Plan Text Amendments County Courthouse, 5 th Floor Commission Chambers
	Monday 16	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 17	9:00 a.m.	Budget Workshop County Courthouse, 5 th Floor Commission Chambers
	<i>Tuesday 24 – Friday 27</i>		<i>FAC Annual Conference & Educational Exposition Orlando, Orange County, FL</i>
July 2025	Friday 4	Offices Closed	INDEPENDENCE DAY
	Tuesday 8	9:00 a.m.	Budget Workshop (if necessary) County Courthouse, 5 th Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Friday 11 – Monday 14</i>		<i>NACo Annual Conference Philadelphia, Philadelphia County, PA</i>
	<i>Saturday 12 – Wednesday 16</i>		<i>NAACP National Conference Charlotte, NC</i>
	<i>Wednesday 16 – Saturday 19</i>		<i>National Urban League Annual Conference Cleveland, Ohio</i>
August 2025	<i>Thursday 14 – Sunday 17</i>		<i>Chamber of Commerce Annual Conference Fernandina Beach, FL</i>
September 2025	Monday 1	Offices Closed	LABOR DAY
	Tuesday 16	1:30 p.m.	Capital Region Transportation Planning Agency Mtg. City Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 25/26*
	<i>Wednesday 17 – Thursday 18</i>		<i>FAC Innovation & Policy Conference Gainesville, Alachua County, FL</i>
	Thursday 18	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers

Month	Day	Time	Meeting Type
September 2025 (cont.)		5:00 p.m.	Blueprint Intergovernmental Agency Budget Public Hearing City Commission Chambers
	Tuesday 23	6:00 p.m.*	Second Public Hearing on Final Millage Rate and Final Budgets County Courthouse, 5 th Floor Commission Chambers
	<i>Wednesday 24 – Sunday 28</i>		<i>Congressional Black Caucus Annual Legislative Conference – Washington D.C.</i>
<i>*These public hearing dates have changed due to the School Board’s scheduling of its budget adoption public hearings</i>			
October 2025	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	<i>Saturday 25 – Wednesday 29</i>		<i>ICMA Annual Conference Tampa, Hillsborough County, FL</i>
	Tuesday 28	1:00 pm	Legislative Priorities Workshop County Courthouse, 5 th Floor Commission Chambers
	<i>TBD</i>		<i>National Organization of Black County Officials (NOBCO) Annual Conference – TBD</i>
November 2025	Thursday 6	3:00 pm	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 11	Offices Closed	VETERAN’S DAY
	Monday 17	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 18	3:00 p.m.	Reorganization and Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Wednesday 19 – Friday 21</i>		<i>FAC Legislative Conference Tampa, Hillsborough County, FL</i>
	Thursday 27	Offices Closed	THANKSGIVING DAY
	Friday 28	Offices Closed	DAY AFTER THANKSGIVING
December 2025	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 16	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Thursday 25	Offices Closed	CHRISTMAS
	Friday 26	Offices Closed	DAY AFTER CHRISTMAS
January 2026	Thursday 1	Offices Closed	NEW YEAR’S DAY
	Friday 2	Offices Closed	DAY AFTER NEW YEAR’S DAY
	Monday 19		MARTIN LUTHER KING, JR. DAY

Meetings listed in italics are included in the Board’s 2025 Travel Schedule

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

CURRENT VACANCIES

Animal Classification Committee

Board of County Commissioners (1 appointment) – Licensed Veterinarian

Architectural Review Board

City Commission (2 appointments)

Board of Adjustments & Appeals

City Commission (2 appointments)

Council on Culture & Arts

Board of County Commissioners (1 City recommended appointment)

Joint City/County Cycling Workgroup

City Commission (4 appointments)

Leon County Research & Development Authority

Board of County Commissioners (1 appointment)

FUTURE VACANCIES

APRIL 30, 2025

Minority, Women, & Small Business Enterprise Citizen Advisory Committee

Board of County Commissioners (2 appointments)
Greater Tallahassee Chamber of Commerce (1 appointment)
Big Bend Minority Chamber of Commerce (1 appointment)
Capital City Chamber of Commerce (1 appointment)

Tallahassee Sports Council

Board of County Commissioners (2 appointments)

Value Adjustment Board

Board of County Commissioners (1 appointment)

MAY 31, 2025

Advisory Committee for Quality Growth

Board of County Commissioners (8 appointments)

JUNE 30, 2025

Architectural Review Board

Board of County Commissioners (1 appointment)

Board of Adjustments & Appeals

Board of County Commissioners (2 appointments)
City Commission (1 appointment)

Career Source Capital Region Board

Board of County Commissioners (3 appointments)

Planning Commission

Board of County Commissioners (1 appointment)

**Leon County
Board of County Commissioners**

Notes for Agenda Item #1

Leon County Board of County Commissioners

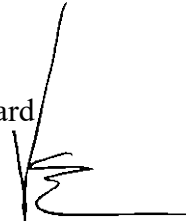
Agenda Item #1

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: January 27, 2025 Board Retreat Meeting, and January 28, 2025 Regular Meeting



Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department / Division Review:	Ken Morris, Assistant County Administrator Travis Stephens, Interim 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 27, 2025 Board Retreat Meeting, and January 28, 2025 Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of January 27, 2025 Board Retreat Meeting, and January 28, 2025 Regular Meeting.

Attachments:

1. January 27, 2025 Board Retreat Meeting Minutes
2. January 28, 2025 Regular Meeting Minutes

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
FY 2024/2025 Strategic Planning Retreat
The Retreat at Bradley's Pond**

The Leon County Board of County Commissioners met for its FY 2023-2024 Annual Board Retreat at The Retreat at Bradley's Pond on January 27, 2025, at 9:22 a.m.

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

Agenda and Table of Contents

Section I: Welcome & Strategic Planning Retreat Overview

Chairman Welch opened the Retreat, welcoming attendees and outlining the agenda as a time to review progress and update the Strategic Plan. He expressed gratitude to Canopy Roads Café for breakfast and thanked staff for their efforts preparing for this meeting. He also encouraged attendees to visit the Bradley Country Store. He shared that to make the most of the Retreat, he encouraged everyone's participation. Commissioners were then invited to share their expectations for the day.

Commissioner Cummings welcomed everyone and expressed excitement about the annual Retreat. She stated the Retreat serves as a report card for the County. She highlighted that the Commission's goals are at least 75% complete and recognized the Directors' contributions. She also mentioned that attendees would hear from the Executive Director of the Children's Services Council.

Commissioner O'Keefe thanked everyone for their attendance. He shared that the Retreat gives a review of the past year, and he is looking forward to this reflective time as a body.

Vice-Chairman Caban acknowledged the staff. He thanked the Chairman for the beautiful location and shared that he was looking forward to the Retreat.

Commissioner Minor shared that he appreciated the level of effort that had gone into preparation for the Retreat. He stated that the day was very valuable. He noted that the drive reminded him how amazing this County is.

Commissioner Proctor welcomed everyone and emphasized the significant value of the Retreat. He expressed concerns about defining boundaries and highlighted conflicts related to the 14th Amendment, particularly regarding birthright citizenship and immigration. He also inquired about the Commission's stance on various national issues.

Chairman Welch emphasized that the Retreat is an opportunity to celebrate the achievements of the staff. He acknowledged the diverse perspectives within the group and expressed optimism for a productive and meaningful Retreat.

County Administrator Long welcomed everyone and expressed appreciation for returning to The Retreat at Bradley's Pond, noting its significance as one of their initial meeting locations. He provided a recap of the past year, highlighting the unprecedented weather challenges they faced.

Despite these obstacles, he emphasized their ability to remain focused. He then outlined the agenda, including a review of Year Three in the five-year Strategic Plan.

He elaborated on Leon Leads, emphasizing that it reflects their ongoing process for success. He explained its functions and significance, noting that it serves as a key driver of their achievements. He highlighted the Retreat as an opportunity to review and assess the framework, ensuring it remains aligned with their goals. During this section of the Retreat, the Board will receive the following presentations on selected projects being implemented through the County's five-year Strategic Plan:

- Strategic Priority Area – Economy
 - Realizing Economic Vitality through Amazon, Magnetics & Beyond (Office of Economic Vitality)
 - Driving our Economy through Blueprint & Development in Southern Leon County (PLACE)
 - Celebrating Our Past & Preparing for Our Future (Division of Tourism)
- Strategic Priority Area – Environment
 - Closing the Landfill and Opening New Beginnings at Apalachee Regional Park (Office of Resource Stewardship)
 - Protecting Our Natural Resources by Replacing Conventional Septic Tanks and Installing Sewer Infrastructure (Public Works)
- Strategic Priority Area – Quality of Life
 - Recent & Ongoing Investments to Increase the Local Stock of Affordable Housing (Human Services & Community Partnerships)
 - Advancing Social Infrastructure through the Essential Libraries Initiative (Libraries)
 - Investing in Community Infrastructure for Generations to Come (Parks & Recreation)
- Strategic Priority Area – Governance
 - Setting the Highest Standard of Governance: Meeting Today's Needs, Shaping Tomorrow's Success (Community Relations and Resilience)

In addition, at its October 8, 2024, meeting, the Board requested a status report on Leon County's tree management policies and procedures. Subsequently, at its December 10, 2024, meeting, the Board requested an agenda item regarding expanding of growth into the southern portion of Leon County, specifically Woodville.

County Administrator Long shared that the Retreat would include the “spotlight” issue. This year's presentation would include an update from Ms. Ceka Rose Green, Executive Director of the Children's Services Council of Leon County.

He then highlighted the four Bold Goals: Economy, Environment, Quality of Life, and Governance.

Section II: Evaluating Our Progress Executing Our Plan

Strategic Priority: Economy

Presenters: Ken Morris, Keith Bowers, Andy White, and Kerri Post

- Ken Morris, Assistant County Administrator, presented on the economy. Mr. Morris emphasized the importance of effective leadership and collaboration in making Leon County a hub for talent attraction, economic diversification, and long-term vitality.
- Keith Bowers, Director of the Office of Economic Vitality, presented on the County's private sector and shared that 2025 is shaping up to be an exciting year. He said they are set to host the 2025 Motor Drive Systems and Magnetics Conference (MDSM) in Leon County.

Realizing Economic Vitality through Amazon, Magnetics Conference, and Beyond:

- By the end of FY 2024, local employment grew by 19,425 jobs, and new entrepreneurial ventures were co-created, achieving 194% and 58% of the County's five-year plan goal.
- Looking ahead:
 - 2025 MDSM Conference to be held in Leon County.
 - IGNITE Tallahassee (formerly NFIL) high-tech incubator celebrated its grand opening.
- Artie White, Director of Planning, Land Management & Community Enhancement (PLACE), presented on PLACE:
 - Public Infrastructure Investments
 - Widening of Orange Avenue
 - Cascade Park
 - Franklin Boulevard
 - Debbie Lightsey Park
 - Skateable Art Park
 - St. Marks Headwaters
 - Northeast Park
 - Widened Bannerman Road
 - Magnolia Trail
 - Tharpe Street
 - Capital Circle Southwest
 - Driving our Economy through Blueprint & Development in Southern Leon County Roads.
- Kerri Post, Director of the Division of Tourism Development.
 - Celebrating our Past, Looking Back at Successes and Updates
 - She emphasized the inclusivity of the Bicentennial Celebration, which spanned two years, highlighting significant performances and acts. She also discussed partnerships and provided updates on upcoming events, including Amtrak Building repairs and the 2026 World Cross Country Championships at Apalachee Park.

Questions:

- Commissioner O'Keefe highlighted the need for expanded childcare recruitment and solutions for food deserts while discussing medical practices and inquired about the start date for the next study.
 - Mr. Bowers stated that they are in the process of conducting a target industry study, with completion expected by mid-to-late February. He noted that the previous study was done in 2017, and they are ready to move more with the new iteration of that target study.

- Commissioner Proctor discussed the World Cross Country event, stressing the need to preserve television rights and retain footage. He emphasized the importance of prioritizing amateur sports and sports tourism. Additionally, he raised concerns about preferential ticketing and seating arrangements for Leon County citizens.
 - Ms. Post noted that a year-round, 365-day cross-country course is rare, but Leon County offers an inclusive one. Unlike other states or countries that must build such a course, this will be a World Champion Course. She expressed their satisfaction with the team, community, and everything they observed. She stated they would have some media rights due to hosting, and she would find out more details on this topic.
- Commissioner Maddox praised the ambitious vision of FSU and Gulf Winds on the 2026 World Cross Country Championships and how it became a reality. He appreciates the community's trails and natural features and inquired about more immediate opportunities, such as other trail development.
 - County Administrator Long commented on discussions of similar opportunities mentioned by Commissioner Maddox.
 - Ms. Post mentioned the Master Plan, stating that Phase II will provide the necessary resources to attract events to the area.
- Chairman Welch agreed with Commissioner Maddox, stating they have proof of concept. Given the existing infrastructure, he suggested that the County could potentially host the World Mountain Biking Championship. He emphasized the significance of the MDSM Conference and requested that Mr. Bowers be directed to hold it annually. Additionally, he noted that Leon County has the largest magnet in the world.
- Commissioner Minor thanked the team for their outstanding work and commented on the importance of the MDSM Conference. He inquired about current efforts and encouraged extending a warm welcome to attendees.
 - Mr. Bowers stated that planning has been underway since June 2024, ensuring all details are covered, including involvement from local universities and colleges, signage, and more.
- Vice-Chairman Caban agreed with Commissioner Maddox's sentiment on using natural features to attract more tourism and events. He referenced Marion County's success as the "Horse Capital of the World," which leveraged private and governmental funding to create a premier equestrian center. He also discussed the MagLab, suggesting it would benefit the area to become known as the "Magnet Capital of the World" to attract further investments. He inquired about the MOU with Florida State University and the next steps.
 - Mr. White responded, stating they are working closely with Florida State University. He outlined the step-by-step process that must occur before the land transfer can take place.

Commissioner Proctor moved to extend the continuation of the meeting for the next three years and to develop a packet if it includes cost-effective options. The motion

was seconded by Commissioner Minor. County Administrator Long stated that the matter would be revisited at the March BOCC meeting. The motion was subsequently withdrawn.

Strategic Priority: Environment

Presenters: Nawfal Ezzagaghi, Maggie Theriot, and Brent Pell

- Nawfal Ezzagaghi, Assistant County Administrator, gave an update and status report.
 - To be a responsible steward of our precious natural resources with our continuous efforts to make Leon County a place that values our environment and natural beauty as a vital component of our community's health, economic strength, and social offerings.
 - (EN1) Protect the quality and supply of our water.
 - (EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.
 - (EN3) Promote orderly growth and sustainable practices.
 - (EN4) Reduce our carbon footprint.
- Maggie Theriot, Director of the Office of Resource Stewardship, presented on the Apalachee Regional Park.
 - Closing the Landfill & Opening the Park.
 - Apalachee Regional Park Master Plan.
 - Apalachee Regional Park.
 - Looking ahead – Dog park agility course Spring '25; World XC January 10, 2026; Landfill closure March '25 - December '26.
- Brent Pell, Director of Public Works, presented on Protecting Our Natural Resources by Replacing Conventional Septic Tanks Installing Sewer Infrastructure.
 - Looking Back at Our Significant Investments.
 - Over \$42 million invested in the Southside, converting more than 700 properties.
 - Advanced Treatment Pilot Program, Upgrade.
 - Incentives.

Strategic Priority: Quality of Life

Presenters: Shington Lamy, Abigail Thomas, Pamela Monroe, and Amanda Heidecker

- Abigail Thomas, Director of Human Services & Community Partnerships, commented on housing. She discussed:
 - Live Local Act.
 - Lake Bradford.
 - Community Development Block Grant (CDBG).
- Pamela Monroe, Library Director, commented on the Essential Libraries Initiative (ELI). She highlighted:
 - Looking Back – Hosted 2,500 programs, attracting nearly 50,000 attendees – an 11% increase.
 - Looking ahead:
 - Continue dynamic programming aligned with focus.
 - Section III: Children's Services Council Update.

- Amanda Heidecker, Parks & Recreation Director, highlighted two out of the six community centers.
 - Concord School – Miccosukee Community Center.
 - Looking Ahead: Miccosukee Community Center's anticipated opening is April 2025.
 - Looking Back: Ft. Braden Community Center – 100 years old next year.
 - Looking ahead: Ft. Braden Community Center – New playground.

The Board entertained an array of questions:

- Commissioner Cummings discussed the housing project on Lake Bradford Road.

Strategic Priority: Governance

Mathieu Cavell, Director of Community Relations and Resilience, commented on the digital space, stating that efforts are being made to enhance usability and accessibility. He emphasized ensuring that 911 services are effectively targeted and provided an update on the Citizens Connect mobile app. Additionally, he discussed the Charter Review and the County's commitments outlined in the Strategic Plan.

Section III: Children's Services Council (CSC) Update

CSC Update: Progress, Projects & Possibilities,

Ceka Rose Green, Executive Director of the Children's Services Council of Leon County (CSC Leon), commented on and welcomed the Board to attend the 10th Annual Summit on Children hosted by Whole Child and the CSC at the FSU Alumni Association on February 18th. She presented on investments made by CSC Leon in children and family programming over the last year that have advanced the County's Strategic Initiatives. In addition, Ms. Green provided an update on CSC Leon's immediate future efforts to expand family resource centers in the community, including at County facilities, to provide families greater access to resources such as parenting skills workshops, housing support, and referral services.

Questions:

- Commissioner Proctor asked about mental health assessments. He shared that Ms. Green is doing an excellent job.
 - Ms. Green shared that they are looking to expand this service.
- Commissioner Proctor commented on the dynamics/metrics of the CSC board. He noted that he appreciates the value of the CSC.
- Vice-Chairman Caban congratulated Ms. Green on her dynamic work. He commented that the family resource center at the Ft. Braden Community Center will go live next week. He commented on next year's 100th Anniversary.
- Commissioner Minor inquired about the effects of social media on children.
 - Ms. Green shared that it is one of the areas CSC Leon will review and commented on the partnership with the national tech line.

- Commissioner O’Keefe also acknowledged Ms. Green and said that they saw the results of her work.
- Commissioner Cummings commended Ms. Green for the significant progress made and highlighted areas such as Kindergarten Readiness. She also asked Ms. Green to elaborate on the partnership with the Askew School at FSU.
- Ms. Green spoke about the strong relationship with the Askew School, particularly highlighting Dr. VanLandingham’s involvement.
- Chairman Welch thanked Commissioner Cummings for her leadership, board representation, and love for the youth.
- Commissioner Maddox recognized Ms. Green for her exceptional work in managing the daily operations, acknowledging the significant effort she has put into building and maintaining that responsibility.
- Chairman Welch thanked Ms. Green for her leadership.
- County Administrator Long thanked Ms. Green and Commissioner Cummings for their dedication to CSC Leon.

Section IV: Strategic Plan Update for FY 2025

Strategic Plan Update for FY 2025

County Administrator Long introduced this item for FY 2025. The Retreat concluded with an open discussion among Commissioners to identify additional Strategic Initiatives that further support and advance the County’s Strategic Priorities. The following reflects the new Strategic Initiatives preliminarily approved by the Board during the Retreat. These Strategic Initiatives will be included in the updated FY 2022 – 2026 Strategic Plan and assigned to the appropriate departments. After the Board’s ratification of actions taken at the Retreat, departments will develop proposed implementation plans for the new Strategic Initiatives. Throughout the life of the Strategic Plan, the Board will be presented with agenda or budget discussion items recommending specific actions necessary to advance the Strategic Initiatives, including identifying any associated fiscal impacts. In addition, the Board will receive an update on all Strategic Initiatives as part of the Midyear Strategic Plan Update during the June Budget Workshop.

Commissioner initiatives:

New Strategic Initiatives (Economy):

- Expand our economic competitiveness by hosting the 2025 Motor, Drive Systems, and Magnetics Conference and explore opportunities to attract future magnetic conferences as part of our broader efforts to establish Tallahassee-Leon County as the magnetic capital of the world.
- Coordinate with the Local Technology Planning Teams to evaluate areas lacking reliable broadband and cellular services and additional opportunities to work with industry stakeholders to direct investments in these areas.
- Explore opportunities to attract Top 100 Billboard artists for concerts and performances at various local venues throughout the year.

- Evaluate recreational amenities in Southwest Leon County, including Lake Talquin, J. Lewis Hall Sr. Park, and the St. Marks Trail, for opportunities to host annual events and competitions.

New Strategic Initiative (Environment):

- Engage an engineering consultant to complete the Miccosukee Road Greenway Trail Flood Study to identify solutions to flooding along Miccosukee Road.
- Initiate a feasibility study as a component of Phase II implementation of the Apalachee Regional Park Master Plan.
- Exempt land conservancy groups, such as Tall Timbers, from environmental permitting requirements for activities that support and further their mission of fostering exemplary land stewardship, such as tree removal and other vegetation management.

New Strategic Initiatives (Quality of Life):

- Continue to coordinate with DISC Village, Inc., and the Leon County Sheriff's Office in leveraging opioid settlement funding to provide substance abuse treatment and ancillary services for individuals with opioid and substance use disorders in the community.
- Continue to support the Big Bend Continuum of Care in the coordination and implementation of the annual Point-In-Time Count to collect homeless data critical to securing state and federal funding.
- Support the Children's Services Council of Leon County in hosting Family Resource Centers at County facilities.
- Explore innovative strategies to enhance pedestrian safety, including traffic safety studies and utilizing automated speed detection technology in school zones.
- Develop a Woodville Rural Community Sense of Place Plan to evaluate land uses, guide future improvements in the Woodville area, and coordinate with County Public Works to develop a 5-year improvement plan to include vehicular and pedestrian safety.

New Strategic Initiatives (Governance):

- Coordinate with the Public Safety Coordinating Council, the Judiciary, Court Administration, and other partners in implementing the jail population management strategies identified by the Leon County Detention Facility Needs Assessment Report.
- Execute all 41 after-action recommendations from 2024, addressing key findings and lessons learned from the Bicentennial Storm, the May 2024 Tornado Outbreak, and Hurricane Helene to strengthen County preparedness, response, and recovery efforts.
- Expand efforts to build public awareness of the County's Code Compliance Program through ongoing neighborhood engagement and public information efforts.
- Establish a Citizen Charter Review Committee to review the County's Home Rule Charter and propose any amendments or revisions before the 2026 General Election.
- Expand efforts to reduce graffiti and roadside littering by coordinating with the Leon County Sheriff's Office and the State Attorney's Office to explore the development of a new anti-graffiti/anti-littering program that would install Capital Region Real-Time Crime Center (CRRTCC) cameras in selected areas, on a rotating basis, where graffiti and roadside littering are severe.

Closing Comments & Adjournment

- County Administrator Long appreciated the Board for its continued leadership and guidance. He noted they are eager to implement all the Strategic Initiatives that have been discussed during the meeting.
- County Attorney O'Steen shared her appreciation for staff diligence with the Retreat and that she looked forward to working with everyone in this New Year.
- Commissioner Cummings thanked everyone for their presentations.
- Commissioner O'Keefe conveyed that the idea of the magnet is intriguing and added that this was a great Retreat.
- Commissioner Minor noted it was a great retreat. He noted that he would like to add additional hours to future Retreats.
- Commissioner Proctor expressed gratitude, thanking everyone for a successful Retreat. He commented on the need for a Conference Center in Leon County, sharing his belief that it would result in more heads in beds for tourism. He also commented on hurricane preparedness and asked if staff could explore if FEMA was removed on the Federal level. He sought condolences for Regina Glee, Sr. Executive Assistant/Office Manager, for the loss of her husband.
- Chairman Welch expressed gratitude for the positive atmosphere during the meeting, recognizing and appreciating everyone's collective efforts. He extended thanks to the staff and the leadership team.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 12:41 p.m.

ATTEST:

BY: _____
Brian Welch, Chairman
Board of County Commissioners

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

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
January 28, 2025**

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

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

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Reverend Michael B. Price, Bethel AME Church.

Pledge of Allegiance by Commissioner Maddox.

Commissioner Proctor moved, seconded by Commissioner Maddox, to rearrange the general business agenda to move Item #21 to the end of the agenda.

The motion carried 7-0.

AWARDS AND PRESENTATIONS

- Proclamation Recognizing Florida Agricultural and Mechanical University Ranked as the Number 1 Historically Black College and University and Ranked Number 81 Public University in the United States.
(Commissioner Proctor)
 - Commissioner Proctor and School Board Member Daryl Jones presented the proclamation recognizing FAMU as the Number 1 historically Black College and University and Ranked as the Number 81st Public University in the United States. He recognized the economic impact FAMU has on our local economy.
 - Dr. Donald E. Palm, FAMU Chief Operating Officer, expressed his gratitude to the Commissioners for recognizing FAMU's success, noting that the university was on the rise, as reflected by the achievements of its graduates. He declared that FAMU's best days were still to come.
- **ADDED:** Proclamation Recognizing the Chiles High School Girls' Volleyball Team as State Champions.
(Chairman Welch)
 - Chairman Welch presented the proclamation to the Chiles High Girls' Volleyball Team as State Champions. He praised the girls for their exceptional teamwork as well as their remarkable achievements in the classroom, highlighting their discipline in both sports and academics.
 - Kaitlin Jahn, Volleyball Coach, expressed her gratitude for the proclamation and emphasized that Chile's High School boasts a strong and supportive community.

- Presentation on the Florida Civil Rights Museum (FCRM).
(Mr. Delaitre Hollinger and Ms. Jacqueline Perkins, Co-Executive Directors, Florida Civil Rights Museum)
 - Mr. Delaitre Hollinger and Ms. Jacqueline Perkins delivered a PowerPoint presentation on the Florida Civil Rights Museum, including a synopsis of FCRM's Goals and Objectives. They noted that the FCRM is the only entirely virtual museum of its kind in the nation.
 - Commissioner O'Keefe praised their hard work and dedication to the FCRM, applauding them for staying within budget and meeting their deadlines. He encouraged all those who can contribute to support this incredible cause.
 - Commissioner Minor praised their remarkable accomplishments in a condensed timeline, acknowledging the success of their hard work. He thanked them sincerely for their dedication and eagerly anticipated their future contributions across the state.
 - Commissioner Cummings likewise commended their outstanding efforts, highlighting the remarkable achievement of launching the nation's first-ever virtual museum. She assured them that the Board would remain steadfast in their support moving forward.
 - Commissioner Proctor praised them as a dynamic and exceptional team. He suggested the Board consider sending a letter to the Smithsonian National Museum of African American History and Culture, proposing the inclusion of this virtual museum as part of its national collection.

Commissioner Proctor moved, seconded by Commissioner Cummings, for a motion to write a letter of introduction for the FCRM to the Smithsonian National Museum of African American History and Culture to incorporate the virtual museum as part of their national collection.

The motion carried 7-0.

CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS

- Stephen Martin, 2625 Stonegate Drive, virtual, addressed the Welaunee Greenway and the approval of easements, expressing his disappointment that more citizens hadn't voiced their concerns about the development of the Greenway.
- Karolyn Burns, 1600 Pullen Road, virtual, did not speak.
- Sarah Fiedler, 2405 Sweet Valley Heights, did not speak.
- Lora McNeff, 7465 Creekridge Circle, passionately advocated for the support of a resolution urging state lawmakers to pass hands-free driving legislation. She shared the heartbreaking story of her son's death, tragically caused by a distracted driver, to emphasize the urgent need for change.
- Reggie Grant, 5802 Ashanti Way, Tallahassee State College Professor, expressed his support for the hands-free driving resolution, sharing a story from one of his students about their personal encounter with distracted drivers, underscoring the real-world impact of the issue.
- Roberta Renault, 2700 Welaunee Blvd, did not speak.

- Stanley Sims, 1320 Avondale Way, addressed the recent issue of immigrant deportations, urging everyone to focus on the commonalities that bind us together rather than our differences to foster understanding and compassion.

CONSENT

Commissioner Minor moved, seconded by Commissioner O’Keefe, to approve the Consent Agenda with the exception of Item #20, which was pulled for discussion.

The motion carried 7-0.

1. Minutes: November 19, 2024 Regular Meeting

The Board approved Option 1: Approve the minutes of the November 19, 2024, Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for January 28, 2025, and the pre-approval of payment of bills and vouchers for the period of January 29, 2025, through February 10, 2025.

3. Fiscal Year 2026 Budget Calendar

*The Board approved Options #1: Approve the Fiscal Year 2026 Budget Calendar;
Option #2: Approve rescheduling the September 9, 2025, Board of County Commissioners regular meeting and First Budget Public Hearing to September 16, 2025; and
Option #3: Approve rescheduling the September 16, 2025, Board of County Commissioners Second Budget Public Hearing to September 23, 2025.*

4. Approval of Revisions to Human Resources Policy No. 11.01, Section VII, Attendance and Leave

The Board approved Option #1: Approve the revisions to Human Resources Policy No. 11.01, Section VII, Attendance and Leave.

5. Approval of Air Ambulance Service Transport Certificates of Public Convenience and Necessity

*The Board approved Options #1: Approve the Air Ambulance Service Transport Certificate of Public Convenience and Necessity and issue a certificate to Survival Flight, Inc; and
Option #2: Approve the Air Ambulance Service Transport Certificate of Public Convenience and Necessity and issue a certificate to Rocky Mountain Holdings, LLC.*

6. Veteran Service Organization Grant Assistance Program Policy Revisions

The Board approved Option #1: Approve the proposed revisions to Policy No. 16-3, Veteran Service Organization Grant Assistance Program.

- 7. Leon County Financial Empowerment Blueprint**
The Board approved Option #1: Approve the Leon County Financial Empowerment Blueprint.
- 8. Approval of the 2024 Edward Byrne Memorial Justice Assistance Grant Funding Agreement with the City of Tallahassee and Leon County Sheriff's Office**
The Board approved Options #1: Approve the Agreement with the City of Tallahassee and the Leon County Sheriff's Office for the implementation of these portions of the U.S. Department of Justice 2024 Edward Byrne Memorial Justice Assistance Grant and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney; and
Option #2: Authorize the Leon County Sheriff's Office to realize and spend the \$11,819 in 2024 Justice Assistant Grant – Direct (JAGD) program funds to purchase law enforcement equipment.
- 9. Acceptance of the Edward Byrne Memorial Justice Assistance Grant Through the Florida Department of Law Enforcement for the Leon County Sheriff's Office**
The Board approved Options #1: Accept the U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant through the Florida Department of Law Enforcement, in the amount of \$34,992, and authorize the Chairman to execute the Grant Agreement, including any future modifications, subject to legal review by the County Attorney; and
Option #2: Approve the Resolution and Budget Amendment to realize the grant funds into the FY 2025 budget.
- 10. Approval of a Resolution Adopting the Multijurisdictional Program for a Public Information Plan Pertaining to the Community Rating System for the National Flood Insurance Program**
The Board approved Option #1: Approve the Resolution adopting the Multijurisdictional Program for a Public Information Plan Pertaining to the Community Rating System.
- 11. Approval and Acceptance of the Final 2025 – 2035 Miccosukee Canopy Road Greenway Management Plan and Dissolution of the Miccosukee Canopy Road Greenways Citizen's Committee**
The Board approved Option #1: Approve and accept the final Miccosukee Canopy Road Greenway Management Plan and authorize submittal to the State.
- 12. Update on the County's Sustainable Event Guidelines**
The Board approved Option #1: Accept the update on the County's Sustainable Event Guidelines.
- 13. Proposed Resolution for Acquisition by Eminent Domain for Phase II of the Woodville Rural Community Septic to Sewer Conversion Project**
The Board approved Option #1: Adopt the proposed Resolution for Acquisition of Property by Eminent Domain for Phase II of the Woodville Rural Community Septic to Sewer Conversion Project.

14. Acceptance of Right-of-Way Donation, Associated Easements, and Approval of Agreements for the Vineland Drive Extension

The Board approved Option #1: Accept the right-of-way donation, drainage and sidewalk easements, and agreements for the Vineland Drive Extension, and authorize the County Administrator to execute all associated documents and agreements, and any amendments thereto, subject to legal review by the County Attorney.

15. Authorization to Request the Leon County School Board to Donate the Property Serving as the Fort Braden Community Park

The Board approved Options #1: Authorize the County Administrator to request the School Board to donate the property serving as the Fort Braden Community Park which is a portion of parcel ID. No. 23-34-20-801-0000, and if successful, to accept such donation and execute any additional documents associated with the donation of the Fort Braden Community Park, subject to legal review by the County Attorney; and

Option #2: Authorize the County Administrator to enter into a sports facilities use agreement with the School Board, in a form approved by the County Attorney, to continue providing students priority access to the Park.

Procurements: (These items are included under Consent.)

- None

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

16. Annual Status Report on the Leon County Water Quality Monitoring Program and the 2024 Water Quality Report

The Board approved Option #1: Accept the annual status report on the Leon County Water Quality Monitoring Program and the 2024 Water Quality Report.

17. Food Distribution and Healthcare Services in Woodville

The Board approved Option #1: Accept the update on food distribution and healthcare services in the Woodville community.

18. Fiscal Year 2024 Annual Performance and Financial Report

The Board approved Option #1: Accept the FY 2024 Annual Performance and Financial Report.

19. Annual Sustainability Program Status Report, Including the Semiannual Report on Curbside Waste Collection

The Board approved Options #1: Accept the annual status report on the County Sustainability Program; and

Option #2: Accept the semiannual status report regarding curbside waste collection service provided by Waste Pro, Inc.

20. PULLED – Feasibility of Placing a Storm Shelter in Woodville

CONSENT ITEMS PULLED FOR DISCUSSION

#20. Feasibility of Placing a Storm Shelter in Woodville

This item was introduced by County Administrator Long. This item provides an analysis of the feasibility of constructing a storm shelter in the Woodville area of Leon County. The analysis concludes that constructing a storm shelter in an evacuation zone contradicts state and federal sheltering guidelines, including those from the State of Florida and the American Red Cross, which emphasize that storm shelters should be located outside evacuation zones and areas prone to flooding and storm surge for the safety of evacuees, residents, and first responders.

- County Administrator Long announced this item was pulled by Vice-Chairman Caban.
- Vice-Chairman Caban commented that it would be valuable for his office to collaborate with the state to find a mutually agreeable solution, with the ultimate goal of identifying a suitable location in Woodville for a storm shelter.

Vice-Chairman Caban moved, seconded by Commissioner Maddox, to continue this item, requesting it be revisited in three (3) months.

The motion carried 7-0.

GENERAL BUSINESS

21. Capital Area Justice Ministry Proposal and Leon County's Ongoing Commitment and Efforts to Increase Affordable Housing

This item was introduced by County Administrator Long. This item provides an analysis of the proposal by the Capital Area Justice Ministry (CAJM) regarding affordable housing. The item also details the County's ongoing efforts and commitment to increase the stock of affordable rental housing for low-income households in the community through investments, policies, programs, and partnerships, including existing programs and the Florida Live Local Act.

- Shington Lamy delivered a presentation that showcased the County's steadfast commitment to advancing affordable housing initiatives. He highlighted the pressing affordable housing needs in the region, underscoring the critical demand for solutions. Additionally, he provided an in-depth look at the funding strategies for affordable housing rental projects, detailing how these efforts are being supported financially. He mentioned the County's \$5.8 million direct financial investment in affordable housing, along with providing other gap financing options such as bonds and tax credits. Furthermore, he outlined key programs and policies designed to promote sustainable housing solutions, such as the Live Local Act, which can provide up to 100% Property Tax Exemption. He emphasized the strategic partnership with the City of Tallahassee, which is an "Entitlement Community" and receives approximately \$2 million annually in federal funding for programs such as affordable housing. To conclude his presentation, he reviewed CAJM's proposal, outlining his key concerns with their plan, while explaining why the County's approach offers more effective and sustainable solutions.
- Mark Hendrickson with the Florida Housing Authority expressed gratitude to those advocating for affordable housing, acknowledging their good faith efforts. He pointed out that CAJM's proposal would not result in creating any new units, emphasizing

- that the true solution to the affordable housing crisis lies in increasing the number of units. He also referenced the City of Jacksonville's recent allocation of \$1 million in gap financing, noting its success. He concluded by stating that CAJM's proposal would not be the most efficient or effective use of such financing.
- Commissioner O'Keefe inquired about a deal negotiated, where for half a million dollars, developers agreed to extend the commitment from 50 years to perpetuity, seeking more details on how this arrangement was achieved.
 - Mr. Hendrickson responded by explaining the enormous benefit of being able to designate land for affordable housing in perpetuity, emphasizing that the greatest challenge in addressing affordable housing is securing a permanent stock of units.
 - Commissioner Proctor supported CAJM's proposal, stating that he is standing alongside the faith community in this effort. He stressed that CAJM is urging them to take a meaningful step toward addressing the affordable housing crisis by backing their plan.
 - Commissioner Maddox inquired whether Mr. Hendrickson had engaged in a detailed discussion with CAJM regarding their proposal.
 - Mr. Hendrickson responded that he has met with CAJM on several occasions. He shared that while they are aligned in their belief that a substantial increase in financial investment is crucial to effectively addressing the issue, the disagreement lies in determining the most effective way to allocate additional resources to achieve the greatest return.
 - Commissioner Maddox reiterated his earlier point that he didn't want to take any actions that could disrupt the harmony of existing programs. He emphasized the importance of including the City of Tallahassee, as most affordable housing development will occur within city limits. He expressed his agreement with the collective view that more funding for affordable housing is needed, remarking that gap funding may be more critical than land acquisition. He proposed that the leadership of CAJM meet with HFA to collaborate on crafting a proposal that works for both parties.
 - Shington Lamy offered additional insights on CAJM's proposal, pointing out the limitations of using surtax dollars as funding. He recommended that they accept the report while noting that an update will be provided to the Board during their 2026 Budget Workshop, ensuring further discussions will take place.

Public Comment:

- Shantara Tisdale, 1053 Dover Street, shared her personal experience with the challenges of lacking affordable housing, highlighting the profound impact it has had on her life. She received astounding support from the CAJM.
- Fred Hadley, 2500 Elliot Street, spoke passionately in support of the homeless and emphasized the importance of affordable housing. He urged the Board to take action to help alleviate the struggles of the less fortunate in the community.
- Rev. Silvia Jones, 4250 Woodridge Road, spoke in support of affordable housing, sharing a deeply personal story about her granddaughter and the challenges she has faced due to the lack of affordable housing.

- Saskiya Fagan, 1575 Paul Russell Road, strongly supported affordable housing, presenting compelling statistics showcasing the widespread struggle individuals faced in Tallahassee. She urged the Board to take action on CAJM's proposal.
 - Robert Deyle, 2394 Carefree Cove, expressed his disappointment with the staff's recommendation from the November Board meeting. He noted that developers' lack of financial incentive to allocate more units for affordable housing is the real issue. He strongly urged the Board to adopt and support the CAJM proposal as a meaningful step toward addressing the housing crisis.
 - Latricia Scriven, 2162 Golden Eagle Drive, Senior Pastor at St. Paul United Methodist Church and Co-president of CAJM, spoke in strong support of CAJM's proposal while discussing those who are struggling with affordable housing.
 - John Hedrick, 1551 Cristobal Drive, highlighted the challenges he encountered while attempting to partner with the City on this issue. He emphasized that CAJM has thoroughly researched this matter and that their proposal is well-supported by data. He urged the Board to take the lead on this issue and support the CAJM proposal.
- County Administrator Long provided a summary of the ongoing efforts the County is making to address the issue of affordable housing in the community, outlining the initiatives and strategies being implemented daily to tackle this challenge.

Commissioner Maddox moved, seconded by Vice-Chairman Caban, to direct staff and the HFA to review the CAJM proposal and bring back alternatives that would work best for our community and enhance Leon County's ongoing efforts to address affordable housing.

- Commissioner Maddox expressed his desire for Leon County to develop its own innovative model for addressing affordable housing insufficiencies rather than simply adopting the Pinellas County plan. He advocated for permitting additional time to allow more discussions and collaboration to flourish, recommending a few more months of dialogue before moving forward with any formal proposals.
- Commissioner O'Keefe shared his gratitude to the CAJM members for their steadfast participation in the meetings and their passionate advocacy. He shared a personal story about an aide he met in his office who was struggling with affordable housing, highlighting the broad impact of the issue. He announced the end of his patience in waiting for the City government to take action on this critical matter. He praised CAJM's proposal as exceptionally thorough and stressed that the time to act is now, urging his colleagues to support the proposal without delay.

Commissioner O'Keefe moved, seconded by Commissioner Proctor, for a substitute motion to approve Option #1 as amended: Accept the report on the Capital Area Justice Ministry Proposal and implement CAJM's proposal.

- Commissioner Minor thanked the CAJM members for their hard work and unwavering dedication to addressing the issue of affordable housing. While reflecting on the evening's discussion, he raised concerns about particular land use restrictions and took the opportunity to ask for further clarification on specific elements of the CAJM proposal.
- Discussion occurred between Commissioner Minor and Shington Lamy.

- Commissioner Minor commended the County for its outstanding efforts in providing affordable housing within Leon County. He proposed utilizing funds from General Revenue, supplemented by SHIP money, instead of relying on Blueprint funds. This, he argued, would provide greater flexibility in how the funds could be allocated, as it would free them from the constraints of land acquisition requirements, allowing for more adaptable and effective use of the resources.
- Commissioner Maddox emphasized the importance of thoroughly exploring all available funding options before making any decisions, urging the Board not to rush into a vote. He expressed his dismay over the sense of urgency, suggesting that it would be considerably more advantageous for them to evaluate all funding possibilities, thereby increasing the probability of making a well-informed decision.
- Commissioner Cummings expressed her heartfelt appreciation to CAJM for their unwavering passion and commitment to addressing the affordable housing crisis. She acknowledged that the lack of affordable housing is a significant concern for everyone, mentioning the negative consequences it continues to have on the community. She also thanked County staff for their efforts in producing an agenda item that thoroughly detailed CAJM's proposal. As elected officials, she emphasized the importance of doing their due diligence before approving any proposal, stressing the duty to carefully explore alternative funding sources to ensure sustainable and impactful solutions. She echoed Commissioner Maddox's perspective and shared her support for the motion he proposed.
- Vice-Chairman Caban inquired about the impact of reallocating funds from the capital improvement budget, pursuing details on how such a move would impact their ability to implement pedestrian safety initiatives.
 - County Administrator Long responded that reallocating 20% of the capital improvement budget would result in a swift and noticeable impact on pedestrian safety in Leon County. He explained that such a shift could significantly hinder or delay key projects aimed at improving infrastructure and safety for pedestrians.
- Vice-Chairman Caban commended Shington Lamy and his team for their thoroughly researched and insightful presentation. He shared how deeply personal the issue of affordable housing is to him, recounting the experience of his childhood home being foreclosed on and spending the summer of his freshman year sleeping on his sister's couch. He expressed skepticism about reallocating funds from one portion of their budget to supplement another. He stressed the need to create an environment conducive to fostering the development of new affordable housing, pointing to the critical role land use and zoning laws have in driving such growth. He also suggested exploring the possibility of lowering the millage rate as a potential solution to stimulate development. In closing, he reaffirmed that he would not support taking funds from the capital improvement budget.
- Commissioner Proctor expressed disappointment about what he perceived as the misguided priorities of the Board. He acknowledged that the proposal may have imperfections but stressed that it represents the beginning of an important journey. He remarked that the CAJM advocates are not promoting the "perfect model" but rather embracing the Pinellas County attitude of being creative and solution oriented. In closing, he affirmed his support for the substitute motion, underscoring his belief that immediate action is needed to address the issue of affordable housing.

- Commissioner Minor stated he would not support the substitute motion.

The Substitute motion failed 2-5 (Commissioner Minor, Commissioner Cummings, Commissioner Maddox, Vice-Chairman Caban, and Chairman Welch in opposition).

- Chairman Welch reaffirmed his skepticism regarding CAJM's proposal, expressing confidence in the validity of the staff's analysis, which indicated that the program would not effectively generate more affordable housing and could potentially harm existing initiatives. He acknowledged and commended CAJM for their strong advocacy, recognizing that their efforts have successfully brought the issue of affordable housing to the forefront of the community's attention. He emphasized the complexity of the process involved in building affordable housing, noting that it requires careful consideration and planning. He concluded by expressing his support for Commissioner Maddox's measured approach to addressing the issue, suggesting that it will produce better outcomes.

Commissioner Maddox moved, seconded by Vice-Chairman Caban, to amend his original motion to direct staff and the HFA to coordinate with other affordable housing stakeholders to review the CAJM proposal and bring back a budget discussion item with alternatives that would work best for our community and enhance Leon County's ongoing efforts to address affordable housing utilizing SHIP revenues and other funding sources.

- Commissioner Maddox acknowledged the Board's responsiveness to CAJM and their ongoing efforts to address the affordable housing issue, highlighting the productive conversations and shared commitment to finding solutions. He stressed the importance of not compromising on the process, warning that mistakes in the funding structure could jeopardize other vital projects in the County. He expressed his belief that, with careful consideration, they could develop a proposal that not only addresses the local needs but also serves as a model for the entire state.
- Commissioner Minor clarified his proposed amendment to the motion, which involves allocating an additional \$500,000 from General Revenue to support a SHIP-like functionality, providing flexibility for affordable housing initiatives. He shared his opposition to reallocating 20% of their Blueprint funds, emphasizing the importance of maintaining the integrity of existing projects and funding allocations.
- Chairman Welch stated emphatically that he would not support the motion if it included the line-item provision allocating \$500,000 from the General Revenue. He emphasized that the Board follows a structured budget process and was uncomfortable with the idea of earmarking a specific amount in this manner.
- Commissioner Maddox expressed openness to Commissioner Minor's proposal but advised against including a specific dollar amount. He suggested instead allowing for a thorough analysis to take place before committing to a fixed dollar amount for the item.
- Commissioner Minor conveyed that, should it align with the Board's preference, he was open to revising his friendly amendment to incorporate the concept of allocating General Revenues to a SHIP-like program without designating a specific dollar amount.
- Commissioner O'Keefe emphasized the mutual respect among the Commissioners, expressing confidence that everyone operates in good faith. He voiced his disappointment that staff had not yet conducted the requested analysis on how the

Pinellas County proposal would be implemented in Leon County. He pointed out that their road repaving program and sidewalk improvement initiatives are funded through separate budgets, suggesting that reallocating 20% from the road repaving budget to expand low and very low-income affordable housing would represent a modest adjustment. He shared his satisfaction that the Board is dedicated to thoroughly discussing various budget items and exploring potential areas to find additional funding for affordable housing.

- Vice-Chairman Caban unequivocally stated that he would not support any budget item that reduces funding for infrastructure, emphasizing that it is a top priority for his district. He went on to highlight several pressing infrastructure challenges currently affecting his district, underscoring the critical need for continued investment in these areas.
- Commissioner Proctor expressed his belief that the Board had a significant opportunity that evening to make an initial investment in addressing the pressing issue of affordable housing but chose not to take action. He shared that he felt particularly sensitive to this issue, as it would directly benefit the citizens in his district. He communicated his respect for the Housing Finance Authority (HFA) but pointed out that, unlike the Board, HFA officials are not elected by the people. He acknowledged his disappointment in not being able to secure this win for CAJM but emphasized his dedication to supporting their goals.

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

22. Contract Award for the Leon County Solid Waste Facility Class I and Class III South Landfill Closure Project

This item was introduced by County Administrator Long. This item sought Board approval to award the contract for the Solid Waste Management Facility Class I and Class III South Landfill Closure project to T & K Construction LLC in the amount of \$16,706,516.

County Administrator Long announced there were no speakers.

- Commissioner Proctor inquired about the future plans regarding the landfill.
 - County Administrator Long responded by referencing the master plan the Board had approved a few years ago, detailing the significant progress made since that period. He highlighted key developments, including the transformation of the site into a regional park. He further noted that phase two of the master plan is set to commence later this year.

Commissioner Maddox moved, seconded by Commissioner Cummings, for approval of Options #1: Approve the contract award for the Solid Waste Management Facility Class I and Class III South Landfill Closure project to T & K Construction LLC in the amount of \$16,706,516 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 Budget Amendment appropriating funds from the Solid Waste Landfill Closure Reserve.

The motion carried 7-0.

23. Contract Award for Additional Lobbying Services for the 2025 State Legislative Session

This item was introduced by County Administrator Long. This item sought Board approval to award a contract to Ronald L. Book, P.A., the highest-ranked respondent to the Request for Proposals (RFP), to provide supplemental lobbying services for the 2025 State Legislative Session.

County Administrator Long announced there were no speakers on this item.

- Chairman Welch inquired from the County Attorney whether it was within their authority to reject all the RFP bids and select the vendor of their choice.
 - County Attorney O'Steen responded that it is indeed within their purview to reject all the bids. She mentioned the five bids they had received, explaining that three vendors were deemed non-responsive because one of the vendors did not submit all required forms while the other two did not meet the MWSBE requirements.
- Chairman Welch recommended rejecting all the RFP bids and selecting the Southern Group to help enhance their chances of securing appropriations from the Florida Legislature.

Commissioner O'Keefe moved, seconded by Commissioner Minor, for approval of Option # 1: Approve the contract award to Ronald L. Book, P.A., to provide additional lobbying services for the 2025 State Legislative Session and authorize the County Administrator to execute the agreement, and any amendments thereto, subject to legal review by the County Attorney.

- Commissioner O'Keefe explained that it was his understanding that the rationale for hiring a second firm stemmed from the political dynamics of the state legislature, with the hope that it would help offset their views of a Democratic-leaning County. He stressed that a comprehensive and careful process had been followed in selecting the second firm. He expressed unease about rejecting a firm that had complied with the established rules and criteria.

Vice-Chairman Caban moved, seconded by Commissioner Proctor, for a substitute motion to approve Option #2 as amended: Do not approve the contract award to Ronald L. Book, P.A., to provide lobbying services for the 2025 State Legislative Session and award the contract for additional lobbying services to The Southern Group.

- Vice-Chairman Caban thanked staff for their hard work in organizing the RFP process and vetting all the applicants but expressed frustration with certain aspects of the criteria. He stated that an email should not be considered a legitimate good-faith effort for failing to meet the MWSBE requirements. He asserted his belief that the Southern Group was the best choice for two key reasons: first, their list of endorsements and references includes not only their current local delegation but also the governor's chief of staff, indicating well-established and strong relationships. Second, he highlighted that the Southern Group is a local firm, emphasizing their vested interest in the community's success.
- Commissioner Minor shared that his main concern was upholding the integrity of the RFP process. He pointed out that Ron Book had been selected through that process, and by overruling it to choose a preferred vendor, it could appear suspicious to the public. He endorsed accepting the staff's recommendation for this legislative session

and proposed reopening the RFP process once the session—lasting only a few months—concludes.

- Commissioner Proctor reflected on the meaning of the word "process" and the absence of established norms in today's political landscape. He emphasized that, beyond just following a process, it is crucial to have the right people—individuals who know how to navigate the system and are well-connected to key players. He then inquired about Ron Book's political affiliation.
 - Mr. Ron Book, a Lobbyist, responded by stating that he has been registered as a No Party Affiliation (NPA) for 28 years. He shared that his longstanding relationships with members of the current delegation would be highly beneficial, adding that these connections would go a long way. He also highlighted his commitment to the community, mentioning that he pays real estate taxes locally, demonstrating his vested interest in the area's success. He further asserted that his track record with the Republican-led legislature speaks for itself. Lastly, he confidently stated that he had fully complied with every provision outlined in the RFP bid process.
- Commissioner Proctor remarked that they needed a Republican lobbying firm to represent their interests, mentioning that a political connection within today's Florida Legislature is crucial for success. He also commented on the freezing of federal grants, expressing concern over the potential impact this could have on the community, further underscoring the importance of having strong political representation to navigate these challenges.
- County Attorney O'Steen clarified, as a point of information, that according to state law, Section 287.05701, local governments awarding contracts are prohibited from considering a vendor's social, political, or ideological interests. She further noted that they are also not allowed to give preference based on those factors.
- Commissioner Cummings expressed her concerns about the integrity of the process, underscoring that they had solicited an RFP. She inquired whether they were legally obligated to conduct an RFP for lobbying services.
 - County Attorney O'Steen responded by clarifying that the procurement process was not governed by state law but rather by Board policy. She explained that, based on the dollar amount, a competitive solicitation would not have been required except for direction staff received from the Board to issue the RFP.
- Commissioner Maddox questioned the dangerous precedent this could set if they were to override the independent RFP procurement process and select the Southern Group. He raised the possibility that they could be subject to protest or legal challenges if they chose a vendor outside of the RFP process.
 - County Attorney O'Steen responded that the only entity standing under the bid protest process would be the other responsible vendor. She noted, however, that it could be possible for someone to file a challenge in circuit court, especially given some of the discussions that had taken place.
- Commissioner Maddox acknowledged Ron Book and the Southern Group for the outstanding service they consistently provide their clients. He shared that his deciding factor was the integrity of the RFP process, explaining his unease with bypassing that process and selecting a vendor without adhering to the established

procedure. He recommended supporting the staff's recommendation, emphasizing that the decision should be based on the outcome of the RFP process.

- Chairman Welch expressed his belief that the process was flawed, pointing out that the quick turnaround led to many vendors being disqualified over technicalities. He shared that he was supporting the Southern Group because they are the largest lobbying firm in the state and have proven results. He mentioned that his priority is selecting the firm that can be the most successful within a short timeframe.
- Commissioner Proctor stated that he would have preferred to see the backgrounds and credentials of the other vendors involved in the process. He mentioned the Board's sweeping discretion in securing professional services. He concluded by stating that it is within their authority to select the firm they believe will deliver the best results for the county, which is Southern Group.

The substitute motion carried 4-3 (Commissioner Minor, Commissioner O'Keefe, and Commissioner Maddox in opposition).

24. Full Board Appointments to the Affordable Housing Advisory Committee

This item was introduced by County Administrator Long. This item sought the full Board's consideration for the appointment of four eligible applicants to the Affordable Housing Advisory Committee.

Commissioner O'Keefe moved, seconded by Commissioner Cummings, for approval of Option #1: Reappoint Lawrence Tobe and appoint Michael Parker, Danielle Andrews, and Christie Perkins to the Affordable Housing Advisory Committee for three-year terms ending on January 31, 2028.

- Commissioner Proctor acknowledged that this was an incredibly challenging time for affordable housing, pointing out the growing uncertainty surrounding SHIP (State Housing Initiatives Partnership) dollars and the potential impact it could have on their efforts to address housing needs.

The motion carried 6-0 (Commissioner Maddox out chambers).

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

25. First and Only Public Hearing to Consider an Ordinance Amending Chapter 4, Article II, of the Leon County Code of Laws regarding Animal Control to Prohibit the Retail Sale of Dogs, Cats, and Rabbits

County Administrator Long introduced this item. This item was introduced by County Administrator Long. This item requests the Board conduct the first and only public hearing to adopt an ordinance amending Chapter 4, Article II, of the Leon County Code of Laws regarding Animal Control to prohibit the retail sale of dogs, cats, and rabbits in unincorporated Leon County. The proposed Ordinance would not prohibit retailers from holding pet adoption events in coordination with animal shelters and rescue organizations. It would also continue to allow breeders to sell animals directly to the public at non-retail locations and allow for private sales between individuals.

Public Comment:

- Savannah Vickery, 4830 Limoges Drive, shared the ongoing advocacy efforts of her firm, Redemptive Love Farm and Rescue, within the community, highlighting

their commitment to improving the lives of animals. She specifically focused on their work with rabbits, explaining the challenges of finding loving homes for them. She thanked the Board for considering this Ordinance.

- Samantha Joles, 1910 Sunset Lane, President of the Student Animal Legal Defense Fund, expressed her appreciation to the Commissioners for taking the time to review and hear the Ordinance. She urged the Board to support this policy.
- Katie Stryker, 2124 Trimble Road, voiced her strong support for the Ordinance, expressing her hope that its implementation will significantly reduce the number of unwanted rabbits. She highlighted the positive impact this could have on the community and the animals in need.
- Kate MacFall, 1206 Walton Drive, Human Society of the United States, expressed her gratitude to the Board for considering the ordinance and for the time they dedicated to engaging with her over the past few months. She appreciated their thoughtful attention to the issue and thanked them for their continued dedication to the well-being of pets in the community.
- Lauren Perlman, 6349 Fitz Lane, virtual, did not speak.

Commissioner O'Keefe moved, seconded by Commissioner Cummings, for approval of Option #1: Conduct the First and Only Public Hearing to adopt an Ordinance amending Chapter 4, Article II, of the Leon County Code of Laws regarding Animal Control to prohibit the retail sale of dogs, cats, and rabbits.

- Commissioner Minor expressed his support for Option #1, with the exclusion of rabbits. He shared that he had spoken with a store owner, and they discussed the potential financial impact the Ordinance could have on their business. Based on these conversations, he moved to introduce a substitute motion, seeking to address these concerns while still advancing the Ordinance.

Commissioner Minor moved, seconded by Vice-Chairman Caban, for a substitute motion to accept staff recommendation of Option #1, with the exclusion of rabbits.

- Vice-Chairman Caban expressed his support for the substitute motion, noting that he typically opposes passing new ordinances that could drive businesses out of operation. He emphasized his belief that local governments should refrain from interfering with businesses, provided they are operating within the bounds of the law.
- Commissioner O'Keefe voiced his concerns regarding the substitute motion, expressing difficulty in reconciling the distinction between rabbits and more traditional pets like dogs and cats. He noted that he struggles to justify why rabbits should be treated differently, particularly in the context of the broader discussion about animal welfare.
- Commissioner Minor stated that no existing business selling dogs or cats would be at risk of closing due to this ordinance. He acknowledged the business owner's concern about the impact on their customers, particularly those who visit to buy items like rabbit food and bedding. He recommended maintaining the rabbit exception in the ordinance. He suggested launching a public relations campaign through the Animal Service Center to educate the public about the responsibilities involved in rabbit ownership. He concluded by stressing that his goal is not to penalize a business that has consistently followed the rules and operated responsibly.

- Commissioner Cummings thanked everyone who came forward to speak in support of the Ordinance. She inquired whether it would be possible to grandfather in the only current business selling rabbits while prohibiting all future businesses from doing so.
 - County Attorney O'Steen replied that it is permissible to grandfather in the current business selling rabbits.
- Commissioner Minor expressed his willingness to support a friendly amendment to his substitute motion but raised concerns about potential future changes to the business. He cautioned that grandfathering in the current business could lead to complications down the line, particularly if the business were to undergo ownership changes.

Commissioner Minor moved, seconded by Vice-Chairman Caban, to approve Option #1 as amended: Conduct the First and Only Public Hearing to adopt an Ordinance amending Chapter 4, Article II, of the Leon County Code of Laws regarding Animal Control to prohibit the retail sale of dogs, cats, and rabbits, and exempt the one business currently selling rabbits in Leon County to permit the business to continue doing so.

The motion carried 7-0.

26. Request to Conduct the Continued First and Only Public Hearing to Consider an Ordinance to Amend Chapter 6, Sections 6-32 and 6-34, and Chapter 14, Section 14-56, of the Leon County Code of Laws relating to Hearing Procedure and Administrative Fines and Liens

County Attorney O'Steen introduced this item. This item requested the Board conduct the continued first and only public hearing regarding the adoption of an Ordinance to amend Chapter 6, Sections 6-32 and 6-34, of the Leon County Code of Laws (LCC), relating to Hearing Procedure and Administrative Fines and Liens, respectively, and Chapter 14, Section 14-56, of the LCC, relating to Appeals. The recommended Ordinance modifies the Code Enforcement Board (CEB) hearing process and revises the deadline by which to file an appeal of Nuisance Abatement Board (NAB) orders.

Commissioner O'Keefe moved, seconded by Commissioner Maddox, for approval of Option #1: Conduct the continued first and only public hearing and adopt the proposed Ordinance amending Chapter 6, Section 6-32, of the LCC, relating to Hearing Procedure, Chapter 6, Section 6-34, of the LCC, relating to Administrative Fines and Liens, including retaining current language to permit the attachment of liens to other real and personal property owned by the violator, and Chapter 14, Section 14- 56, of the LCC, relating to Appeals.

- Commissioner Proctor inquired why a fine translates into a lien against the property and whether that is dictated by state statute.
 - County Attorney O'Steen confirmed that it is, noting that once the code enforcement board identifies a violation, fines begin accumulating daily. If the violation is not addressed within the specified timeframe, a lien is placed on the property.
- Commissioner Proctor expressed his disapproval of the ordinance, pointing out that everyday people struggle once fines accumulate, as they cannot sell their property until those fines are settled. He highlighted how these fines can burden citizens, particularly for minor violations such as overgrown grass or a car in the backyard,

- effectively suffocating them financially. He believed that this policy infringes on individuals' property rights, effectively stripping them of their ownership.
- County Attorney O'Steen explained the process that occurs before fines are imposed on a property, outlining each step involved to ensure clarity and understanding of the process.
 - Commissioner Cummings requested clarification regarding the language in Attachment #2. She raised concerns about the initial hearing with the board administrator, questioning whether property owners receive sufficient notice in a timely manner.
 - County Attorney O'Steen responded that property owners are properly notified before their first hearing via certified mail, with notices sent at least 20 days in advance.
 - Discussion occurred between Commissioner Cummings and County Attorney O'Steen.
 - Commissioner O'Keefe expressed his desire to maintain the current language, noting that the Code Enforcement Board is accommodating with property owners and provides them ample time to address any violations. He further clarified the provisions of the current Ordinance and explained why the language meets his approval.
 - Commissioner Minor announced his support of Option #1.
 - Commissioner Maddox requested clarification on the current option under consideration, seeking a better understanding of its details and implications.
 - Commissioner Proctor sought clarification on several provisions outlined in the attachments of the agenda item. He shared his perspective on the current process and explained why he opposes the ordinance as written. He specifically highlighted the need for clearer language regarding the provision for withdrawing liens, emphasizing that it disproportionately affects those who are least able to tolerate the burden.

Commissioner Proctor moved, seconded by Commissioner Cummings, for a substitute motion to accept Option #2: Conduct the continued first and only public hearing and adopt the proposed Ordinance amending Chapter 6, Section 6-32, of the LCC, relating to Hearing Procedure, Chapter 6, Section 6-34, of the LCC, relating to Administrative Fines and Liens, including removal of language to permit the attachment of liens to other real and personal property owned by the violator, and Chapter 14, Section 14-56, of the LCC, relating to Appeals.

The motion carried 5-2 (Commissioner O'Keefe and Commissioner Minor opposed).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

- Citizens from the Tallahassee Community Action Committee voiced their support for protecting immigrants in the community from the recent raids and called on the Board to take action to safeguard them.
- Eric Draper, 3627 Dexter Drive.

- Tito W.L. Leadon, Tallahassee, Florida.
- Emily Lewis, Tallahassee, Florida.
- Sommer Hartman, 1000 W Brevard Street.
- Commissioner Maddox inquired from the County Attorney whether Leon County could establish a sanctuary city.
 - County Attorney O'Steen explained that the Board lacks authority over law enforcement agencies, limiting meaningful actions they can take.
- Harlea Perdue, 1227 North Martin Luther King Jr. Blvd.
- Justin Jordan, 277 Palmetto Street.
- Regina Joseph, Tallahassee, Florida.
- Christopher Sharpe, 700 W Virginia Street.
- Haley McGuyre, Oriole Court Tallahassee.
- Kaiden Rosa, Tallahassee, Florida.
- Colton Bostwick, 101 Stadium Drive.
- Joseph Vescera, Tallahassee, Florida.
- Chloe Ilcus, Tallahassee, Florida.
- Sebastian Garces, Tallahassee, Florida.
- Priscilla Lopes, Tallahassee, Florida.
- Oliver Cheese, 1305 Airport Drive, Tallahassee, Florida.
- Alfredo, Pine Park Circle, Tallahassee, Florida.
- Katy Kurzweii, Tallahassee, Florida.
- Karolyn Burns, 1600 Pullen Road, Tallahassee, Florida.
- Thomas Speirs, 123 Locke Street, Tallahassee, Florida.
- Camila Munante, 75 N Woodward Avenue, Tallahassee, Florida.

COMMENTS/DISCUSSION ITEMS

County Attorney O'Steen: No Comments

County Administrator Long: Congratulated Vice-Chairman Caban and Alex on the news of expecting a baby.

COMMISSIONER DISCUSSION ITEMS

Commissioner Proctor:

- Commended the outstanding Board Retreat held the previous day, noting the exceptional quality of the meeting and the valuable information presented.

- Discussed the potential of utilizing Federal Land for developing affordable housing, emphasizing how it could play a crucial role in addressing the community's housing needs.
- Requested a workshop with Leon County's federal lobbyists to provide clarity on the current federal funding freezes and immigration enforcement efforts, exploring how these issues could impact Leon County. He also called for an analysis of the potential repercussions should FEMA be dissolved.
 - County Administrator Long responded that the White House Office of Management and Budget (OMB) had issued a memorandum instructing agencies to halt spending on programs until it could be determined whether they align with the president's priorities.
 - County Attorney O'Steen announced that a court had issued a stay, which applies only to programs that were already approved for funding. However, this ruling does not affect any new funding applications. As a result, the freeze remains in place for any new funding requests, but programs that have already received approval for funding are not impacted.
- Expressed his appreciation for all the citizens who shared their concerns about the recent ICE raids in the community. He offered heartfelt remarks on the importance of birthright citizenship, emphasizing its significance and the impact it has on individuals and families.
 - Chairman Welch expressed empathy for Commissioner Proctor's comments on the matter, acknowledging the valid concerns that were raised. He remarked that they should have more clarity by their February 11th meeting, as the actions of federal and state legislators become more transparent.
 - Commissioner Maddox requested a detailed analysis of the Executive Order concerning federal grant freezes, asking for an overview of its provisions to be presented at their February 11th meeting.
 - County Administrator Long responded that while he anticipates many uncertainties will remain by their February 11th meeting, the Board will be provided with all the information they have at that time.

Commissioner Minor:

- Reflected on the emotional testimony of Lora McNeff, who spoke earlier about the tragic death of her son, Anthony Branca, who was killed 10 years ago by a distracted driver. He underscored the urgent need for hands-free driving legislation. He distributed an article from the Tallahassee Democrat, published in December, featuring Anthony's parents, and urged the Board to support a resolution backing Representative Tant's legislation to make Florida a hands-free state.

Commissioner Minor moved, seconded by Commissioner O'Keefe, to approve a resolution in support of Representative Tant's legislative bill, which would restrict the use of cell phones while driving in Florida.

The motion carried 7-0.

- Spoke on the World Cross-County Championship event coming to Tallahassee in 2026 and urged them to make it a sustainable event.

- Maggie Theriot, Director of the Office of Resource Stewardship, replied that the World Cross-Country Championship involves several protocols beyond their control. However, she emphasized that as they continue to prepare and plan for the event, they are committed to making it as environmentally friendly as possible. She provided a few examples of their efforts to minimize the event's environmental impact.
- Requested that they strive to make the event as environmentally sustainable as possible, working closely within the association's guidelines and constraints to achieve this goal.
- Commissioner Proctor suggested the idea of creating paper cups branded with Leon County's name as a way to promote local pride and visibility.
- Thanked Miranda Hernandez for her years of hard work with the County and wished her well in all her future endeavors.

Commissioner O'Keefe:

- Acknowledged the speakers who voiced their support for protecting immigrants in the community, expressing his appreciation for their advocacy. He shared his desire to explore all creative and effective avenues to safeguard and minimize harm to immigrant community members. He encouraged them to engage with Leon County Sheriff Walt McNeil to discuss actions his office could take to protect both documented and undocumented immigrants. He highlighted the flaws in the current immigration system, particularly the extended wait times before individuals receive a hearing. He conveyed that his primary goal is to respond effectively to minimize harm to the community. He advocated strongly for the Board to fully exercise their authority, within the bounds of the law, to protect immigrants; expressing openness to measures such as, increasing the number of attorneys in the County Attorney's office to enhance their capacity to effectively respond to all Executive Orders.
- Inquired about the potential impacts that the arrest of immigrants could have on their detention center budget.
- Requested information on how they can stay informed about all Executive actions by the White House, their potential impact on the County, and how they can proactively address and mitigate any possible negative effects on the County.

Commissioner Cummings:

- Expressed her gratitude to the staff for their dedicated hard work and the valuable information they consistently provide to the Board. She also commended County Administrator Long for selecting such a talented and capable team of employees who expertly guide them in their efforts.
- Shared her appreciation for the individuals who came forward to speak about the raids in the community, as well as for the County Attorney's efforts in clarifying the parameters of their authority to assist. She emphasized the importance of staying vigilant and informed about what is happening in the community. She also inquired whether ICE had been in contact with local law enforcement regarding the raids.
 - County Administrator Long responded by highlighting the separation between the Board and law enforcement, underscoring that they do not have jurisdiction over law enforcement agencies. He mentioned that they are closely monitoring current

legislation moving through the Florida legislature, particularly the sweeping immigration bill that would have significant implications.

- Commended the County Administrator for the exceptional response of his staff to the unusual ice and snow event that occurred the previous week.

Commissioner Cummings moved, seconded by Vice-Chairman Caban, for a proclamation recognizing Florida A&M University Marching 100 Band for being designated the HBCU band of the year by ESPN.

The motion carried 7-0.

- Expressed her sincere gratitude to her colleagues for their strong sense of collegiality, praising their collaborative spirit.
- Offered her deepest condolences to Regina Nash, one of their Administrative Assistants, over the loss of her husband. She offered her prayers during this incredibly difficult time.

Commissioner Maddox:

- Thanked Chairman Welch for the engaging and highly productive meeting.
- Extended his heartfelt condolences to Ted Parker's family following his passing, reflecting on the profound impact Ted had on the lives of so many in the community.
- Offered condolences to Commissioner Barbara Boone of Jacksonville for the heartbreaking loss of her husband.
- Inquired from the County Administrator details regarding their renaming ordinance, expressing his strong desire to rename the North Florida Fairgrounds in honor of Commissioner Proctor. He emphasized that this gesture would serve as a lasting tribute to Commissioner Proctor's decades of faithful service and contributions to the community in District 1.

Commissioner Maddox moved, seconded by Vice-Chairman Caban, for an agenda item that examines renaming the North Florida Fairgrounds after Commissioner Proctor.

The motion carried 7-0.

Vice-Chairman Caban:

- Discussed a Retreat agenda item focused on improving pedestrian safety in school zones. He highlighted recent studies by the Florida Department of Transportation (FDOT) that support the need for a traffic light in front of Woodville K-8 Elementary School. He stressed that the area is in dire need of a traffic light to ensure the safety of students, staff, and the surrounding community.

Vice-Chairman Caban moved, seconded by Commissioner O'Keefe, for a motion to direct staff to work with FDOT to examine funding options to finance the installation of a traffic signal and turn lane at Woodville Hwy and Natural Bridge Road.

The motion carried 7-0.

- Commented on the number of proposals deemed non-responsive while soliciting an RFP bid for an additional lobbying firm, underscoring the value of reviewing the solicitation process to assess whether any adjustments are necessary. He communicated that

maintaining a fair and competitive procurement process is crucial to ensuring the best possible outcomes for the community.

- County Administrator Long responded that he would collaborate with Purchasing and the County Attorney's Office to develop a comprehensive report outlining potential options to streamline the competitive solicitation process.
- Commissioner Maddox proposed the idea of carefully reviewing what is presently being classified as "non-responsive" and suggested the idea of possibly updating the process to ensure that vendors are not disqualified for minor infractions.
- County Attorney O'Steen clarified that the competitive solicitation process is governed by County Policy, aligning with the State's procurement procedures outlined in Florida Statutes. She also pointed out that there are additional forms and documentation requirements in place, stemming from prior Board direction and established policies, such as the WMBE requirement.
- Discussion occurred among the Board.
- Commissioner Minor expressed his desire for an agenda item that outlines any potential flexibility the Board may have to simplify the application process, with the ultimate goal of encouraging more bids. He stressed that while he supports streamlining procedures, certain essential requirements, such as conflict of interest checks, must remain in place to ensure integrity.
- Commissioner O'Keefe noted his opposition to dedicating any additional time to revisiting their Purchasing policies that were already addressed at a workshop last October. He suggested that the Board should have directly selected their preferred vendor from the outset rather than going through the process of issuing an RFP to avoid unnecessary delays and complications.
- Vice-Chairman Caban expressed that his ultimate goal is to ensure that all vendors who submit proposals are allowed to be considered, even if they are initially deemed non-responsive.

Vice-Chairman Caban moved, seconded by Commissioner Cummings, to direct staff to bring back an agenda item with recommendations to enhance the competitive solicitation process.

The motion carried 7-0.

Chairman Welch:

- Thanked his fellow Commissioners for an active and robust meeting.
- Expressed his heartfelt appreciation to the Public Works and Emergency Management staff for their efforts in managing the unprecedented snow, ice, and cold weather event last week. He commended their work in ensuring public safety and minimizing disruptions, recognizing the critical role they played in navigating unusual conditions.

RECEIPT AND FILE:

- Housing Finance Authority of Leon County Annual Report.
- Children's Services Council of Leon County Annual Report.
- Children's Services Council of Leon County Quarterly Report October 1, 2024 – December 31, 2024.

- 2025 Chairman Appointment of Commissioners to Boards, Committees, Councils, and Authorities Memo.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 10:07 p.m.

ATTEST:

BY: _____
Brian Welch, Chairman
Board of County Commissioners

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

**Leon County
Board of County Commissioners**

Notes for Agenda Item #2

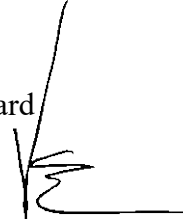
Leon County Board of County Commissioners

Agenda Item #2

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Payment of Bills and Vouchers

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Roshaunda Bradley, Director, Office of Management and Budget Brandy Furbee, Budget Manager
Lead Staff / Project Team:	Shawnya Hernandez, Management Analyst

Statement of Issue:

This item requests Board approval of the payment of bills and vouchers submitted for March 18, 2025, and pre-approval of payment of bills and vouchers for the period of March 19, 2025, through April 7, 2025.

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 March 18, 2025, and the pre-approval of payment of bills and vouchers for the period of March 19, 2025, through April 7, 2025.

Report and Discussion

Background:

The Office of Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the March 18th meeting, the morning of Monday, March 17, 2025. 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 April 8, 2025, it is advisable for the Board to pre-approve payment of the County's bills for March 19, 2025, through April 7, 2025, 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 March 18, 2025, and the pre-approval of payment of bills and vouchers for the period of March 19, 2025, through April 7, 2025.
2. Do not approve the payment of bills and vouchers submitted for March 18, 2025, and the pre-approval of payment of bills and vouchers for the period of March 19, 2025, through April 7, 2025.
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

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of a U.S. Department of Justice Grant and a Florida Department of Law Enforcement Grant for the Leon County Sheriff's Office

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Roshanda Bradley, Director, Office of Management & Budget
Lead Staff / Project Team:	Brandy Furbee, Budget Manager Eryn Calabro, Principal Budget and Grants Coordinator

Statement of Issue:

This item seeks Board acceptance of two grants totaling \$49,206 on behalf of the Leon County Sheriff's Office (LCSO) for correctional officers' salaries associated with the incarceration of undocumented criminal aliens and to provide local firearm safety training classes to the general public.

Fiscal Impact:

This item has a fiscal impact. This item realizes two grants totaling \$49,206 on behalf of LCSO. As fiscal agent, the County must authorize LCSO to realize and spend the \$49,206 in direct grant funding from the U.S. Department of Justice, Bureau of Justice Assistance, and the Florida Department of Law Enforcement.

Staff Recommendation:

- Option #1: Accept the U.S. Department of Justice, Bureau of Justice Assistance, State Criminal Alien Assistance Program Grant in the amount of \$16,706, and authorize the County Administrator to execute the Grant Agreement, including any future modifications, subject to legal review by the County Attorney; and authorize the Leon County Sheriff's Office to realize and spend the funds in accordance with the Grant Agreement (Attachment #1).
- Option #2: Approve the Resolution and associated Budget Amendment realizing the \$16,706 into the FY 2025 budget (Attachment #2).
- Option #3: Authorize the Leon County Sheriff's Office to realize and spend \$32,500 from the State of Florida, Florida Department of Law Enforcement, FY 24-25 Local Firearm Safety Training Program Grant (Attachment #3).

Report and Discussion

Background:

This item seeks Board acceptance of two grants totaling \$49,206 on behalf of LCSO:

1. The U.S. Department of Justice (DOJ), Bureau of Justice Assistance (BJA), State Criminal Alien Assistance Program (SCAAP) Grant in the amount of \$16,706 for correctional officers' salaries and overtime associated with the incarceration of undocumented criminal aliens (Attachment #1).
2. The State of Florida, Florida Department of Law Enforcement (FDLE), Local Firearm Safety Training Program Grant in the amount of \$32,500 to provide local firearm safety training classes to the general public (Attachment #2).

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 the acceptance of grants on behalf of LCSO. For grants where the County is acting as a fiscal agent (i.e., the grant is awarded to the County on behalf of the LCSO), 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 grants will be handled through the County's financial system, and funds will no longer be transferred to the LCSO.

For grants or other appropriations that are awarded directly to LCSO, an agenda item is prepared to seek Board authorization to realize and spend the grant funds through an LCSO Budget Amendment. All accounting related to these grant funds will be handled through the LCSO financial system and will not require any amendments to the County budget.

On January 13, 2025, Leon County was notified on behalf of LCSO of the grant award by the BJA in the amount of \$16,706. The BJA administers the SCAAP in conjunction with the U.S. Immigration and Customs Enforcement (ICE) and Department of Homeland Security (DHS). SCAAP provides federal payments to states and localities that incur correctional officer salary costs for incarcerating undocumented criminal aliens with at least one felony or two misdemeanor convictions for violations of state or local law and who are incarcerated for at least four consecutive days during the reporting period.

On January 27, 2025, LCSO was notified of the grant award by the FDLE in the amount of \$32,500. FDLE received authority to administer \$1.5 million in recurring funding for the Local Firearms Safety Training Program under Chapter 2023-18, Section 37, Laws of Florida. Funding received under this award must be used for the development, expansion, or instruction of firearms safety training for the general public.

Analysis:

U.S. Department of Justice, Bureau of Justice Assistance, State Criminal Alien Assistance Program Grant

The DOJ, BJA, provides federal payments to states and localities that incur correctional officer salary costs for incarcerating undocumented criminal aliens with at least one felony or two misdemeanor convictions for violations of state or local law and who are incarcerated for at least four consecutive days during the reporting period.

FY 24-25 Local Firearm Safety Training Program for Local Law Enforcement, State of Florida, Florida Department of Law Enforcement

Funding received under this award must be used for the development, expansion, or instruction of firearms safety training for the general public.

To facilitate the awarding of these grant funds, the County must authorize LCSO to realize and spend the \$49,206 in direct grant funding from the DOJ and FDLE.

Options:

1. Accept the U.S. Department of Justice, Bureau of Justice Assistance, State Criminal Alien Assistance Program Grant in the amount of \$16,706, and authorize the County Administrator to execute the Grant Agreement, including any future modifications, subject to legal review by the County Attorney; and authorize the Leon County Sheriff's Office to realize and spend the funds in accordance with the Grant Agreement (Attachment #1).
2. Approve the Resolution and associated Budget Amendment realizing the \$16,706 into the FY 2025 budget (Attachment #2).
3. Authorize the Leon County Sheriff's Office to realize and spend \$32,500 from the State of Florida, Florida Department of Law Enforcement, FY 24-25 Local Firearm Safety Training Program Grant (Attachment #3).
4. Do not accept U.S. Department of Justice, Bureau of Justice Assistance, State Criminal Alien Assistance Program Grant in the amount of \$16,706.
5. Do not authorize the Leon County Sheriff's Office to realize and spend \$32,500 from the State of Florida, Florida Department of Law Enforcement, FY 24-25 Local Firearm Safety Training Program Grant.
6. Board direction.

Recommendation:

Options #1, #2 and #3

Attachments:

1. U.S. Department of Justice, Bureau of Justice Assistance, State Criminal Alien Assistance Program
2. Resolution and associated Budget Amendment Request
3. Florida Department of Law Enforcement, FY 24-25 Local Firearm Safety Training Program Grant



Department of Justice (DOJ)

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Name and Address of Recipient:		LEON COUNTY FLORIDA 301 S MONROE ST	
City, State and Zip:		TALLAHASSEE, FL 32301	
Recipient UEI:		MMVSQVGLSK98	
Project Title: This grant will be used for Leon County Corrections salaries and wages, administrative support, medical care transportation, repairs and maintenance, and overhead costs.		Award Number: 15PBJA-24-RR-05670-SCAA	
Solicitation Title: BJA FY24 State Criminal Alien Assistance Program			
Federal Award Amount: \$16,706.00		Federal Award Date: 1/16/25	
Awarding Agency:		Office of Justice Programs Bureau of Justice Assistance	
Funding Instrument Type:		Reimbursement	
Opportunity Category: O			
Assistance Listing: 16.606 - State Criminal Alien Assistance Program			
Project Period Start Date: 7/1/22		Project Period End Date: 12/31/25	
Budget Period Start Date: 7/1/22		Budget Period End Date: 12/31/25	
Project Description:			

Award Letter

January 16, 2025

Dear Eryn Calabro,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you that the Office of Justice Programs (OJP) has approved the application submitted by LEON COUNTY FLORIDA for a Payment Award (non-grant) under the funding opportunity entitled 2024 BJA FY24 State Criminal Alien Assistance Program. The approved payment amount is \$16,706.

Review the award instrument below carefully and familiarize yourself with all requirements before accepting your payment award. The award instrument includes the payment award offer and award acceptance. In connection with this payment award, references to the term "award" should be understood as this payment award.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the award offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations on your payment award.

Brent J. Cohen
Acting Assistant Attorney General

Award Information

This award is offered subject to the conditions or limitations set forth in the award instrument.

Recipient Information

Recipient Name

LEON COUNTY FLORIDA

UEI

MMVSQVGLSK98

Street 1

301 S MONROE ST

Street 2

City

TALLAHASSEE

State/U.S. Territory

Florida

Zip/Postal Code

32301

Country

United States

County/Parish

no value

Province

no value

Award Details

Payment Award Date

1/16/25

Award Type

Initial

Award Number

15PBJA-24-RR-05670-SCAA

Supplement Number

00

Payment Award Amount

\$16,706.00

Funding Instrument Type

Reimbursement

Assistance Listing Number	Assistance Listings Program Title
---------------------------	-----------------------------------

16.606	State Criminal Alien Assistance Program
--------	---

Statutory Authority

8 U.S.C. 1231(i) and 1365. Department of Justice Appropriations Act 2024 (Pub. L. No. 118-42, 138 Stat. 25, 147)

I have read and understand the information presented in this section of the award instrument.

Award Conditions

This award is offered subject to the conditions or limitations set forth in the award instrument.

Condition 1

In accepting this award, the recipient declares and certifies, among other things, that it has current information in the System for Award Management, as indicated in 2 C.F.R. Part 25.

Condition 2

In accepting this award, the recipient declares and certifies, among other things, that any payment made will be used only for "correctional purposes," as required by 8 U.S.C. § 1231(i)(6).

I have read and understand the information presented in this section of the award instrument.

SCAAP Certifications

Applicant Government and Submitting Government Official

On behalf of myself and the applicant government, and in support of this SCAAP application, I certify to OJP, under penalty of perjury, that the information on the applicant government and the submitting government official entered above as part of this online SCAAP application is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review, and is provided in accordance with the requirements, definitions, and instructions set out in the SCAAP solicitation under which this application is submitted for funding. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

I understand and acknowledge that OJP will rely upon this and all other certifications in this online application as material representations in any decision to make a SCAAP payment to the applicant government in response to this application.

I understand and acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant "State" or "unit of local government" to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also understand and acknowledge that payments under OJP programs such as SCAAP, including certifications provided in connections with such payments, are subject to review by DOJ, including by OJP and the DOJ's Office of the Inspector General.

Information on "Eligible Inmates"

On behalf of myself and the applicant government, and in support of this SCAAP application, I certify to OJP, under penalty of perjury, that the information on "eligible inmates" entered or uploaded as part of this online SCAAP application (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the SCAAP solicitation under which this application is submitted for funding, and (2) is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

I understand and acknowledge that OJP will rely upon this certification as a material representation in making any SCAAP payment to the applicant government in response to this application and that this certification is subject to review by DOJ. I also understand that, if this certification is false or otherwise inaccurate or misleading (including because of omission of a material fact), both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in the certification in this online application as to the "Applicant Government and Submitting Government Official."

Information on "Correctional Officers" and "Facilities"

On behalf of myself and the applicant government, and in support of this SCAAP application, I certify to OJP, under penalty of perjury, that the information on "correctional officers" and "correctional facilities" entered or uploaded as part of this online SCAAP application (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the SCAAP solicitation under which this application is submitted for funding, and (2) is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

I understand and acknowledge that OJP will rely upon this certification as a material representation in making any SCAAP payment to the applicant government in response to this application, and that this certification is subject to review by DOJ. I also understand that, if this certification is false or otherwise inaccurate or misleading (including because of omission of a material fact), both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in the certification in this online application as to the "Applicant Government and Submitting Government Official."

[] *I have read and understand the information presented in this section of the award instrument.*

SCAAP Use Of Funds

In accepting this award, the recipient declares and certifies, among other things, that any payment made will be used only for "correctional purposes," as required by 8 U.S.C. § 1231(i)(6). Please select at least one of the options below to indicate that payment will be used for one of the following allowable "correctional purposes."

no Salaries for corrections officers
value

no Overtime costs

value

no Corrections work force
value recruitment and retention

no Construction of corrections
value facilities

no Training/education for offenders
value

no Training for corrections officers
value related to offender population
management

no Consultants involved with
value offender population

no Medical and mental health
value services

no Vehicle rental/purchase for
value transport of offenders

no Prison industries
value

no Pre-release/reentry programs
value

no Technology involving offender
value management/inter-agency
information sharing

no Disaster preparedness
value continuity of operations for
corrections facility

I have read and understand the information presented in this section of the award instrument.

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
Acting Assistant Attorney General	Brent J. Cohen	1/13/25 4:39 PM

Authorized Representative

[] no value

Entity Acceptance

Title of Authorized Entity Official

no value

Signed Date And Time

no value

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2024/2025; 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 18th day of March, 2025.

LEON COUNTY, FLORIDA

By: _____
Brian Welch, Chairman
Board of County Commissioners

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

By: _____

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

By: _____

**FISCAL YEAR 2024/2025
BUDGET AMENDMENT REQUEST**

No: BAB25010
Date: 02/12/25

Agenda Item No: _____
Agenda Item Date: 03/18/25

County Administrator

Vincent S. Long

Assistant County Administrator

Ken Morris

Request Detail

Revenues

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	954008	331295	000	LCSO 24 SCAAP Grant	-	16,706	16,706
Subtotal:						16,706	

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	954008	51200	521	Salaries and Wages	-	16,706	16,706
Subtotal:						16,706	

Purpose of Request

This budget amendment realizes \$16,706 in grant funding from the U.S. Department of Justice, Bureau of Justice (BJA) Assistance, State Criminal Alien Assistance Program Grant (SCAAP) on behalf of the Leon County's Sheriff's Office (LCSO) for correctional officers' salaries associated with the incarceration of undocumented criminal aliens.

Division/Department
2617/26

Brandy Furbee, Budget Manager

Roshaunda Bradley, Budget Director

Approved By: Resolution Motion Administrator

**LEON COUNTY SHERIFF'S OFFICE
FISCAL YEAR 2024/2025
BUDGET AMENDMENT REQUEST**

TO: LEON COUNTY BOARD OF COUNTY COMMISSIONERS

2/28/2025

DATE

FROM:

Chief Financial Officer

Director of Finance & Accounting

Elise Gann

Scott Otte

Elise Gann

Scott Otte

Request Detail

Revenues

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
190	901103	331290	521	FDLE GRANTS	-	32,500	32,500
Subtotal:						32,500	32,500

Expenditures

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
190	901103	51400	521	Overtime	-	25,181	25,181
190	901103	52200	521	Operating Supplies	-	7,319	7,319
Subtotal:						32,500	32,500

Purpose of Request

The purpose of this budget amendment is to request the authority and approvals needed to receipt and expend the FDLE Award Agreement # FL025 entitled FY24-25 Local Firearm Safety Training Program awarded to LCSO. The agreement is effective upon execution and will end on June 30, 2025.

For OMB Use:

Leon County Sheriff

Agenda Item No: _____

Division/Department

Agenda Item Date: _____

Approved By:

Motion

**Agreement for State Financial Assistance Between
Florida Department of Law Enforcement
and
Leon County Sheriff's Office**

AWARD AGREEMENT

Award Number: FL025
Project Title: FY24-25 Local Firearm Safety Training Program
Project Period: 07/01/2024 – 06/30/2025
Awarded Funds: \$32,500.00
FLAIR Vendor ID: 596000712
CSFA Catalog Number: 71.103

This agreement is entered into by and between the Department of Law Enforcement (herein referred to as “FDLE” or “Department”) and Leon County Sheriff’s Office (herein referred to as “Recipient”); and

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

WHEREAS the Department has available funds resulting from an appropriation in Chapter 2023-18, Section 37, Laws of Florida, intended to provide the Recipient reimbursement of eligible costs resulting from allowable activities as defined in this agreement;

WHEREAS the Department conducted an award solicitation to award a portion of funds to the Recipient; and

WHEREAS the Recipient represents that it is fully qualified, possesses the requisite skills, knowledge, qualifications, and experience to carry out the state project identified herein, and does offer to perform such services.

NOW THEREFORE, in consideration of the foregoing, the parties agree as follows:

This agreement is subject to the Special Conditions outlined in **Appendix A** and all applicable state financial assistance standard conditions provided in **Appendix E**.

Schedule of Appendices

- Appendix A – Special Conditions
- Appendix B – Project Deliverables
- Appendix C – Approved Budget
- Appendix D – Sample Participant Sign-In Sheet
- Appendix E – Standard Conditions

Scope of Work

The Florida Legislature passed House Bill 543 during the 2023 legislative session. Section 37 of the bill provided funding for the Florida Department of Law Enforcement to support the development or expansion of firearms safety training to be provided to the general public. Funds under this program may only be used to support the costs outlined in **Appendix C**.

Training Class Minimums: The Recipient must conduct at least four (4) public firearms safety training classes by June 30, 2025. Failure to conduct the required training classes by the deadline will result in the Recipient being required to provide a refund of costs to FDLE.

Lesson Plan: At the time of application, the Recipient provided a comprehensive lesson plan for public firearms safety training to FDLE for review and approval. In the event a class is held that deviates from the approved lesson plan, written justification must be submitted to FDLE prior to conducting the class. FDLE may deny reimbursement for any costs outside the scope of the approved lesson plan.

Training Schedule: At the time of application, the Recipient provided an anticipated training schedule to FDLE for review and approval. The Recipient will be responsible for keeping FDLE informed of any changes to the approved training schedule (cancelations, rescheduled dates, etc.)

Proof of Performance: The Recipient will be responsible for providing a copy of the participant sign-in sheet for each class within thirty (30) days of class completion. The participant sign-in sheet must include, at a minimum: the name of the agency conducting the training, the date and time of the training, the names of the instructor(s), and the name, signature, and email address of each participant. A sample sign-in sheet is provided in **Appendix D**. The Recipient will be responsible for providing copies of all curricula utilized during public firearms safety training (such as training agendas, PowerPoint presentations, handouts, etc.) upon request.

Performance and Financial Reporting

The Recipient shall provide **Monthly LFSTP Program Activity Reimbursement Report (ARR)** to the Department attesting to the progress made towards project deliverables (**Appendix B**) and to the costs incurred 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 October 1-31, the report is due no later than November 30th. Failure to submit reports by the deadline will delay reimbursement of funds.

If a project is not operational within 60 days of the original start date of the award period, 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, the Recipient must submit a second statement to the Department explaining the implementation delay. Upon receipt of the 90-day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, require additional project documentation and justifications throughout the award period.

Performance Reporting: Tab 1 of the LFSTP Program Activity Reimbursement Report (ARR) must contain: the total number of firearms safety training classes conducted during the reporting period; the total number of participants trained during the reporting period, a summary of key activities and performance achievements, and any barriers or difficulties encountered.

Additional supporting documentation for performance must be maintained by Recipient and made available upon request for monitoring purposes. Examples of additional supporting documentation include but are not limited to: timesheets, class advertisements (flyers, social media posts, etc.), photographs of the training sessions, agendas, handouts, PowerPoint presentations, etc.

Payment Requests: The remaining tabs of the LFSTP Program Activity Reimbursement Report (ARR) will serve as the Payment Request. Each category that funds are being reimbursed under must contain: a description of the item/service, the quantity and unit cost, the date costs were incurred, the method of payment (check, credit card, EFT, etc.), and the total amount requested for reimbursement. All payment requests will be reviewed by the Department's grant manager and may be audited to the satisfaction of the Department and/or the Florida Department of Financial Services. If no expenses were incurred during the reporting period, only Tab 1 must be completed and submitted by the monthly reporting deadline.

Additional supporting documentation for all funds expended and received under this agreement must be maintained by the Recipient and made available upon request for monitoring purposes. Examples of additional supporting documentation include but are not limited to: requisitions, purchase orders, quotes, general ledgers, activity reports, etc.

Payments

The State of Florida's performance and obligation to pay under this agreement is contingent upon an appropriation by the Legislature, availability of funds, and subject to any modification in accordance with Chapter 216, Florida Statutes, or the Florida Constitution. The Department will administer and disburse funds under this agreement in accordance with sections 215.97, 215.971, 215.981 and 215.985, F.S. Expenditures of state financial assistance shall be compliant with laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures published by the Florida Department of Financial Services. All expenditures shall be allowable, reasonable, and necessary for the success of the award project. The Department's determination of acceptable expenditures shall be conclusive.

Award funds will be distributed on a cost-reimbursement basis for satisfactory performance of eligible activities. Payments will be processed in conjunction with receipt and review of supporting documentation to determine successful completion of minimum performance deliverables and to verify cost elements as specified in the approved budget (**Appendix C**). All Payment Requests must be certified by the Recipient's Chief Financial Officer (or financial designee) and include a statement that costs claimed are incurred in accordance with the agreement.

The final Payment Request shall be submitted to the Department no later than **July 31, 2025**. Any payment due under the terms of this agreement may be withheld until all required reports are received, and necessary adjustments have been approved by the Department. Final reconciliation and closeout of the agreement must be completed by both parties within forty-five (45) days of the end of the grant period.

Failure to comply with these provisions shall result in forfeiture of reimbursement and/or a refund of any advanced funding.

Administration

Changes to the following points of contact and chief officials below must be submitted to FDLE's Office of Criminal Justice Grants in writing.

Recipient Grant Manager

Name: Terra Collier
Title: Grants Coordinator
Address: 2825 Major James Morgan Jr. Way
Tallahassee, FL 32304
Phone: 850-606-3433
Email: Colliert@leoncountyfl.gov

Recipient Chief Official

Name: Walt McNeil
Title: Sheriff
Address: 2825 Major James Morgan Jr. Way
Tallahassee, FL 32304
Phone: 850-606-3345
Email: Mcneilw@leoncountyfl.gov

Recipient Chief Financial Officer

Name: Elise Gann
Title: Chief Financial Officer
Address: 2825 Major James Morgan Jr. Way
Tallahassee, FL 32304
Phone: 850-606-3400
Email: Ganne@leoncountyfl.gov

Florida Department of Law Enforcement (FDLE) Grant Manager

Name: Ryan Derrick
Title: Government Analyst II
Address: P.O. Box 1489
Tallahassee, FL 32302-1489
Phone: 850-617-1271
Email: RyanDerrick@fdle.state.fl.us

Award Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in 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.

Modifications to this page, including strikeouts, whiteout, etc. are not permitted.

**Florida Department of Law Enforcement
Office of Criminal Justice Grants**

Signature: _____

Typed Name and Title: Cody Menacof, Bureau Chief

Date: _____

**Recipient
Leon County Sheriff's Office**

Signature: _____

Typed Name and Title: Walt McNeil, Sheriff

Date: _____

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

Recipient Chief Official Designee (if applicable)

Signature: _____

Typed Name and Title: _____

Date: _____

Additional Recipient Signatures (if applicable)

Signature: _____

Typed Name and Title: _____

Date: _____

Signature: _____

Typed Name and Title: _____

Date: _____

Appendix A – Special Conditions

Award Number: FL025
Recipient: Leon County Sheriff's Office
Project Title: FY24-25 Local Firearm Safety Training Program
Project Period: 07/01/2024 – 06/30/2025

In addition to the standard conditions outlined in **Appendix E**, the above-referenced grant project is subject to the special conditions set forth below.

- S0001 The Recipient must conduct at least four (4) firearms safety training classes to members of the general public by June 30, 2025. Failure to conduct the required training classes by the deadline will result in the Recipient being required to provide a pro-rated refund of costs to FDLE based on the number of classes held during the grant period
- S0002 Firearms safety training classes must follow the lesson plan provided to FDLE at the time of award approval. In the event a class is held that deviates from the lesson plan, written justification must be provided to FDLE prior to conducting the class.
- S0003 The Recipient will be responsible for keeping FDLE informed of any changes to the class training schedule provided at the time of award approval. Major deviations in the training schedule will require the Recipient to provide an amended schedule to FDLE.
- S0004 The Recipient must provide a copy of a participant sign-in sheet for each class outlined in the training schedule within thirty (30) days of class completion. At a minimum, this document must include: the name of the agency conducting the training, the date and time of the training, the name of the instructor(s), and the name, signature, and email address of each participant. A sample sign-in sheet is provided in Appendix D, and a printable template is available at: <https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Forms/Forms/State-Programs>
- S0005 The Recipient shall ensure all supplies and/or equipment items are ordered by February 21, 2025. If there are delays in the procurement process the Recipient shall notify the FDLE Grant Manager via email prior to the deadline.
- S0006 This award requests funding for eye protection for the firearms safety training participants. This award will only reimburse eye protection at a maximum rate of \$12.00 per pair of protective glasses.
- S0007 This award requests funding for hearing protection for the firearms safety training participants. This award will only reimburse hearing protection at a maximum rate of \$45.00 per set (i.e. muffs, plugs, etc.).

Appendix B – Project Deliverables

Award Number: FL025
Recipient: Leon County Sheriff's Office
Project Title: FY24-25 Local Firearm Safety Training Program
Project Period: 07/01/2024 – 06/30/2025

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

Deliverable 1	The Recipient will use funds to support overtime and fringe benefit costs for officers conducting public firearms safety training activities.
Minimum Performance Criteria:	Personnel working on the project will be paid a rate consistent with the Recipient's overtime and/or pay policy.
Financial Consequences:	This is a cost reimbursement deliverable. Only allowable activities completed as attested through the submission of the payment request will be eligible for payment.
Deliverable Price:	Total payments for this deliverable will be approximately \$25,181.00
Deliverable 2	The Recipient will use funds to procure supplies associated with the implementation or instruction of public firearms safety training.
Minimum Performance Criteria:	Performance will be the procurement and receipt of goods/services.
Financial Consequences:	This is a cost reimbursement deliverable. Only allowable costs incurred as attested through the submission of the payment request will be eligible for payment.
Deliverable Price:	Total payments for this deliverable will be approximately \$7,319.00

Appendix C – Approved Budget

Award Number: FL025
Recipient: Leon County Sheriff's Office
Award Title: FY24-25 Local Firearm Safety Training Program
Award Period: 07/01/2024 – 06/30/2025

Budget Category	Total
Personnel (Overtime)	\$17,600.00
Fringe Benefits	\$7,581.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$7,319.00
Other Costs	\$0.00
TOTAL	\$32,500.00

Standard Budget Terms

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

All items purchased with these funds must be allowable in accordance with the approved budget, reasonably priced based on current market review, and necessary for the operations and success of the program.

The item(s) 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 applicable shipping, freight, and/or installation costs.

The Department's determination of acceptable expenditures requested for reimbursement shall be conclusive.

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

Personnel (Overtime)

The Recipient will use funds to support overtime costs for approximately five sworn officers conducting public firearms safety training activities at an average rate of \$100 per hour.

The Recipient must provide copies of approved timesheets, paystubs, and overtime detail reports with each payment request to substantiate costs charged to the grant.

Fringe Benefits

The Recipient will use funds to support fringe benefit costs associated with overtime hours worked on award activities. The employee portion of any fringe benefit is unallowable.

FICA and Medicare will be reimbursed at a combined rate of 7.65%. Special risk retirement will be reimbursed at a rate of 32.79%. Worker’s compensation will be reimbursed at a rate of 2.63%.

The Recipient must provide documentation of the employer-paid fringe benefits such as paystubs, ledger, schedules, benefit summaries, etc. with each payment request to substantiate costs charged to the grant.

Supplies

The Recipient will use funds to purchase supplies to be used by the public or by instructors during public firearms safety training activities.

Hearing Protection: \$662.00

Eye Protection: \$108.00

Training Ammunition: \$4,318.00

Targets: \$47.00

Tables: \$310.00

Chairs: \$234.00

Tents: \$720.00

Fans: \$920.00

The Recipient must provide copies of procurement documentation (quotes, requisitions, purchase orders, etc.), invoices and/or receipts, and proof of payment (cancelled checks, bank/card statements, etc.) with each payment request to substantiate costs charged to the grant.

Appendix D – Sample Participant Sign-In Sheet

Participant Sign-In Sheet

Agency Name: Elm County Sheriff's Office

Course Title: Local Firearms Safety Training Program

Date: 9/28/2024 **Start Time:** 9:00 am **End Time:** 4:00 pm

Location: ECSO Shooting Range, 482 Shady Oak Way, Elm City, FL 12345

Instructor Name(s): Lt. J. Smith, Cpt. D. Miller, Sgt. M. Baker

Printed Participant Name	Participant Signature	Participant Email Address
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Appendix E - Fiscal Year 2024-2025 State Financial Assistance Standard Conditions

The following terms and conditions will be binding upon approval of the grant award and execution of the contract by both the Recipient and the Department. The Recipient will maintain required registrations and certifications for eligibility under this program.

The Department and the Recipient agree that they do not contemplate the development, transfer or receipt of intellectual property as a part of this agreement.

SECTION I: PROJECT IMPLEMENTATION

Legal Authority: The Recipient certifies with respect to this agreement that it possesses the legal authority to receive the funds to be provided under this agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this agreement with all covenants and assurances contained herein. The Recipient also certifies that the undersigned possesses the authority to legally execute and bind Recipient to the terms of this agreement.

Not Operational within 60 and 90 Days: If a project is not operational within 60 days of the original start date of the award period, 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, the Recipient must submit a second statement to the Department explaining the implementation delay. Upon receipt of the 90-day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, require additional project documentation and justifications throughout the award period. The Department will also require the Recipient provide a revised project timeline that includes all anticipated project activities, tasks, and estimated completion date(s).

SECTION II: PAYMENTS

Obligation to Pay: The State of Florida's obligation to pay under this agreement is contingent upon an appropriation by the Legislature.

Overpayments: Any funds paid in excess of the amount to which the Recipient is entitled under the terms and conditions of the agreement must be refunded to the Department. Any balance of unobligated cash that has been paid and has not been authorized to be retained for direct program costs in a subsequent period must be refunded to the Department.

Advance Funding: Advance funding may be provided to the Recipient upon completion and submission of a Cash Advance Request form to the Department. The request must be signed by the Chief Financial Officer or the Chief Financial Officer designee. Advance funding should be requested only when the Recipient has an imminent and specific need to expend project funds. Cash advances must be spent on project costs within 30 days of receipt. Should extenuating circumstances arise which prevent the expenditure of advance funds within 30 days of receipt, a written request to retain the funds must be provided by the Recipient and approved by the Department. A Payment Request reconciling the advance funding must be submitted to the Department within 45 days of advance funding receipt.

SECTION III: PROJECT AND GRANT MANAGEMENT

Personnel Changes: The recipient must notify the FDLE grant manager of any change in the Chief Officials or Grant Manager, or any change in contact information, including mailing address, phone number, email, or title change.

Obligation of Grant Funds: Grant funds shall not under any circumstances be obligated prior to the effective date, or subsequent to the termination date, of the period of performance. 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. All payments must be completed within thirty (30) days of the end of the grant period of performance.

Financial Management: The Recipient must have a financial management system able to record and report on the receipt, obligation, and expenditure of grant funds. An adequate accounting system must be able to separately track receipts, expenditures, assets, and liabilities for awards, programs, and subrecipients. The Recipient shall maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices. Recipient must have written procedures for procurement transactions.

Travel: Cost for travel shall be reimbursed at the Recipient's travel rate, but the maximum reimbursement for each type of travel cost shall not exceed rates established in State of Florida Travel Guidelines, §112.061, F.S.

Grant Adjustments: 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. Adjustments are required when there will be a transfer of 10% or more of the total budget between budget categories. Under no circumstances can transfers of funds increase the total award. Requests for changes to the grant agreement must be signed by the Recipient or Implementing Agency's chief official or the chief official's designee. All requests for changes must be submitted no later than thirty (30) days prior to grant expiration date.

SECTION IV: MANDATORY DISCLOSURES

Conflict of Interest: The Recipient 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 the Department.

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 grant award.

Convicted Vendors: The Recipient shall disclose to the Department if it, or any of its affiliates, as defined in §287.133(1)(a) F.S., is on the convicted vendor list. A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any activities listed in the agreement for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Vendors on Scrutinized Companies Lists: If this agreement is in the amount of \$1 million or more, Recipient certifies upon executing this agreement, that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to §215.473, F.S., or engaged in business operations in Cuba or Syria. In the event that federal law ceases to authorize the states to adopt and enforce the contracting prohibition identified herein, this provision shall be null and void.

Discriminatory Vendors: The Recipient shall disclose to the Department if it or any of its affiliates, as defined by §287.134(1)(a), F.S. appears on the discriminatory vendors list. An entity or affiliate placed on the discriminatory vendor list pursuant to §287.134, F.S. may not a) submit a bid, proposal, or reply on a contract or agreement to provide any goods or services to a public entity; b) submit a bid, proposal, or reply on a contract or agreement with a public entity for the construction or repair of a public building or public work; c) submit bids, proposals, or replies on leases of real property to a public entity; d) be awarded or perform work as a contractor, subcontractor, Recipient, supplier, subrecipient, or consultant under a contract or agreement with any public entity; or e) transact business with any public entity.

Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct: The Recipient must promptly refer to the Department of Law Enforcement, Office of Criminal Justice Grants any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a claim for grant funds that violates the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.

Non-Disclosure Agreements: Restrictions and certifications regarding non-disclosure agreements and related matters Recipients or contracts/subcontracts under this award may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits, restricts or purports

to prohibit or restrict, the reporting of waste, fraud or abuse in accordance with law, to an investigative or law enforcement representative of a state or federal department or agency authorized to receive such information. The Recipient certifies that if informed or notified of any subrecipient, or contractor/subcontractor has been requiring their employees to execute agreements or statements that prohibit the reporting of fraud, waste, or abuse that it will immediately cease all further obligations of award funds to the entity and will immediately notify the Department. The Recipient will not resume obligations until expressly authorized to do so from the Department.

SECTION V: COMPLIANCE WITH STATUTES, RULES, AND REGULATIONS

In performing its obligations under this agreement, the Recipient shall without exception be aware of and comply with all State and Federal laws, rules and regulations relating to its performance under this agreement as they may be enacted or amended from time-to-time, as well as any court or administrative order, judgment, settlement or compliance agreement involving the Department which by its nature affects the services provided under this agreement. The following are examples of rules and regulations that govern Recipient's performance under this agreement.

Lobbying Prohibited: The Recipient shall comply with the provisions of 11.062 and 216.347, F.S., which prohibit the expenditure of funds for the purpose of lobbying the Legislature, judicial branch, or a State agency. No funds or other resources received from the Department in connection with this agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

State of Florida E.O. 20-44: Public-Private Partnerships: Any entity named in statute with which the agency must form a sole-source, public-private agreement; and any nongovernmental Recipient receiving 50% or more of their annual budget from any combination of state or federal funding must submit an annual report to the Office of Criminal Justice Grants. The report must include the most recent IRS Form 990, detailing the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the Recipient must agree through appropriate contract or grant agreement amendment to inform the agency of any changes in total executive compensation between the annual reports. All compensation reports must indicate what percent of compensation comes directly from the State or Federal allocations to the Recipient.

Civil Rights: The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.) and shall not discriminate against any employee (or applicant for employment) in the performance of this agreement because of race, color, religion, sex, national origin, disability, age, or marital status. These requirements shall apply to all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to clients or employees in connection with its programs and activities.

E-Verify: The Department shall consider the employment by any contractor of unauthorized aliens a violation of section 274(e) of the Immigration and Nationalization Act. Such violation shall be cause for unilateral cancellation of this contract. Pursuant to F.S. 448.095, the Contracting Party and any subcontractors are required to register with and use the E-Verify system operated by the U.S. Department of Homeland Security beginning on January 1, 2021. The Contracting Party and any subcontractors are prohibited from entering into contracts with one another unless all parties register and use the E-Verify system. Subcontractors who enter into contracts with the Contracting Party are required to provide a certification that the subcontractor does not employ or use unauthorized aliens as defined in the statute, a copy of which the Contracting Party must maintain. The Contracting Party and any subcontractors are required to terminate a contract if a party has a good faith belief that another party is in violation of F.S. 448.09(1), prohibiting the employment of unauthorized aliens. If a public employer has a good faith belief that the subcontractor has violated these requirements, but that the Contracting Party has otherwise complied, the public employer must notify the Contracting Party to terminate its contract with the subcontractor. A party may challenge a contract termination in accordance with these requirements. A penalized Contractor is prohibited from obtaining another contract with a public employer for at least one year.

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 Chapter 435 F.S., 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 record checks through the Florida Department of Law Enforcement, and federal criminal record checks through the Federal Bureau of Investigation, and may include local criminal record checks through local law enforcement agencies.

Public Records: As required by 287.058(1)(c), F.S., the Recipient shall allow public access to all documents, papers, letters, or other public records as defined in 119.011(12), F.S. as prescribed by 119.07(1) F.S., made or received by the Recipient in conjunction with this agreement, except public records which are made confidential by law must be protected from disclosure. It is expressly understood that the Recipient's failure to comply with this provision shall constitute an immediate breach of contract, for which the Department may unilaterally terminate this agreement.

Independent Contractor, Subcontracting and Assignments: In performing its obligations under this agreement, the Recipient shall at all times be acting in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida. Neither the Recipient nor any of its agents, employees, subcontractors or assignees shall represent to others that it is an agent of or has the authority to bind the Department by virtue of this agreement, unless specifically authorized in writing to do so.

Notice of Legal Actions: The Recipient shall notify the Department of potential or actual legal actions taken against the Recipient related to services provided through this agreement or that may impact the Recipient's ability to complete the deliverables outlined herein, or that may adversely impact the Department. The Department's Grant Manager will be notified within 10 days of Recipient becoming aware of such actions or potential actions or from the day of the legal filing, whichever comes first.

SECTION VI: RECORDS, AUDITS, AND INFORMATION SECURITY

Records Retention: Retention of all financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this agreement shall be maintained by the Recipient during the term of this agreement and retained for a period of five (5) years after completion of the agreement or longer when required by law. In the event an audit is required under this agreement, records shall be retained for a minimum period of five years after the audit report is issued or until resolution of any audit findings or litigation based on the terms of this agreement, at no additional cost to the Department. Upon demand, at no additional cost to the Department, the Recipient will facilitate the duplication and transfer of any records or documents during the term of this agreement and the required five (5) year retention period. No record may be withheld, nor may the Recipient attempt to limit the scope of any of the foregoing inspections, reviews, copying, transfers or audits based on any claim that any record is exempt from public inspection or is confidential, proprietary or trade secret in nature; provided, however, that this provision does not limit any exemption to public inspection or copying to any such record. These records shall be made available at all reasonable times for inspection, review, copying, or audit by State, or other personnel duly authorized by the Department.

Records Inspection: Pursuant to Section 216.1366, F.S., in order to preserve the interest of the state in the prudent expenditure of state funds, the Department shall be authorized to inspect the (a) Financial records, papers, and documents of the Contractor that are directly related to the performance of the Contract or the expenditure of state funds, and (b) Programmatic records, papers, and documents of the Contractor which the Department determines are necessary to monitor the performance of the Contract or to ensure that the terms of the Contract are being met. The Contractor shall provide such records, papers, and documents requested by the Department within ten (10) business days after the request is made.

Monitoring: The Recipient agrees to comply with the Department's grant monitoring guidelines, protocols, and procedures; and to cooperate with the Department on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, site visits, and/or Florida Department of Financial Services contract reviews and Expanded Audits of Payment (EAP). The Recipient agrees to

provide the Department all documentation necessary to complete monitoring of the award and verify expenditures in accordance with 215.971, F.S. Further, the Recipient agrees to abide by reasonable deadlines set by the Department for providing requested documents. Failure to cooperate with grant 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, and/or referral to the Office of the Inspector General for audit review.

Florida Single Audit Act (FSAA): The Recipient shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by The Office of the Inspector General (§20.055, F.S.). In the event that the Recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year, the Recipient must have a single audit or project-specific audit in accordance with §215.97, F.S. and the applicable rules of the Department of Financial Services and the Auditor General. In determining the state financial assistance expended in its fiscal year, the Recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Law Enforcement, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements. The schedule of expenditures should disclose the expenditures by contract/agreement number for each contract with the Department in effect during the audit period. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number. If the Recipient expends less than \$750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of 215.97, F.S., is not required. In the event that the Recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of 215.97, F.S., the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the Recipient's resources obtained from other than State entities). Pursuant to 215.97(8), F.S., state agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with §215.97, F.S. In such an event, the state awarding agency must arrange for funding the full cost of such additional audits. Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted within nine (9) months after the end of the Recipient's fiscal year or within 30 days of the Recipient's receipt of the audit report, whichever occurs first, unless otherwise required by Florida Statutes. Copies of financial reporting packages required by this agreement shall be submitted by or on behalf of the Recipient directly to each of the following:

The Department of Law Enforcement:
Florida Department of Law Enforcement
Office of Criminal Justice Grants
ATTN: State Financial Assistance
Post Office Box 1489
Tallahassee, Florida 32302-1489

The Auditor General's Office at:
Auditor General's Office, Room 401
Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

Criminal Justice Information Data Security: Acceptance of this award, constitutes understanding that transmission of Criminal Justice Information (CJI) between locations must be encrypted to conform to the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy.

Recipient's Confidential and Exempt Information: By executing this agreement, the Recipient acknowledges that any information not marked as "confidential" or "exempt" will be posted by the Department on the public website maintained by the Department of Financial Services pursuant to 215.985, F.S. The Recipient agrees that, upon written request of the Department, it shall promptly provide to the Department a written statement of the basis for the exemption applicable to each provision identified by the Recipient as "confidential" or "exempt", including the statutory citation to an exemption created or afforded by statute, and state with particularity the reasons for the conclusion that the provision is exempt or

confidential. Any claim by Recipient of trade secret (proprietary) confidentiality for any information contained in Recipient's documents (reports, deliverables or work papers, etc., in paper or electronic form) submitted to the Department in connection with this agreement cannot be waived, unless the claimed confidential information is submitted in accordance with the following two paragraphs.

The Recipient must clearly label any portion of the documents, data, or records submitted that it considers exempt from public inspection or disclosure pursuant to Florida's Public Records Law as trade secret. The labeling will include a justification citing specific statutes and facts that authorize exemption of the information from public disclosure. If different exemptions are claimed to be applicable to different portions of the protected information, the Recipient shall include information correlating the nature of the claims to the particular protected information.

The Department, when required to comply with a public records request including documents submitted by the Recipient, may require the Recipient to expeditiously submit redacted copies of documents marked as trade secret in accordance with this section. Accompanying the submission shall be an updated version of the justification, correlated specifically to redacted information, either confirming that the statutory and factual basis originally asserted remain unchanged or indicating any changes affecting the basis for the asserted exemption from public inspection or disclosure. The redacted copy must exclude or obliterate only those exact portions that are claimed to be trade secret. If the Recipient fails to promptly submit a redacted copy, the Department is authorized to produce the records sought without any redaction of proprietary or trade secret information.

SECTION VII: PENALTIES, TERMINATION, DISPUTE RESOLUTION, AND LIABILITY

Financial Penalties for Failure to Take Corrective Action: Corrective action plans may be required for noncompliance, nonperformance, or unacceptable performance under this agreement. Penalties may be imposed for failures to implement or to make acceptable progress on such corrective action plans.

Termination: The Department reserves the right to unilaterally cancel this agreement for refusal by the Recipient to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Recipient in conjunction with this agreement, unless the records are exempt pursuant to Article I, Section 24(a), of the Florida Constitution and §119.07(1), F.S. The Department shall be the final authority as to the appropriation, availability and adequacy of funds. In the event the Recipient fails to fully comply with the terms and conditions of this agreement, the Department may terminate the agreement upon written notice. Such notice may be issued without providing an opportunity for cure if it specifies the nature of the noncompliance and states that provision for cure would adversely affect the interests of the State or is not permitted by law or regulation. Otherwise, notice of termination will be issued after the Recipient's failure to fully cure such noncompliance within the time specified in a written notice of noncompliance issued by the Department specifying the nature of the noncompliance and the actions required to cure such noncompliance. In addition, the Department may employ the default provisions in Rule 60A-1.006(3), F.A.C., but is not required to do so in order to terminate the agreement. The Department's failure to demand performance of any provision of this agreement shall not be deemed a waiver of such performance. The Department's waiver of any one breach of any provision of this agreement shall not be deemed to be a waiver of any other breach and neither event shall be construed to be a modification of the terms and conditions of this agreement. The provisions herein do not limit the Department's right to remedies at law or in equity. The validity of this agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this agreement, in any subsequent submission or response to Department request, or in any submission or response to fulfill the requirements of this agreement, and such information, representations, and materials are incorporated by reference. The lack of accuracy thereof or any material changes shall, at the option of the Department and with thirty (30) days written notice to the Recipient, cause the termination of this agreement and the release of the Department from all its obligations to the Recipient. This agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this agreement shall lie in Leon County. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of this agreement. No waiver by the Department of any right or remedy granted hereunder or failure to insist on strict

performance by the Recipient shall affect or extend or act as a waiver of any other right or remedy of the Department hereunder, or affect the subsequent exercise of the same right or remedy by the Department for any further or subsequent default by the Recipient. Any power of approval or disapproval granted to the Department under the terms of this agreement shall survive the terms and life of this agreement as a whole. The agreement may be executed in any number of counterparts, any one of which may be taken as an original. In the event of termination, the Recipient will be compensated for any work satisfactorily completed through the date of termination or an earlier date of suspension of work.

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, F.S., and in procedures set forth in Fla. Admin. Code R.28-106.104. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, F.S. After receipt of a petition for alternative dispute resolution the Department and the Recipient shall attempt to amicably resolve the dispute through negotiations. Timely delivery of a petition for alternative dispute resolution and completion of the negotiation process shall be a condition precedent to any legal action by the Recipient concerning this agreement.

Liability: Unless the Recipient is a state agency or subdivision, the Recipient shall be solely responsible to parties with whom it shall deal in carrying out the terms of this agreement, and shall save the Department harmless against all claims of whatever nature by third parties arising out of the performance of work under this agreement. For purposes of this agreement, Recipient agrees that it is not an employee or agent of the Department, but is an independent contractor. Nothing herein shall be construed as consent by a state agency of the State of Florida to be sued by third parties in any matter arising out of any contract. Nothing shall be construed to affect in any way the Recipient rights, privileges, and immunities under the doctrine of "sovereign immunity" and as set forth in 768.28, F.S.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #4

Leon County Board of County Commissioners

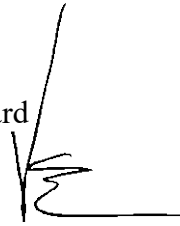
Agenda Item #4

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

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



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

Statement of Issue:

This item seeks Board acceptance of Florida Department of Environmental Protection (FDEP) Waste Tire Amnesty Event grant funding in the amount of up to \$25,000. The grant will support the transportation and processing costs for disposal of waste tires collected during the amnesty event. If approved, the Waste Tire Amnesty Event will begin on March 24, 2025, and will continue until May 16, 2025.

Fiscal Impact:

This item has a fiscal impact. The associated grant in the amount of up to \$25,000 is a reimbursable grant. FDEP would reimburse Leon County up to \$25,000 for costs related to the transportation and processing/disposal costs for tires collected during the Waste Tire Amnesty Event. There is no County match requirement for this grant; however, the County is responsible for staffing and promoting the event. Funds are available in the Mosquito Control budget to cover these costs. A Resolution and Budget Amendment is provided to realize the grant funds into the FY 2025 budget.

Staff Recommendation:

- Option #1: Accept the Florida Department of Environmental Protection Waste Tire Amnesty Event grant in the amount of up to \$25,000 (Attachment #1).
- Option #2: Approve the Resolution and associated Budget Amendment realizing the up to \$25,000 into the FY 2025 budget (Attachment #2).

Report and Discussion

Background:

This item seeks Board acceptance of the FDEP Waste Tire Amnesty Event grant and approval of a Resolution and associated Budget Amendment realizing the up to \$25,000 into the FY 2025 budget. The grant funds will be used for costs related to the transportation and processing/disposal of tires collected during the Waste Tire Amnesty Event.

Since 2019, the County has hosted an annual Waste Tire Amnesty Event for citizens to dispose of waste tires. In FY 2024, Leon County was awarded a Waste Tire Amnesty Event grant and received a reimbursement of \$7,398 for successfully processing and disposing of over 3,700 or 37 tons of tires during the FY 2024 amnesty event. In continued partnership with the FDEP, a grant was again awarded to the County for a 2025 amnesty program to remove waste tires from Leon County (Attachment #1).

The Tire Amnesty Event advances the following FY 2022 – FY 2026 Strategic Initiative and 5-Year Targets:

- *Reduce Greenhouse Gas Emissions stemming from County operations by 25%. (T5)*
- *Divert 3 million pounds of household hazardous waste from landfill. (T7)*

These particular Strategic Initiatives align with the Board's Environment Strategic Priorities:

- *(EN4) Reduce our carbon footprint.*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

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

In addition, the County's partnership with Squire Patton Boggs provides access to recently announced federal funding opportunities. Simultaneously, the Office of Management and Budget (OMB) actively monitors the federal Grants.gov portal to identify relevant grant opportunities. The County remains committed to aggressively pursuing state and federal grants to support County projects and initiatives, consistently achieving significant success in leveraging County dollars.

With the receipt of American Rescue Plan Act (ARPA) funding, the County's total grant leverage ratio stands at \$5.47 to \$1. However, when excluding the septic-to-sewer related grants, which require a one-to-one dollar match, the County's grant leverage ratio increases to \$23.10 to \$1. These efforts demonstrate the County's dedication to maximizing external funding sources to support local projects and services efficiently.

Pursuant to County Resolution No. 23-24, relevant agenda items that result in a significant reduction or increase in greenhouse gases (GHGs) must include an impact statement. The Tire Amnesty Program facilitates an increase in tire collection at Solid Waste Management Facilities, where a third-party vendor transports the tires to a processing facility for recycling. As tires are petroleum-based products, their reuse and recycling directly contribute to GHG reduction.

At the processing facility, tires are:

- Sorted to identify those that can be repaired or retreaded for reuse.
- Shredded and repurposed into materials such as:
 - Rubber mulch
 - Rubberized flooring and turf
 - Rubberized asphalt
 - Shock-absorbing athletic surfaces and playground materials

By diverting tires from landfills and promoting their reuse and recycling, the Tire Amnesty Program aligns with County sustainability efforts and supports the reduction of greenhouse gas emissions.

Analysis:

If approved, the Waste Tire Amnesty Event will begin on March 24, 2025, and will continue until May 16, 2025. During the 2025 Waste Tire Amnesty event, the County will accept waste tires at all of the Solid Waste Rural Waste Service Centers in Woodville, Ft. Braden, Miccosukee, and the Solid Waste Management Facility (landfill). The Woodville, Ft. Braden and Miccosukee Rural Waste Service Centers hours of operation will be Friday 9:00 a.m. to 6:00 p.m., and Saturday and Sunday from 9:00 a.m. to 5:00 p.m. The Solid Waste Management Facility Rural Waste Service Center will operate Monday through Saturday, from 8:00 a.m. to 5:00 p.m.

The County will work directly with its contractor, Liberty Tire Recycling LLC, to handle the transportation and processing/disposal of the tires collected during the event. Leon County will pay the contractor for delivery and pickup of the container used to store the tires, plus a charge of \$180 per ton for waste tires collected. The County will then submit an invoice to the State requesting reimbursement for the costs paid to the contractor. FDEP will reimburse Leon County for processing and disposal costs for tires collected during the amnesty event, anticipated to total approximately \$25,000.

There is no grant agreement to be executed by the County and there is no County match requirement for this grant. The County will be responsible for staffing and promoting the event. As required by FDEP, a scope of work on County letterhead has been prepared (Attachment #1) and will be returned to FDEP upon Board approval of this item.

During the event, the County will accept a maximum of 25 tires per resident. Tires from commercial businesses are not eligible for this grant and will not be accepted. Upon acceptance of the grant, staff will begin the amnesty event on March 24, 2025, and will continue the event until May 16, 2025. The Community and Media Relations Department will facilitate the media campaign for public awareness of the event to maximize participation and use of the available grant dollars.

Options:

1. Accept the Florida Department of Environmental Protection Waste Tire Amnesty Event grant in the amount of up to \$25,000 (Attachment #1).
2. Approve the Resolution and associated Budget Amendment realizing the up to \$25,000 into the FY 2025 budget (Attachment #2).
3. Do not accept the Florida Department of Environmental Protection Waste Tire Amnesty Event grant in the amount of up to \$25,000.
4. Board direction.

Recommendation:


Options #1 and #2

Attachments:

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

DEP Waste Tire Amnesty Events

From Thigpen, Hope <Hope.Thigpen@FloridaDEP.gov>
Date Thu 1/9/2025 2:40 PM
To Aaron Ford <FordA@leoncountyfl.gov>
Cc Greenberg, Samuel <Samuel.Greenberg@FloridaDEP.gov>

 1 attachment (20 KB)

Blank Waste Tire Amnesty Day Scope of Work Template 060624.docx;

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Good afternoon Aaron

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

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

Thanks
Hope

Hope Thigpen
Petroleum Restoration Program
Florida Department of Environmental Protection
2600 Blair Stone Road
Tallahassee, Florida 32399
(850) 245-8798
Fax 844-270-4629

 [Dep Customer Survey](#)

Waste Tire Amnesty Event:

Date: March 24, 2025 through May 16th, 2025. Hours of operation for each location are listed below.

Collection Locations:

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

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

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

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

Leon County assumes responsibility for providing staff for the event and advertising the event. Florida DEP will reimburse the County for transportation and processing/disposal costs up to **\$25,000** for waste tires collected during the Leon County Waste Tire Amnesty Event to be held on March 24, 2025 through May 16th, 2025, Monday through Saturday. Times of the event are listed in the above collection locations section.

Florida DEP will reimburse Leon County upon receipt of an itemized invoice. Florida DEP requires proof of disposal method to include weigh tickets from the Leon County Waste Tire Amnesty Event to be held on March 24, 2025 through May 16th, 2025, Monday through Saturday, times and collection locations for the event are listed in the above collection locations section.

Leon County assumes responsibility for any additional costs incurred.

Florida DEP Contacts:

Samuel Greenberg, Contract Manager – Division of Waste Management
Phone: 850-245-8712, Email: Samuel.Greenberg@FloridaDEP.gov

Leon County Contact:

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

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2024/2025; 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 18th day of March, 2025.

LEON COUNTY, FLORIDA

By: _____
Brian Welch, Chairman
Board of County Commissioners

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

By: _____

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

By: _____

**FISCAL YEAR 2024/2025
BUDGET AMENDMENT REQUEST**

No: BAB25012
Date: 02/21/25

Agenda Item No: _____
Agenda Item Date: 03/18/25

County Administrator

Vincent S. Long

Assistant County Administrator

Ken Morris

Request Detail

Revenues

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	922050	334324	000	Waste Tire Grant FY25 - DEP	-	25,000	25,000
Subtotal:						25,000	

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	922050	53400	534	Other Contractual Services	-	25,000	25,000
Subtotal:						25,000	

Purpose of Request

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

Division/Department
2604/26

Brandy Furbee, Budget Manager

Roshaunda Bradley, Budget Director

Approved By: Resolution Motion Administrator

**Leon County
Board of County Commissioners**

Notes for Agenda Item #5

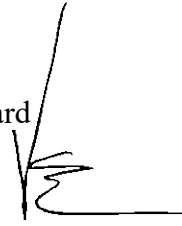
Leon County Board of County Commissioners

Agenda Item #5

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Florida Department of Agriculture and Consumer Services Arthropod / Mosquito Control State Aid Funds Grant Amendment

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

Statement of Issue:

This item seeks Board approval of the Mosquito Control Revised Certified Budget and State Funds Budget Amendment to realize additional Fiscal Year (FY) 2025 State Mosquito Control funds from the Florida Department of Agriculture and Consumer Services (FDACS).

Fiscal Impact:

This item has a fiscal impact. The FY 2025 FDACS Mosquito Control grant allocation increased from \$65,494 to \$67,479, an increase of \$1,985 (Attachment #1). The grant requires a dollar-for-dollar local County match. Leon County Mosquito Control's FY 2025 budget provides adequate funding to meet the increased match requirement.

Staff Recommendation:

- Option #1: Approve the Revised Certified Budget and State Funds Budget Amendment for Florida Department of Agriculture and Consumer Services Arthropod / Mosquito Control State Aid (Attachments #1 & #2), and authorize the Chairman to execute, subject to final legal review by the County Attorney.
- Option #2: Approve the Resolution and associated Budget Amendment realizing \$1,985 into the FY 2025 budget (Attachment #3).

Report and Discussion

Background:

This item seeks Board approval of the Mosquito Control Revised Certified Budget and State Funds Budget Amendment to realize additional FY 2025 State Mosquito Control funds from the Florida Department of Agriculture and Consumer Services (FDACS).

At the June 14, 2024 meeting, the Board approved the Detailed Work Plan Budget for FDACS Arthropod / Mosquito Control State Aid. In September 2024, the County received the final Work Plan budget of \$65,494 which was realized in the FY 2025 Budget during the annual Carry Forward process.

On February 4, 2025, the County was notified of an increase in grant funding for Leon County in the amount of \$1,985 for FY 2025 (Attachment #4). The additional funding will bring the total Mosquito Control grant budget to \$67,479. The additional funding will be used for chemicals to support the Mosquito Control program. The County's Mosquito Control FY 2025 budget provides adequate funding to meet the match requirement of the grant.

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

In addition, the County's partnership with Squire Patton Boggs provides access to recently announced federal funding opportunities. Simultaneously, the Office of Management and Budget (OMB) actively monitors the federal Grants.gov portal to identify relevant grant opportunities. The County remains committed to aggressively pursuing state and federal grants to support County projects and initiatives, and has consistently achieved significant success in leveraging County dollars.

With the receipt of American Rescue Plan Act (ARPA) funding, the County's total grant leverage ratio stands at \$5.47 to \$1, and when excluding the septic-to-sewer related grants, which require a one-to-one dollar match, the County's grant leverage ratio increases to \$23.10 to \$1. These efforts demonstrate the County's dedication to maximizing external funding sources to support local projects and services efficiently.

Analysis:

In order to receive the additional State Mosquito Control funds, the County must approve the Revised Certified Budget and State Funds Budget Amendment for Florida Department of Agriculture and Consumer Services Arthropod / Mosquito Control State Aid, and approve a Resolution and Budget amendment to realize the \$1,985 into the County's FY 2025 budget. The additional funding will be used for chemicals to support the Mosquito Control program.

Options:

1. Approve the Revised Certified Budget and State Funds Budget Amendment for Florida Department of Agriculture and Consumer Services Arthropod / Mosquito Control State Aid (Attachments #1 & #2), and authorize the Chairman to execute, subject to final legal review by the County Attorney.
2. Approve the Resolution and associated Budget Amendment realizing \$1,985 into the FY 2025 budget (Attachment #3).
3. Do not approve the Revised Certified Budget and State Funds Budget Amendment for Florida Department of Agriculture and Consumer Services Arthropod / Mosquito Control State Aid and do not authorize the Chairman to execute.
4. Do not approve the Resolution and Budget Amendment realizing \$1,985 into the FY 2025 budget.
5. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Revised Certified Budget for Florida Department of Agriculture and Consumer Services Arthropod / Mosquito Control State Aid
2. State Funds Budget Amendment for Florida Department of Agriculture and Consumer Services Arthropod / Mosquito Control State Aid
3. Resolution and Associated Budget Amendment
4. FDACS Tier Change State Funds Increase Notification



WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services
ANNUAL CERTIFIED BUDGET FOR ARTHROPOD CONTROL

Rule 5E-13.022, F.A.C.
Telephone: (850) 617-7911; Fax (850) 617-7939

Submit to:
Mosquito Control Program
MosquitoControlReports@FDACS.gov
3125 Conner Blvd, Suite E
Tallahassee, FL 32399-1650

County or District: Leon

RECEIPTS

FISCAL YEAR: OCTOBER 1, 2024 TO SEPTEMBER 30, 2025

ACCT NO	DESCRIPTION	LOCAL	STATE	TOTAL
311	Ad Valorem (Current/Delinquent)	\$866,905.00	\$0.00	\$866,905.00
334.1	State Grant	\$0.00	\$67,478.79	\$67,478.79
362	Equipment Rentals	\$0.00	\$0.00	\$0.00
337	Grants and Donations	\$0.00	\$0.00	\$0.00
361	Interest Earnings	\$0.00	\$0.00	\$0.00
364	Equipment and/or Other Sales	\$0.00	\$0.00	\$0.00
369	Misc./Refunds (prior yr expenditures)	\$0.00	\$0.00	\$0.00
380	Other Sources	\$0.00	\$0.00	\$0.00
389	Loans	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS		\$866,905.00	\$67,478.79	\$934,383.79
BEGINNING FUND BALANCE		\$0.00	\$35,382.96	\$35,382.96
TOTAL BUDGETARY RECEIPTS AND BALANCES		\$866,905.00	\$102,861.75	\$969,766.75

EXPENDITURES

ACCT NO	Uniform Accounting System Transaction	LOCAL	STATE	TOTAL
10	Personal Services	\$356,667.00	\$0.00	\$356,667.00
20	Personal Services Benefits	\$162,206.00	\$0.00	\$162,206.00
30	Operating Expense	\$36,538.00	\$0.00	\$36,538.00
40	Travel & Per Diem	\$0.00	\$7,000.00	\$7,000.00
41	Communication Serv	\$8,478.00	\$0.00	\$8,478.00
42	Freight Services	\$2,640.00	\$0.00	\$2,640.00
43	Utility Service	\$0.00	\$0.00	\$0.00
44	Rentals & Leases	\$0.00	\$0.00	\$0.00
45	Insurance	\$33,490.00	\$0.00	\$33,490.00
46	Repairs & Maintenance	\$38,988.00	\$0.00	\$38,988.00
47	Printing and Binding	\$2,335.00	\$0.00	\$2,335.00
48	Promotional Activities	\$6,800.00	\$0.00	\$6,800.00
49	Other Charges	\$4,800.00	\$0.00	\$4,800.00
51	Office Supplies	\$1,479.00	\$0.00	\$1,479.00
52.1	Gasoline/Oil/Lube	\$34,600.00	\$0.00	\$34,600.00
52.2	Chemicals	\$139,056.00	\$62,261.67	\$201,317.67
52.3	Protective Clothing	\$4,600.00	\$0.00	\$4,600.00
52.4	Misc. Supplies	\$29,922.00	\$0.00	\$29,922.00
52.5	Tools & Implements	\$0.00	\$0.00	\$0.00
54	Publications & Dues	\$1,000.00	\$0.00	\$1,000.00
55	Training	\$3,306.00	\$0.00	\$3,306.00
60	Capital Outlay	\$0.00	\$33,600.00	\$33,600.00
71	Principal	\$0.00	\$0.00	\$0.00
72	Interest	\$0.00	\$0.00	\$0.00
81	Aids to Government Agencies	\$0.00	\$0.00	\$0.00
83	Other Grants and Aids	\$0.00	\$0.00	\$0.00
89	Contingency (Current Year)	\$0.00	\$0.00	\$0.00
99	Payment of Prior Year Accounts	\$0.00	\$0.00	\$0.00
Other	Please Select Other Accounting Code	\$0.00	\$0.00	\$0.00
Other	Please Select Other Accounting Code	\$0.00	\$0.00	\$0.00
Other	Please Select Other Accounting Code	\$0.00	\$0.00	\$0.00
TOTAL BUDGET AND CHANGES		\$866,905.00	\$102,861.75	\$969,766.75
0.001	Reserves - Future Capital Outlay	\$0.00	\$0.00	\$0.00
0.002	Reserves - Self-Insurance	\$0.00	\$0.00	\$0.00
0.003	Reserves - Cash Balance to be Carried Forward	\$0.00	\$0.00	\$0.00
0.004	Reserves - Sick and Annual Leave Trans Out	\$0.00	\$0.00	\$0.00
TOTAL RESERVES ENDING BALANCE		\$0.00	\$0.00	\$0.00
TOTAL BUDGETARY EXPENDITURES AND RESERVES BALANCES		\$866,905.00	\$102,861.75	\$969,766.75
ENDING FUND BALANCE		\$0.00	\$0.00	\$0.00

I certify that the budget shown was adopted on this _____ day of _____ 20_____.

SIGNED: _____
Brian Welch, Chairman, Leon County Commission

APPROVED: Florida Department of Agriculture and Consumer Services, Mosquito Control Program

SIGNED: _____ DATE: _____ 20_____

FDACS Mosquito Control Program Representative

FDACS-13617 Rev. 09/23

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

By: _____

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

By: _____



WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

ARTHROPOD CONTROL BUDGET AMENDMENT

Rule 5E-13.027, F.A.C.
Telephone: (850) 617-7911; Fax (850) 617-7939

Submit to:
Mosquito Control Program
MosquitoControlReports@FDACS.gov
3125 Conner Blvd, Suite E
Tallahassee, FL 32399-1650

A STATEMENT EXPLAINING AND JUSTIFYING THE PROPOSED CHANGES SHOULD ACCOMPANY EACH APPLICATION FOR BUDGET AMENDMENT.

Amendment No. 1 Fiscal Year 2024- 2025 Date _____

Amending: Local Funds State Funds X (Check appropriate fund account to be amended. Use a separate form for each fund).

The Board of Commissioners for: Leon County hereby submits to the Department of Agriculture and Consumer Services,

Mosquito Control Program for its consideration and approval, the following amendment for the current fiscal year as follows:

ESTIMATED RECEIPTS

NOTE: The budget cannot be amended to show an increase in receipts over the amount budgeted unless authorized.

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 100,877.08	\$ -	\$ 100,877.08	\$ 1,984.67	\$ -	\$ -

NAME SOURCE OF INCREASE: (Explain Decrease) _____

BUDGETED RECEIPTS

ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$0.00	\$ -	\$ -	\$ -
334.1	State Grant	\$ 65,494.12	\$ 1,984.67	\$ -	\$ 67,478.79
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ -	\$ -	\$ -	\$ -
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ -	\$ -	\$ -	\$ -
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 65,494.12	\$ 1,984.67	\$ -	\$ 67,478.79
Beginning Fund Balance		\$ 35,382.96	\$ -	\$ -	\$ 35,382.96
Total Budgetary Receipts & Balances		\$ 100,877.08	\$ 1,984.67	\$ -	\$ 102,861.75

BUDGETED EXPENDITURES

NOTE: Total increase must equal total decrease, unless the total "Present Budget" is revised.

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ -	\$ -	\$ -	\$ -
20	Personal Services Benefits	\$ -	\$ -	\$ -	\$ -
30	Operating Expense	\$ -	\$ -	\$ -	\$ -
40	Travel & Per Diem	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00
41	Communication Services	\$ -	\$ -	\$ -	\$ -
42	Freight Services	\$ -	\$ -	\$ -	\$ -
43	Utility Service	\$ -	\$ -	\$ -	\$ -
44	Rentals & Leases	\$ -	\$ -	\$ -	\$ -
45	Insurance	\$ -	\$ -	\$ -	\$ -
46	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -
47	Printing and Binding	\$ -	\$ -	\$ -	\$ -
48	Promotional Activities	\$ -	\$ -	\$ -	\$ -
49	Other Charges	\$ -	\$ -	\$ -	\$ -
51	Office Supplies	\$ -	\$ -	\$ -	\$ -
52.1	Gasoline/Oil/Lube	\$ -	\$ -	\$ -	\$ -
52.2	Chemicals	\$ 60,277.00	\$ 1,984.67	\$ -	\$ 62,261.67
52.3	Protective Clothing	\$ -	\$ -	\$ -	\$ -
52.4	Misc. Supplies	\$ -	\$ -	\$ -	\$ -
52.5	Tools & Implements	\$ -	\$ -	\$ -	\$ -
54	Publications & Dues	\$ -	\$ -	\$ -	\$ -
55	Training	\$ -	\$ -	\$ -	\$ -
60	Capital Outlay	\$ 33,600.08	\$ -	\$ -	\$ 33,600.08
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ -	\$ -	\$ -	\$ -
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
Other	Please Select Other Accounting Code	\$ -	\$ -	\$ -	\$ -
Other	Please Select Other Accounting Code	\$ -	\$ -	\$ -	\$ -
Other	Please Select Other Accounting Code	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 100,877.08	\$ 1,984.67	\$ -	\$ 102,861.75
0.001	Reserves - Future Capital Outlay	\$ -	\$ -	\$ -	\$ -
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ -	\$ -	\$ -	\$ -
0.004	Reserves - Sick and Annual Leave	\$ -	\$ -	\$ -	\$ -
TOTAL RESERVES		\$ -	\$ -	\$ -	\$ -
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 100,877.08	\$ 1,984.67	\$ -	\$ 102,861.75
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ 102,861.75

APPROVED: _____ DATE _____
Brian Welch, Chairman, Leon County Commission

APPROVED: _____ DATE _____
FDACS Mosquito Control Program Representative

FDACS-13613 Rev. 09/23

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

By: _____

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

By: _____

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2024/2025; 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 18th day of March, 2025.

LEON COUNTY, FLORIDA

By: _____
Brian Welch, Chairman
Board of County Commissioners

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

By: _____

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

By: _____

**FISCAL YEAR 2024/2025
BUDGET AMENDMENT REQUEST**

No: BAB25013
Date: 02/21/25

Agenda Item No: _____
Agenda Item Date: 03/18/25

County Administrator

Vincent S. Long

Assistant County Administrator

Ken Morris

Request Detail

Revenues

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	214	334610	000	Mosquito Control Grant	100,877	1,985	102,862
Subtotal:						1,985	

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	214	55200	562	Operating Supplies	95,877	1,985	97,862
Subtotal:						1,985	

Purpose of Request

This budget amendment appropriates an additional \$1,985 from the Florida Department of Agriculture and Consumer Services for the Mosquito Control State Aid grant. Funds will be used for chemicals to support the Mosquito Control program.

Division/Department
2604/26

Brandy Furbee, Budget Manager

Roshaunda Bradley, Budget Director

Approved By: Resolution Motion Administrator

DIVISION OF AGRICULTURAL
ENVIRONMENTAL SERVICES
(850) 617-7900



THE CONNER BUILDING
3125 CONNER BOULEVARD
TALLAHASSEE, FLORIDA 32399-1650

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER WILTON SIMPSON

MEMORANDUM

February 4, 2025

TO: Tier III Programs
FROM: Shalinda Woods, Government Analyst I
Division of Agricultural Environmental Services
SUBJECT: Tier Change – State Funds Decrease

Good morning, Tier III Programs:

This letter is to inform you that upon our review of the Mosquito Control program Annual Certified Budgets, we have identified a change effecting Tier II and Tier III programs. Initially, for fiscal year 2024-2025, thirty-four programs classified as Tier III, which would have awarded state funding amounting to \$65,494.12 annually. However, after a thorough review, thirty-three programs now classify as Tier III. As result of this adjustment, the Department will increase the FY 24/25 for Tier III which will adjust your state funding to \$67,478.79 annually.

2024-2025 financial breakdown of each Tier

- 80% for Tier III: \$67,478.79 - 33 participants @ \$16,869.69 quarterly**
- 20% for Tier II: \$55,670.00 - 10 participants @ \$13,917.50 quarterly**
- 0% for Tier I - 20 participants**
- State Approved - 3 participants**

Additionally, as a reminder, you must also prepare and submit for approval no later than Friday, February 14, 2025, a new copy of your Annual Certified Budget and a Budget Amendment using FDACS – 13613 Rev. 09/23 before funding can be expended. This form is on your Excel workbook(s) that you use to prepare and submit your monthly financial reports.

Please let me know if you have any questions or if I can help you in any way.

Sincerely,

Shalinda Woods,
Government Analyst I

**Leon County
Board of County Commissioners**


Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Ratification of Acceptance of Florida Department of Health Emergency Medical Services Matching Grants

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Roshaunda Bradley, Director, Office of Management and Budget Chad Abrams, Chief, Emergency Medical Services
Lead Staff / Project Team:	Timothy Carlson, EMS Financial Compliance Manager

Statement of Issue:

This item seeks Board ratification of the Agreements and acceptance of two Florida Department of Health (FDOH) Emergency Medical Services (EMS) Matching Grants in the total amount of \$82,125 to support the County's annual "Press the Chest" and for the purchase of automated external defibrillators (AEDs) to be made available to local organizations and facilities in the community. A Resolution and associated budget amendment request is provided to realize the grant funding into the FY 2025 budget.

Fiscal Impact:

This item has a fiscal impact. The associated grants require a local match totaling \$27,375 for both grant projects. The grant leveraging ratio of these grants is \$3 to \$1. Funding to provide the County's matching contribution is budgeted and available in the current FY 2025 EMS operating budget.

Staff Recommendation:

- Option # 1: Ratify the Agreements and acceptance of two Florida Department of Health Emergency Medical Services Matching Grants for a total of \$82,125 (Attachment #1 and #2).
- Option #2: Approve the Resolution and associated Budget Amendment Request (Attachment #3).

Report and Discussion

Background:

This item seeks Board ratification of the acceptance of two Florida Department of Health (FDOH) Emergency Medical Services (EMS) Matching Grants in the total amount of \$82,125 to support the County's annual "Press the Chest" event which provides Cardiopulmonary Resuscitation (CPR) training to the public, and for the purchase of automated external defibrillators (AEDs) to be made available to local organizations and facilities in the community. A Resolution and associated Budget Amendment request is provided to realize the grant funding into the FY 2025 budget (Attachment #3).

These FDOH grants advance the following FY 2022 – FY 2026 Strategic Initiative and five-year Target:

- *Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2022-22)*
- *Support 900 community events, sporting competitions, festivals, performances, and cultural programing that will attract visitors and residents. (T10)*

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.*

The County submitted grant applications in February 2024 to the FDOH to support citizen CPR training and to provide AEDs to businesses and publicly accessible locations for purchase at a discounted price. In December 2024, the County was notified by the FDOH Division of Emergency Preparedness and Community Support of two grant awards to fund citizen CPR training (Attachment #1) and to purchase AEDs (Attachment #2). Due to the FDOH timeline associated with the grant awards, the County Administrator accepted the matching grants and executed the associated grant Agreements. The County Attorney's Office reviewed the grant Agreements prior to County Administrator acceptance and execution.

Annually, the FDOH makes competitive grant funding available to Emergency Medical Services organizations in Florida to improve and enhance pre-hospital emergency medical services. The grant provides 75% of the funding toward the project and requires the grantee to provide 25% as local matching funding.

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

responsive and accountable funding partner. Because of this accountability, agencies often contact Leon County when grant funds become available.

In addition, the County's partnership with Squire Patton Boggs also garners access to recently announced federal funding opportunities and OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. With receipt of American Rescue Plan Act (ARPA) funding, the total County grant leverage ratio is \$5.47 to \$1; excluding the septic-to-sewer grants which require significant County match, the leveraging ratio would be \$23.10 to \$1.

Analysis:

As previously mentioned, the grants provide funding to support the annual "Press the Chest" community CPR training event and the purchase of AEDs to be made available in the community. The annual "Press the Chest" community CPR training event provides CPR training for nearly 500 citizens each year. As a result, "Press the Chest" has trained over 6,500 citizens in CPR and has resulted in an increase in the number of citizens performing CPR prior to arrival of EMS. Early intervention with bystander CPR is critical to the survival and outcomes of individuals that need CPR. The FDOH grant project for community CPR training is \$47,500, consisting of \$35,625 in FDOH grant funds and \$11,875 in Leon County's matching share.

In addition, the FDOH grant funding for AEDs will be utilized to purchase approximately 40 AEDs that will be made available on a first-come, first-served basis to any business or publicly accessible facility in the County at a reduced cost (25% of the typical cost of an AED). Organizations that receive an AED under this grant will be required to execute a Subgrant Agreement with the County that will be executed by the County Administrator in a form approved by the County Attorney. The FDOH grant project for the purchase of AEDs is \$62,000, consisting of \$46,500 in FDOH grant funds and \$15,500 in Leon County's matching share.

The required local match funding is budgeted and available in the FY 2025 EMS operating budget.

Options:

1. Ratify the Agreements and acceptance of two Florida Department of Health Emergency Medical Services Matching Grants for a total of \$82,125 (Attachment #1 and #2).
2. Approve the Resolution and associated Budget Amendment Request (Attachment #3).
3. Do not accept the two Florida Department of Health Emergency Medical Services Matching Grants nor ratify the grant Agreements.
4. Board direction.

Recommendation:

Options #1 and #2

Title: Ratification of Acceptance of Florida Department of Health Emergency Medical Services
Matching Grants

March 18, 2025

Page 4

Attachments:

1. Grant Agreement for Community CPR Training
2. Grant Agreement for Automated External Defibrillator Purchase
3. Resolution and associated Budget Amendment Request

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M2438
Leon County Emergency Services

**MEMORANDUM OF AGREEMENT
BETWEEN
The FLORIDA DEPARTMENT OF HEALTH
And
Leon County Emergency Services**

This Memorandum of Agreement "Agreement" for the Emergency Medical Services Matching Grant, is entered into between the Florida Department of Health "Department", and Leon County Emergency Services "Grantee", each a "Party" and jointly referred to as the "Parties". In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

SECTION I: DEFINITIONS

A. Definition of Terms:

- 1) Quarter: A three-month period of the executed agreement. The quarters for this Agreement are July through September (Quarter One); October through December (Quarter Two); January through March (Quarter Three); and April through June (Quarter Four).
- 2) Emergency Medical Services (EMS): A system that responds to emergencies in need of highly skilled pre-hospital clinicians.
- 3) Emergency Medical Services Matching Grant: Grant funds available to local agencies, municipalities, emergency medical services organizations, and youth athletic organizations for the purpose of conducting research, increasing existing levels of emergency medical services, evaluation, community education, injury prevention programs, and training in cardiopulmonary resuscitation and other lifesaving and first aid techniques that are contingent upon the recipient providing a matching cash sum.
- 4) Grantee: A local agency, municipality, EMS organization, or youth athletic organization for which the Department has approved an application for an Emergency Medical Services Matching Grant.

SECTION II: GENERAL TERMS AND CONDITIONS

- A. General Statement: The Grantee will receive \$35,625.00 from General Appropriation 517 of the 2024-2025 Appropriations Act Laws of Florida, "Grants and Aids – Emergency Medical Services Matching Grants from Emergency Medical Services Trust Fund."
- B. Legal Authority: This Agreement is made pursuant to the Specific Appropriation Line item 517, 2024-2025 Appropriations Act and Section 401.111, Florida Statutes.
- C. Entire Agreement: This Agreement embodies the entire Agreement and understanding between the Parties, on the subject hereof.

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Leon County Emergency Services

- D. Term: The term of this Agreement is December 1, 2024 to May 31, 2025, or upon completion of the approved Project, whichever is earlier.

SECTION III: PROPERTY AND EQUIPMENT

- A. Property and equipment are defined as non-expendable, tangible property having a useful life of more than one year with a cost of \$5,000.00 or more.
1. All property and equipment purchased with Emergency Medical Services Matching Grant funds must be:
 - a. Necessary to carry out the approved project;
 - b. Justified and pre-approved by the Department;
 - c. Inventoried and tracked throughout the grant period; and
 - d. Protected with sufficient insurance and security safeguards.
- B. All approved property and equipment must be purchased and received prior to the last three months of the grant period unless prior written approval from the Department has been obtained.
- C. All equipment purchased with grant funds is the property of the grantee, and is subject to Chapter 273, Florida Statutes, dealing with state-owned tangible personal property and the disposition thereof. For research institutions not covered under Chapter 1000, Florida Statutes, equipment no longer deemed to be useful will remain state property and must be transferred or donated to a state agency or public university for redistribution or disposition.

SECTION IV: SERVICES TO BE PROVIDED

- A. Task List: Grantee will perform the following tasks:
- 1) Ensure the following tasks are performed as needed:
 - a. Grantee must complete the project as specified in the Department approved Emergency Medical Services Matching Grant Program application (Attachment A hereinafter referred to as the "Project").
 - b. Grantee will obtain all supplies, services, and labor for use in the performance of this MOA at the lowest practicable cost and by means of competitive bidding wherever practicable or required by Florida law.
 - c. Provide a quarterly report to the Department outlining all items that were purchased during the quarter, as well as any remaining items to be purchased during the contract term.

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Leon County Emergency Services

SECTION V: DELIVERABLES AND METHOD OF PAYMENT

A. Deliverables: Grantee must complete and submit the following deliverable in the time and manner specified:

- 1) Quarterly: The Grantee must provide a quarterly report, reflecting all purchases made in accordance with the approved Attachment A, to the Department demonstrating progress toward completion of the Project as specified in the Department approved Attachment A.

B. Method of Payment:

- 1) Payment: This is a 100% advance payment.
- 2) Reporting Requirements: Grantee must submit a properly completed quarterly report to the Agreement Manager within 15 days of the end of each quarter. At a minimum, each report must be submitted on Grantee's letterhead, provide the invoice date, and all activities completed during the invoice period. On a separate page, the Grantee must provide the following:
 - a) Beginning budget amount;
 - b) Amount spent year to date;
 - c) Amount remaining in budget;
 - d) Statement certifying the accuracy of the invoice; and
 - e) Signature of an individual with the authority to bind the Grantee.

3) Matching of State Funds

Funds received from the Department for this grant shall not be used as Matching Funds for any Projects.

C. Special Provisions:

- 1) Allowable Costs: The Grantee may expend funds only for allowable costs resulting from obligations incurred during the Agreement term. Allowable costs are those that are related to the approved Attachment A.
- 2) Return of Funds: Any balance of unobligated funds advanced or paid, or funds that were not expended in accordance with the Attachment A, must be refunded to the Department within three months of the grant end date.
- 3) Monitoring: The Grantee must permit persons duly authorized by the Department to inspect any records, papers, documents, facilities, or goods and services of the Grantee that are relevant to this grant, and interview any clients, sub-contractors, and employees of the Grantee to assure the Department of satisfactory performance of the Terms and Conditions of this grant. Monitoring may take place at any time during the grant period or records retention period,

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with reasonable advance notice, during normal business hours. Following such evaluation, the Department may deliver to Grantee a written report of its findings and may include written recommendations with regard to Grantee's performance of the Terms and Conditions of this grant. Grantee will correct all noted deficiencies identified by the Department within the specified period of time set forth in the recommendations. Grantee's failure to correct noted deficiencies may, at the sole and exclusive discretion of the Department, result in any one or a combination of the following: 1) Grantee being deemed in breach or default of this Agreement; 2) the termination of this grant.

- 4) Duties of Designated Grant Manager: The Grant Manager designated by the Department shall reconcile and verify all funds received against all funds expended during the term of this Agreement period and produce a final reconciliation report. The final report for this project must identify any funds paid in excess of the expenditures incurred by the Grantee or Sub-recipient.
- 5) Sovereign Immunity: Pursuant to section 768.28, Florida Statutes, the Department is immune from civil or criminal liability resulting from acts or omissions of the Grantee and the Grantee's agents, employees, or assigns.
- 6) Governing Law and Venue: This Agreement is executed and entered into in the State of Florida and will be construed and performed under the laws, rules, and regulations of the State of Florida. Venue must be in Leon County, Florida to the exclusion of all other jurisdictions.
- 7) Indemnification: Grantee will be liable for, and indemnify, defend, and hold the Department harmless from and against all claims, demands, suits, judgments, or damages, including, but not limited to, court costs and attorneys' fees and damages resulting from personal injury, including death or damage to property, arising out of the negligence, intentional or unintentional acts or omissions of the Grantee, and the Grantee's agents, assignees, sub-contractors, and employees, that may arise during the course of the operation of this Agreement, or that arise out of or relating to the subject property, the Project, or the use of grant money.
- 8) Modification: This Agreement may only be amended in writing and upon mutual agreement by the Parties.
- 9) Termination:
 - a) Termination Because of Lack of Funds: It is agreed that in the event funds to finance this Agreement, or part of this Agreement, become unavailable, the obligations of each Party, hereunder may be terminated upon no less than 24 hours' notice in writing to the other Party. Said notice will be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Department will be the final authority as to the availability of state funds, and how any remaining funds will be allocated among Grantees.
 - b) Termination for Breach: Unless the Grantee's breach is excused by the Department, the Department may provide written notice to the Grantee specifically setting forth the breach and allow a 30-calendar day period

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Leon County Emergency Services

whereby the Grantee may cure any such breach. The Department may terminate any part or the whole of this Agreement in any of the following circumstances:

- i. If Grantee fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - ii. If Grantee fails to perform any of the other provisions of this Agreement.
 - iii. Except as set forth above, termination will be upon no less than 24 hours' notice in writing delivered by certified mail, return receipt requested, or in person with proof of delivery.
- c) All provisions of this Agreement that were not terminated, amended, or modified will remain in full effect and Grantee will continue performance under any remaining provisions.
- d) After receipt of a notice of termination, and except as otherwise directed in writing, the Grantee will:
- i. Stop work under this Agreement on the date and to the extent specified in the notice of termination and take any other actions as directed in writing from the Department.
 - ii. Place no further orders or contracts for materials, services, or facilities except as may be necessary for completion of such portion of work under the Agreement as is not terminated.
 - iii. Terminate all outstanding orders and contracts to the extent that they relate to the performance of work under this Agreement.
 - iv. Prepare all necessary reports and documents required under the terms of this Agreement. Documents must be prepared up to the date of termination and include the final report due upon completion of this Agreement. The Department will provide no additional funds for administrative fees or for the completion of final reports after the date of termination.
 - v. Notwithstanding anything to the contrary set forth herein, upon termination of this Agreement, the Grantee may continue work on the Project that is the subject of this MOA so long as such work is funded by sources other than the Department.
- 10) **Notice:** Any notices given by either party to the other party under this Agreement will be in writing and sent either: via email to the designated email address, by overnight courier, with a verified receipt; or by registered or certified United States Mail, postage prepaid. Either party's specified point of contacts may be changed by notifying the other party a minimum of one week prior to such change. Notice will be deemed sufficiently given upon receipt at the following addresses:

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M2438
Leon County Emergency Services

Department: Doug Woodlief
Director, Division of Emergency Preparedness and Community Support
4052 Bald Cypress Way, Bin A-26
Tallahassee, FL 32399
Doug.Woodlief@flhealth.gov

Grantee: Vincent Long, County Administrator
301 South Monroe Street
Tallahassee, Florida 32301
longv@leoncountyfl.gov

- 11) Cooperation with Inspectors General: To the extent applicable, the Parties will cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to section 20.055(5), Florida Statutes.
- 12) Public Records: The Grantee must keep and maintain public records, as defined in Chapter 119, Florida Statutes that are required by the Department to perform the services required by the grant. Questions regarding the application of Chapter 119, Florida Statutes, and its duty to provide public records relating to this Agreement, contact the custodian of public records at (850) 245-4005, PublicRecordsRequest@flhealth.gov or 4052 Bald Cypress Way, Bin A02, Tallahassee, FL 32399.

SECTION V: AUTHORIZATION

IN WITNESS THEREOF, the Parties hereto have caused this 6-page Agreement to be executed by their undersigned, duly authorized, officials:

Grantee: Leon County Emergency Services

DocuSigned by:
Vincent S. Long
Name: Vincent Long
Title: County Administrator

Date: 12/12/2024

Florida Department of Health

Signed by:
Douglas Woodlief
Name: Doug Woodlief
Title: Director, Division of Emergency Preparedness and Community Support

Date: 12/12/2024



EMS MATCHING GRANT APPLICATION

**FLORIDA DEPARTMENT OF HEALTH
Emergency Medical Services Program**

Complete all items unless instructed differently within the application

Type of Grant Requested: Rural Matching

ID. Code (The State Bureau of EMS will assign the ID Code – (leave this blank) _____)

1. Organization Name: Leon County Emergency Medical Services	
2. Grant Signer: (The applicant signatory who has authority to sign contracts, grants, and other legal documents. This individual must also sign this application) Name: Vincent Long	
Position Title: County Administrator	
Address: 301 South Monroe Street	
City: Tallahassee	County: Leon
State: Florida	Zip Code: 32301
Telephone: 850-606-5302	Fax Number: 850-606-5303
E-Mail Address: longv@leoncountyfl.gov	

3. Contact Person: (The individual with direct knowledge of the project on a day-to-day basis and responsibility for the implementation of the grant activities. This person may sign project reports and may request project changes. The signer and the contact person may be the same.) Name: Mac Kemp	
Position Title: Deputy Chief of Clinical Affairs	
Address: 911 Easterwood Drive	
City: Tallahassee	County: Leon
State: Florida	Zip Code: 32311
Telephone: 850-606-2100	Fax Number: 850-606-2101
E-Mail Address: kempm@leoncountyfl.gov	

4. **Legal Status of Applicant Organization (Check only one response):**

(1) Private Not for Profit [Attach documentation-501 (3) ©]
(2) Private for Profit
(3) City/Municipality/Town/Village
(4) County
(5) State
(6) Other (specify): _____

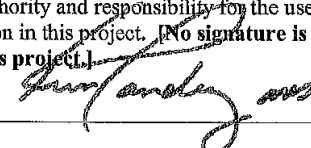
5. **Federal Tax ID Number (Nine Digit Number).** VF 59-6000708 _____

6. **EMS License Number:** 3703 **Type:** Transport Non-transport Both

7. **Number of permitted vehicles by type:** _____ BLS; 40 ALS Transport; _____ ALS non-transport.

8. **Type of Service (check one):** Rescue; Fire; Third Service (County or City Government, non-fire);
 Air ambulance; Fixed wing; Rotowing; Both; Other (specify) _____.

9. **Medical Director of licensed EMS provider:** If this project is approved, I agree by signing below that I will affirm my authority and responsibility for the use of all medical equipment and/or the provision of all continuing EMS education in this project. [No signature is needed if medical equipment and professional EMS education are not in this project.]

Signature:  Date: 02-01-2024

Print/Type: Name of Director Kim Lsndry M.D.

FL Med. Lic. No. ME63901

Note: All organizations that are not licensed EMS providers must obtain the signature of the medical director of the licensed EMS provider responsible for EMS services in their area of operation for projects that involve medical equipment and/or continuing EMS education.

If your activity is a research or evaluation project, omit Items 10, 11, 12, 13, and skip to Item Number 14. Otherwise, proceed to Item 10 and the following items.

10. **Justification Summary:** Provide on no more than three one sided, double spaced pages a summary addressing this project, covering each topic listed below.

A) Problem description (Provide a narrative of the problem or need).
B) Present situation (Describe how the situation is being handled now).
C) The proposed solution (Present your proposed solution).
D) Consequences if not funded (Explain what will happen if this project is not funded).
E) The geographic area to be addressed (Provide a narrative description of the geographic area).
F) The proposed time frames (Provide a list of the time frame(s) for completing this project).
G) Data Sources (Provide a complete description of data source(s) you cite).
H) Statement attesting that the proposal is not a duplication of a previous effort (State that this project doesn't duplicate what you've done on other grant projects under this grant program).

DH FORM 1767 [2013]

10. A) Leon County EMS (LCEMS) serves a population of 299,484 according to the United States Census Bureau with an additional surge population of 80,100 students between two Universities, a community college, and other colleges. Also, the Florida Legislature brings in approximately 20,000 surge visitors to Leon County each year. LCEMS is the only 911 transporting agency for Leon County. According to our public education records, LCEMS trained 1,740 people in cardiopulmonary resuscitation (CPR) from 1/1/23 until 12/31/23. In the past five years LCEMS has trained 6,343 people in CPR and with CPR Anytime kits, we believe that several thousand more have been trained. What is needed is an effort to push the benefits of CPR forward to a focused group of individuals to highlight the benefits and ease of learning of the program. One of the groups identified by LCEMS as a large local population and needing CPR training is in the workplace in Leon County. This group would include city and county offices, state offices, private businesses, restaurants, hotels, and more. Heart disease is one of the number one killers in the United States and is more deadly than all forms of cancer combined. According to LCEMS run report records (EMSTARS) of cardiac arrests in Leon County including skilled nursing facilities, 64.2% received CPR before EMS arrival. This is a significant increase over previous years, and we attribute the increase to previous efforts to train Leon County citizens in CPR. Only 31.7% was considered bystander CPR before EMS arrival. **B)** Currently we offer CPR to anyone in the community that asks for it; however, there is no funding to advertise or put on focused training to attract attention to this issue. We visit churches, County offices, senior centers, neighborhood associations, and business organizations; however more people need to learn to perform this lifesaving technique. From 2019 to

2023 LCEMS trained 6,343 people in CPR. In reviewing our cardiac arrest records for 2023 on the population, it was determined that even with previous CPR training, only 64.2% of those cardiac arrests had someone performing CPR upon EMS arrival. This figure includes all nursing and medical facilities that we service and first responders.. The percentage of times that people in the general public are performing CPR on a cardiac arrest victim is still very low, 31.7%. While this is an improvement, this figure needs to be enhanced to improve cardiac arrest outcomes. C) The proposed solution is for EMS to be the lead agency in the community to highlight the benefits and ease of learning CPR in the community. This would be accomplished by focusing CPR training at events at a public venue such as an auditorium, or civic center, with advertising, local celebrity participation, CPR kits, and promotional items that are focused on the workplace population in Leon County. LCEMS would coordinate a variety of law enforcement, fire department, hospitals, private industry, American Heart Association (AHA), Florida State University, Florida A & M University, Tallahassee Community College, state workers, church congregations, and community participation to make the event a truly interactive event between all workers and the public. We would promote the AHA Friends and Family CPR Anytime program which consists of a training module that includes CPR instructions and a manikin. Training in this AHA program requires only 30 minutes of instruction. The idea is for workers, families, and others to come to the rally and learn CPR from AHA certified instructors and then to take the manikin with them and teach at least three other people they know. LCEMS will provide CPR Anytime kits for over 1,000 people over the course of the year with the agreement that they train at least three other people in CPR for a total of over 4,000 people trained in

CPR. We would attract people to the event with the training, free CPR kits, meeting local celebrities, and free promotional items. Participating agencies will set up booths to demonstrate their community functions and provide other handouts and support for the event. The grant will pay for all the expenses of putting this program on. LCEMS will provide all the labor in putting this event together including coordination and providing instructors. In addition, we would anticipate that LCEMS will provide some direct CPR classes for different workplace organizations. Training workers provides basic life-saving skills, a rapid response in the workplace, improved safety culture, decreased liability, enhanced teamwork, positive employee engagement, a positive community impact, and increased survival rates. **D)** The consequences if not funded would be a continued lack of CPR being performed at cardiac arrests and no improvement in cardiac arrest outcomes in the community. There is no other funding for events of this size. If we are not funded, we will continue with our current CPR program. **E)** The geographic area that will be impacted by this project is Leon County in the Panhandle of Florida. Leon County is 702 square miles and borders Georgia, halfway between Jacksonville and Pensacola. **F)** The time frame is to select a site within 60 days. Order the equipment within 60 days. Set a date and have the event within 12 months of receiving the grant. **G)** Data sources are: 1) LCEMS run reporting software and Public Education records, 2) The American Heart Association. **H)** This grant proposal does not duplicate any previous efforts or duplicate any previous grant projects. Previous grants for CPR training were focused in 2012 on high school students, in 2013 on minority populations, in 2014 women, in 2015 the elderly and their caretakers, in 2016 state workers, congregations in churches in 2017, restaurant and hotel staff in 2018, middle

school students and different youth in 2019, college students in 2020, veterans in 2022,
and adult and youth sports organizations in 2023.

Next, only complete one of the following: Items 11, 12, 13 or 14. Read all four and then select and complete the one that pertains the most to the preceding Justification Summary. Note that on all, that credible before-after differences for emergency victim data are the highest scoring items on the Matching Grants Evaluation Worksheet used by reviewers to evaluate your application form.

11. Outcome For Projects That Provide or Effect Direct Services To Emergency Victims: This may include vehicles, medical and rescue equipment, communications, navigation, dispatch, and all other things that impact upon on-site treatment, rescue, and benefit of emergency victims at the emergency scene. Use no more than two additional one-sided, double-spaced pages for your response. Include the following.

- A) Quantify what the situation has been in the most recent 12 months for which you have data (include the dates). The strongest data will include numbers of deaths and injuries during this time.
- B) In the 12 months after this project's resources are on-line, estimate what the numbers you provided under the preceding "(A)" should become.
- C) Justify and explain how you derived the numbers in (A) and (B), above.
- D) What other outcome of this project do you expect? Be quantitative and explain the derivation of your figures.
- E) How does this integrate into your agency's five-year plan?

12. Outcome For Training Projects: This includes training of all types for the public, first responders, law enforcement personnel, EMS, and other healthcare staff. Use no more than two additional one-sided, double-spaced pages for your response. Include the following:

- A) How many people received the training this project proposes in the most recent 12-month time period for which you have data (include the dates).
- B) How many people do you estimate will successfully complete this training in the 12 months after training begins?
- C) If this training is designed to have an impact on injuries, deaths, or other emergency victim data, provide the impact data for the 12 months before the training and project what the data should be in the 12 months after the training.
- D) Explain the derivation of all figures.
- E) How does this integrate into your agency's five-year plan?

13. Outcome For Other Projects: This includes quality assurance, management, administrative, and other. Provide numeric data in your responses, if possible, that bear directly upon the project and emergency victim deaths, injuries, and/or other data. Use no more than two additional one-sided, double-spaced pages for your response. Include the following.

- A) What has the situation been in the most recent 12 months for which you have data (include the dates)?
- B) What will the situation be in the 12 months after the project services are on-line?
- C) If this project is designed to have an impact on injuries, deaths, or other emergency victim data, provide the impact data for the 12 months before the project and what the data should be in the 12 months after the project.
- D) Explain the derivation of all numbers.
- E) How does this integrate into your agency's five-year plan?

12) A) According to our run reporting software from 1/01/23 to 12/31/23, 64.08% of all cardiac arrest patients in Leon County attended to by LCEMS had CPR being performed at the time of EMS arrival. Only 31.7% of patients had CPR performed by the general public. During the same time period LCEMS trained 1,740 people in CPR. With such a low incidence of CPR being performed by the public on patients prior to EMS arrival, awareness and training needs to take place with workplace employees, their families and the community to improve the rate of CPR being performed on cardiac arrest patients and improvement of overall cardiac arrest outcomes. **B)** In the 12 months after implementation of the grant we will continue to provide regular CPR training and we expect to continue to train over 1,000 people with that program. With the addition of the workplace employees and their families using the CPR Anytime Program, we anticipate that we will train an additional 4,000 people in CPR in that 12-month period for a total of over 5,000 people trained. This includes the three people that each person agrees to teach by taking the CPR Anytime Program Kit. **C)** The data numbers in part A above were derived from our run reporting software and our public education records and are the actual figures for that year. The data estimates in part B above are based on estimates from the AHA and our agency that have provided a similar program in the past. This will occur by increasing the number of cardiac arrest patients we see that have CPR being performed prior to our arrival. We anticipate that this will improve cardiac arrest outcomes by at least 20%. **D)** We have the actual data for last year which shows how many people were trained in CPR and how many people were actually providing CPR to patients upon EMS arrival. It is logical to assume that with more CPR training provided and more in the community aware of the value of providing CPR, that we will see an increase of people performing CPR on cardiac arrest prior to our arrival. This should translate to improved patient outcomes overall. The 20% is an estimate, but

we of course hope that we will have better results. E) This integrates into our 5 years plan by improving our care for patients in the field and improving overall patient outcomes. This also fits into our plan to increase the numbers of CPR trained citizens in the community and expand our involvement in the community. In general, this promotes EMS in a positive manner throughout the county.

Skip Item 14 and go to Item 15, unless your project is research and evaluation and you have not completed the preceding Justification Summary and one outcome item.

14. Research and Evaluation Justification Summary, and Outcome: You may use no more than three additional one-sided, double spaced pages for this item.

- A) Justify the need for this project as it relates to EMS.
- B) Identify (1) location and (2) population to which this research pertains.
- C) Among population identified in 14(B) above, specify a past time frame, and provide the number of deaths, injuries, or other adverse conditions during this time that you estimate the practical application of this research will reduce (or positive effect that it will increase).
- D) (1) Provide the expected numeric change when the anticipated findings of this project are placed into practical use.
(2) Explain the basis for your estimates.
- E) State your hypothesis.
- F) Provide the method and design for this project.
- G) Attach any questionnaires or involved documents that will be used.
- H) If human or other living subjects are involved in this research, provide documentation that you will comply with all applicable federal and state laws regarding research subjects.
- I) Describe how you will collect and analyze the data.

ALL APPLICANTS MUST COMPLETE ITEM 15.

15. Statutory Considerations and Criteria: The following are based on s. 401.113(2)(b) and 401.117, F.S. Use no more than one additional double-spaced page to complete this item. Write N/A for those things in this section that do not pertain to this project. Respond to all others.

Justify that this project will:

- A) Serve the requirements of the population upon which it will impact.
- B) Enable emergency vehicles and their staff to conform to state standards established by law or rule of the department.
- C) Enable the vehicles of your organization to contain at least the minimum equipment and supplies as required by law, rule, or regulation of the department.
- D) Enable the vehicles of your organization to have, at a minimum, a direct communications linkup with the operating base and hospital designated as the primary receiving facility.
- E) Enable your organization to improve or expand the provision of:
 - 1) EMS services on a county, multi county, or area wide basis.
 - 2) Single EMS provider or coordinated methods of delivering services.
 - 3) Coordination of all EMS communication links, with police, fire, emergency vehicles, and other related services.

15) A) This project will serve the requirements of the population we respond to by improving outcomes for patients.

B) This grant will help our agency meet the requirements of the Florida Department of Health Emergency Medical Services State Plan 2016-2021 Goal 2, Strategic Priority 2.2 Clinical and Operational Performance, Strategy – Improve Patient Care Quality and Outcomes, A. Increase the percent of non-traumatic cardiac arrest patients who receive bystander CPR from 7% to 20% and B. Increase the percentage of non-traumatic cardiac arrest patients who develop a return of spontaneous circulation, both prehospital and upon arrival to ED from 16.32% to 20.34%.

C) N/A

D) N/A

E) This grant will improve EMS on a countywide basis by improving overall patient outcome, ROSC, and patient walk out rates.

16. **Work activities and time frames:** Indicate the major activities for completing the project (use only the space provided). Be reasonable, most projects cannot be completed in less than six months and if it is a communications project, it will take about a year. Also, if you are purchasing certain makes of ambulances, it takes at least nine months for them to be delivered after the bid is let.

<i>Work Activity</i>	<i>Number of Months After Grant Starts</i>	
	<i>Begin</i> _____	<i>End</i> _____
Select date and location	Month 0	Month 2
Put on CPR programs	Month 2	Month 12

17. **County Governments:** If this application is being submitted by a county agency, describe in the space below why this request cannot be paid for out of funds awarded under the state EMS county grant program. Include in the explanation why any unspent county grant funds, which are now in your county accounts, cannot be allocated in whole or part for the costs herein.

All county grant funds have been used to purchase vital equipment to be used on EMS units for patient care. No funding is available for this project.

18. Budget:		
Salaries and Benefits: For each position title, provide the amount of salary per hour, FICA per hour, fringe benefits, and the total number of hours.	Costs	Justification: Provide a brief justification why each of the positions and the numbers of hours are necessary for this project.
TOTAL:	\$ 0.00	Right click on 0.00 then left click on "Update Field" to calculate Total

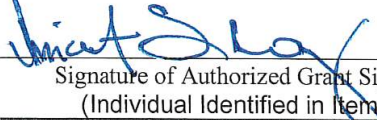
Expenses: These are travel costs and the usual, ordinary, and incidental expenditures by an agency, such as, commodities and supplies of a consumable nature, <u>excluding</u> expenditures classified as operating capital outlay (see next category).	Costs: List the price and source(s) of the price identified.	Justification: Justify why each of the expense items and quantities are necessary to this project.
1000 Family and Friends CPR Anytime Kits	\$32,000.00 Quote from AHA	One CPR Anytime Kit with manikin for each participant
Facilities rent	\$4,000.00 Quote from Civic	Location for event
Food	\$1,000.00	Food for event
Promotional items and advertising	\$8,500.00 Previous experience	Promotional items for participants and advertising for the event
Audio visual	\$2,000.00	Video and sound system for training
TOTAL:	\$47,500.00	Right click on 0.00 then left click on "Update Field" to calculate Total

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Vehicles, equipment, and other operating capital outlay means equipment, fixtures, and other tangible personal property of a non- consumable and non-expendable nature, <u>and</u> the normal expected life of which is 1 year or more.	Costs: List the price of the item and the source(s) used to identify the price.	Justification: State why each of the items and quantities listed is a necessary component of this project.
TOTAL:	<u>\$ 0.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total

State Amount (Check applicable program)		
<input checked="" type="checkbox"/> Matching: 75 Percent	<u>\$35,625.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total
<input type="checkbox"/> Rural: 90 Percent	<u>\$0.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total
Local Match Amount (Check applicable program)		
<input checked="" type="checkbox"/> Matching: 25 Percent	<u>\$11,875.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total
<input type="checkbox"/> Rural: 10 Percent	<u>\$ 0.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total
Grand Total	<u>\$47,500.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total

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19. <u>Certification:</u>	
My signature below certifies the following.	
I am aware that any omissions, falsifications, misstatements, or misrepresentations in this application may disqualify me for this grant and, if funded, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I certify that to the best of my knowledge and belief all of the statements contained herein and, on any attachments, are true, correct, complete, and made in good faith.	
I agree that any and all information submitted in this application will become a public document pursuant to Section 119.07, F.S. when received by the Florida Bureau of EMS. This includes material which the applicant might consider to be confidential or a trade secret. Any claim of confidentiality is waived by the applicant upon submission of this application pursuant to Section 119.07, F.S., effective after opening by the Florida Bureau of EMS.	
I accept that in the best interests of the State, the Florida Bureau of EMS reserves the right to reject or revise any and all grant proposals or waive any minor irregularity or technicality in proposals received, and can exercise that right.	
I, the undersigned, understand and accept that the Notice of Matching Grant Awards will be advertised in the <i>Florida Administrative Weekly</i> , and that 21 days after this advertisement is published I waive any right to challenge or protest the awards pursuant to Chapter 120, F.S.	
I certify that the cash match will be expended between the beginning and ending dates of the grant and will be used in strict accordance with the content of the application and approved budget for the activities identified. In addition, the budget shall not exceed, the department, approved funds for those activities identified in the notification letter. No funds count towards satisfying this grant if the funds were also used to satisfy a matching requirement of another state grant. All cash, salaries, fringe benefits, expenses, equipment, and other expenses as listed in this application shall be committed and used for the activities approved as a part of this grant.	
Acceptance of Terms and Conditions: If awarded a grant, I certify that I will comply with all of the above and also accept any attached grant terms and conditions and acknowledge this by signing below.	
 Signature of Authorized Grant Signer (Individual Identified in Item 2)	MM / DD / YY 02 / 12 / 21

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THE TOP PART OF THE FOLLOWING PAGE MUST ALSO BE COMPLETED AND SIGNED.

FLORIDA DEPARTMENT OF HEALTH
EMERGENCY MEDICAL SERVICES (EMS) GRANT UNIT

REQUEST FOR GRANT FUND DISTRIBUTION

In accordance with the provisions of section 401.113(2) (a), *Florida Statutes*, the undersigned hereby requests an EMS grant fund distribution for the improvement and expansion of pre-hospital EMS.

DOH Remit Payment To:

A finance person in your organization who does business with the state should provide the address and corresponding 9 and 3 digit numbers of this part of the form, but it should be signed by the person identified in Item 2, 1st application page.

Name of Agency: Leon County

Address in State: 301 South Monroe Street

Financial System Tallahassee, FL 32301

Federal 9-digit Identification number: 59-6000708 3-digit seq. code 124

Authorized Official:  2/20/24
Signature Date

Vincent Long, County Administrator
Type or Print Name and Title

Sign and return this page with your application to:

Florida Department of Health
Emergency Medical Services Unit, Grants
4052 Bald Cypress Way, Bin A-22
Tallahassee, Florida 32399-1722

Do not write below this line. For use by State Emergency Medical Services Section

Grant Amount for State to Pay: \$ _____ Grant ID: Code: _____

Approved By: _____
Signature of State EMS Unit Supervisor Date

Approved By: _____
Signature of Contract Manager Date

State Fiscal Year: 2023 - 2024

<u>Organization Code</u>	<u>E.O.</u>	<u>OCA</u>	<u>Object Code</u>	<u>Category</u>
64-61-70-30-000	03	SF003	751000	059999

Federal Tax ID: VF _____ Seq. Code: _____

Grant Beginning Date: _____ Grant Ending Date: _____

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M2437
Leon County

**MEMORANDUM OF AGREEMENT
BETWEEN
The FLORIDA DEPARTMENT OF HEALTH
And
Leon County**

This Memorandum of Agreement "Agreement" for the Emergency Medical Services Matching Grant, is entered into between the Florida Department of Health "Department", and Leon County "Grantee", each a "Party" and jointly referred to as the "Parties". In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

SECTION I: DEFINITIONS

A. Definition of Terms:

- 1) Quarter: A three-month period of the executed agreement. The quarters for this Agreement are July through September (Quarter One); October through December (Quarter Two); January through March (Quarter Three); and April through June (Quarter Four).
- 2) Emergency Medical Services (EMS): A system that responds to emergencies in need of highly skilled pre-hospital clinicians.
- 3) Emergency Medical Services Matching Grant: Grant funds available to local agencies, municipalities, emergency medical services organizations, and youth athletic organizations for the purpose of conducting research, increasing existing levels of emergency medical services, evaluation, community education, injury prevention programs, and training in cardiopulmonary resuscitation and other lifesaving and first aid techniques that are contingent upon the recipient providing a matching cash sum.
- 4) Grantee: A local agency, municipality, EMS organization, or youth athletic organization for which the Department has approved an application for an Emergency Medical Services Matching Grant.

SECTION II: GENERAL TERMS AND CONDITIONS

- A. General Statement: The Grantee will receive \$46,500.00 from General Appropriation 517 of the 2024-2025 Appropriations Act Laws of Florida," Grants and Aids – Emergency Medical Services Matching Grants from Emergency Medical Services Trust Fund."
- B. Legal Authority: This Agreement is made pursuant to the Specific Appropriation Line item 517, 2024-2025 Appropriations Act and Section 401.111, Florida Statutes.
- C. Entire Agreement: This Agreement embodies the entire Agreement and understanding between the Parties, on the subject hereof.

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- D. Term: The term of this Agreement is December 1, 2024 to May 31, 2025, or upon completion of the approved Project, whichever is sooner.

SECTION III: PROPERTY AND EQUIPMENT

- A. Property and equipment are defined as non-expendable, tangible property having a useful life of more than one year with a cost of \$5,000.00 or more.
1. All property and equipment purchased with Emergency Medical Services Matching Grant funds must be:
 - a. Necessary to carry out the approved project;
 - b. Justified and pre-approved by the Department;
 - c. Inventoried and tracked throughout the grant period; and
 - d. Protected with sufficient insurance and security safeguards.
- B. All approved property and equipment must be purchased and received prior to the last three months of the grant period unless prior written approval from the Department has been obtained.
- C. All equipment purchased with grant funds is the property of the grantee, and is subject to Chapter 273, Florida Statutes, dealing with state-owned tangible personal property and the disposition thereof. For research institutions not covered under Chapter 1000, Florida Statutes, equipment no longer deemed to be useful will remain state property and must be transferred or donated to a state agency or public university for redistribution or disposition.

SECTION IV: SERVICES TO BE PROVIDED

- A. Task List: Grantee will perform the following tasks:
- 1) Ensure the following tasks are performed as needed:
 - a. Grantee must complete the project as specified in the Department approved Emergency Medical Services Matching Grant Program application (Attachment A hereinafter referred to as the "Project").
 - b. Grantee will obtain all supplies, services, and labor for use in the performance of this MOA at the lowest practicable cost and by means of competitive bidding wherever practicable or required by Florida law.
 - c. Provide a quarterly report to the Department outlining all items that were purchased during the quarter, as well as any remaining items to be purchased during the contract term.

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SECTION V: DELIVERABLES AND METHOD OF PAYMENT

A. Deliverables: Grantee must complete and submit the following deliverable in the time and manner specified:

- 1) Quarterly: The Grantee must provide a quarterly report, reflecting all purchases made in accordance with the approved Attachment A, to the Department demonstrating progress toward completion of the Project as specified in the Department approved Attachment A.

B. Method of Payment:

- 1) Payment: This is a 100% advance payment.
- 2) Reporting Requirements: Grantee must submit a properly completed quarterly report to the Agreement Manager within 15 days of the end of each quarter. At a minimum, each report must be submitted on Grantee's letterhead, provide the invoice date, and all activities completed during the invoice period. On a separate page, the Grantee must provide the following:
 - a) Beginning budget amount;
 - b) Amount spent year to date;
 - c) Amount remaining in budget;
 - d) Statement certifying the accuracy of the invoice; and
 - e) Signature of an individual with the authority to bind the Grantee.

3) Matching of State Funds

Funds received from the Department for this grant shall not be used as Matching Funds for any Projects.

C. Special Provisions:

- 1) Allowable Costs: The Grantee may expend funds only for allowable costs resulting from obligations incurred during the Agreement term. Allowable costs are those that are related to the approved Attachment A.
- 2) Return of Funds: Any balance of unobligated funds advanced or paid, or funds that were not expended in accordance with the Attachment A, must be refunded to the Department within three months of the grant end date.
- 3) Monitoring: The Grantee must permit persons duly authorized by the Department to inspect any records, papers, documents, facilities, or goods and services of the Grantee that are relevant to this grant, and interview any clients, sub-contractors, and employees of the Grantee to assure the Department of satisfactory performance of the Terms and Conditions of this grant. Monitoring

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may take place at any time during the grant period or records retention period, with reasonable advance notice, during normal business hours. Following such evaluation, the Department may deliver to Grantee a written report of its findings and may include written recommendations with regard to Grantee's performance of the Terms and Conditions of this grant. Grantee will correct all noted deficiencies identified by the Department within the specified period of time set forth in the recommendations. Grantee's failure to correct noted deficiencies may, at the sole and exclusive discretion of the Department, result in any one or a combination of the following: 1) Grantee being deemed in breach or default of this Agreement; 2) the termination of this grant.

- 4) Duties of Designated Grant Manager: The Grant Manager designated by the Department shall reconcile and verify all funds received against all funds expended during the term of this Agreement period and produce a final reconciliation report. The final report for this project must identify any funds paid in excess of the expenditures incurred by the Grantee or Sub-recipient.
- 5) Sovereign Immunity: Pursuant to section 768.28, Florida Statutes, the Department is immune from civil or criminal liability resulting from acts or omissions of the Grantee and the Grantee's agents, employees, or assigns.
- 6) Governing Law and Venue: This Agreement is executed and entered into in the State of Florida and will be construed and performed under the laws, rules, and regulations of the State of Florida. Venue must be in Leon County, Florida to the exclusion of all other jurisdictions.
- 7) Indemnification: Grantee will be liable for, and indemnify, defend, and hold the Department harmless from and against all claims, demands, suits, judgments, or damages, including, but not limited to, court costs and attorneys' fees and damages resulting from personal injury, including death or damage to property, arising out of the negligence, intentional or unintentional acts or omissions of the Grantee, and the Grantee's agents, assignees, sub-contractors, and employees, that may arise during the course of the operation of this Agreement, or that arise out of or relating to the subject property, the Project, or the use of grant money.
- 8) Modification: This Agreement may only be amended in writing and upon mutual agreement by the Parties.
- 9) Termination:
 - a) Termination Because of Lack of Funds: It is agreed that in the event funds to finance this Agreement, or part of this Agreement, become unavailable, the obligations of each Party, hereunder may be terminated upon no less than 24 hours' notice in writing to the other Party. Said notice will be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Department will be the final authority as to the availability of state funds, and how any remaining funds will be allocated among Grantees.

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- b) Termination for Breach: Unless the Grantee's breach is excused by the Department, the Department may provide written notice to the Grantee specifically setting forth the breach and allow a 30-calendar day period whereby the Grantee may cure any such breach. The Department may terminate any part or the whole of this Agreement in any of the following circumstances:
 - i. If Grantee fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - ii. If Grantee fails to perform any of the other provisions of this Agreement.
 - iii. Except as set forth above, termination will be upon no less than 24 hours' notice in writing delivered by certified mail, return receipt requested, or in person with proof of delivery.
- c) All provisions of this Agreement that were not terminated, amended, or modified will remain in full effect and Grantee will continue performance under any remaining provisions.
- d) After receipt of a notice of termination, and except as otherwise directed in writing, the Grantee will:
 - i. Stop work under this Agreement on the date and to the extent specified in the notice of termination and take any other actions as directed in writing from the Department.
 - ii. Place no further orders or contracts for materials, services, or facilities except as may be necessary for completion of such portion of work under the Agreement as is not terminated.
 - iii. Terminate all outstanding orders and contracts to the extent that they relate to the performance of work under this Agreement.
 - iv. Prepare all necessary reports and documents required under the terms of this Agreement. Documents must be prepared up to the date of termination and include the final report due upon completion of this Agreement. The Department will provide no additional funds for administrative fees or for the completion of final reports after the date of termination.
 - v. Notwithstanding anything to the contrary set forth herein, upon termination of this Agreement, the Grantee may continue work on the Project that is the subject of this MOA so long as such work is funded by sources other than the Department.
- 10) Notice: Any notices given by either party to the other party under this Agreement will be in writing and sent either: via email to the designated email address, by overnight courier, with a verified receipt; or by registered or certified United

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States Mail, postage prepaid. Either party's specified point of contacts may be changed by notifying the other party a minimum of one week prior to such change. Notice will be deemed sufficiently given upon receipt at the following addresses:

Department: Doug Woodlief
Director, Division of Emergency Preparedness and Community Support
4052 Bald Cypress Way, Bin A-26
Tallahassee, FL 32399
Doug.Woodlief@flhealth.gov

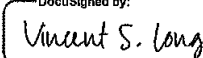
Grantee: Vincent Long, County Administrator
301 South Monroe Street
Tallahassee, FL 32301
longv@leoncountyfl.gov

- 11) Cooperation with Inspectors General: To the extent applicable, the Parties will cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to section 20.055(5), Florida Statutes.
- 12) Public Records: The Grantee must keep and maintain public records, as defined in Chapter 119, Florida Statutes that are required by the Department to perform the services required by the grant. Questions regarding the application of Chapter 119, Florida Statutes, and its duty to provide public records relating to this Agreement, contact the custodian of public records at (850) 245-4005, PublicRecordsRequest@flhealth.gov or 4052 Bald Cypress Way, Bin A02, Tallahassee, FL 32399.

SECTION V: AUTHORIZATION

IN WITNESS THEREOF, the Parties hereto have caused this 6-page Agreement to be executed by their undersigned, duly authorized, officials:

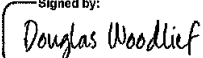
Grantee: Leon County

DocuSigned by:


 Name: Vincent Long
 Title: County Administrator

Date: 12/12/2024

Florida Department of Health

Signed by:


 Name: Doug Woodlief
 Title: Director, Division of Emergency Preparedness and Community Support

Date: 12/12/2024



EMS MATCHING GRANT APPLICATION

**FLORIDA DEPARTMENT OF HEALTH
Emergency Medical Services Program**

Complete all items unless instructed differently within the application

Type of Grant Requested: Rural Matching

ID. Code (The State Bureau of EMS will assign the ID Code – (leave this blank) _____)

1. Organization Name: Leon County Emergency Medical Services	
2. Grant Signer: (The applicant signatory who has authority to sign contracts, grants, and other legal documents. This individual must also sign this application) Name: Vincent Long	
Position Title: County Administrator	
Address: 301 South Monroe Street	
City: Tallahassee	County: Leon
State: Florida	Zip Code: 32301
Telephone: 850-606-5302	Fax Number: 850-606-5303
E-Mail Address: longv@leoncountyfl.gov	

3. Contact Person: (The individual with direct knowledge of the project on a day-to-day basis and responsibility for the implementation of the grant activities. This person may sign project reports and may request project changes. The signer and the contact person may be the same.) Name: Mac Kemp	
Position Title: Deputy Chief of Clinical Affairs	
Address: 911 Easterwood Drive	
City: Tallahassee	County: Leon
State: Florida	Zip Code: 32311
Telephone: 850-606-2100	Fax Number: 850-606-2101
E-Mail Address: kempm@leoncountyfl.gov	

4. **Legal Status of Applicant Organization (Check only one response):**

- (1) Private Not for Profit [Attach documentation-501 (3) ©]
- (2) Private for Profit
- (3) City/Municipality/Town/Village
- (4) County
- (5) State
- (6) Other (specify): _____

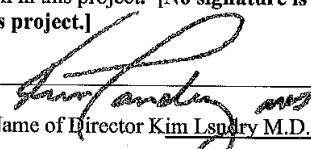
5. **Federal Tax ID Number (Nine Digit Number).** VF 59-6000708 _____

6. **EMS License Number:** 3703 **Type:** Transport Non-transport Both

7. **Number of permitted vehicles by type:** _____ BLS; 40 ALS Transport; _____ ALS non-transport.

8. **Type of Service (check one):** Rescue; Fire; Third Service (County or City Government, non-fire);
 Air ambulance; Fixed wing; Rotowing; Both; Other (specify) _____.

9. **Medical Director of licensed EMS provider:** If this project is approved, I agree by signing below that I will affirm my authority and responsibility for the use of all medical equipment and/or the provision of all continuing EMS education in this project. [No signature is needed if medical equipment and professional EMS education are not in this project.]

Signature:  Date: 02-01-2024

Print/Type: Name of Director Kim Lsndry M.D.

FL Med. Lic. No. ME63901

Note: All organizations that are not licensed EMS providers must obtain the signature of the medical director of the licensed EMS provider responsible for EMS services in their area of operation for projects that involve medical equipment and/or continuing EMS education.

If your activity is a research or evaluation project, omit Items 10, 11, 12, 13, and skip to Item Number 14. Otherwise, proceed to Item 10 and the following items.

10. **Justification Summary:** Provide on no more than three one sided, double spaced pages a summary addressing this project, covering each topic listed below.

- A) Problem description (Provide a narrative of the problem or need).
- B) Present situation (Describe how the situation is being handled now).
- C) The proposed solution (Present your proposed solution).
- D) Consequences if not funded (Explain what will happen if this project is not funded).
- E) The geographic area to be addressed (Provide a narrative description of the geographic area).
- F) The proposed time frames (Provide a list of the time frame(s) for completing this project).
- G) Data Sources (Provide a complete description of data source(s) you cite).
- H) Statement attesting that the proposal is not a duplication of a previous effort (State that this project doesn't duplicate what you've done on other grant projects under this grant program).

10. A. Leon County EMS (LCEMS) responded to 55,743 calls for service from 1/1/23 to 12/31/23 according to LCEMS computer assisted dispatch (CAD) records and electronic patient care records. LCEMS serves a population of 299,484 people according to the US Census Bureau with an additional population of approximately 80,100 students between two Universities and other colleges. Also, the Florida Legislature brings in approximately 20,000 surge visitors to Leon County each year. LCEMS is the only 911 transporting agency for Leon County. Leon County has been designated a Heart Ready County as certified by the American Heart Association. LCEMS is the lead agency in the Leon County/Tallahassee Heart Ready Coalition which represents most health and response agencies in Leon County. LCEMS also tracks Automated External Defibrillators (AED's) in the community in our computer assisted dispatch system for easy identification of device locations and pre-arrival instructions in AED use for callers. LCEMS would like to expand the availability of AED's in the community, particularly in commercial venues in Leon County. LCEMS has partnered with local government entities, Tallahassee Area Chamber of Commerce, and the American Heart Association (AHA) to identify gyms, sports venues, and other public places that are interested in obtaining and installing an AED on their premises. LCEMS will coordinate all grant and purchase activities and businesses, governments, or other entities will pay the matching fund portion of each AED obtained. In addition, each business, government, or other entity will have the option to purchase an additional AED for a non-profit agency that cannot afford one for themselves. Many times, businesses and other entities cannot afford the cost of an AED. Providing grant incentives will encourage commercial venues and other entities to do the right thing and provide AED's in their buildings and for non-

profit agencies that cannot afford one. AED's of course are highly recommended by the American Heart Association. With a six-minute average response time, the first few minutes of an emergency are in the hands of bystanders. About 40% of victims of out-of-hospital cardiac arrests are initially in ventricular fibrillation (VF). The treatment of VF is CPR integrated with the use of an AED. This is listed in the AHA's "Chain of Survival". The problem is that more AED's are needed in the community. Total AED use before EMS arrival in Leon County on cardiac arrest patients in 2023 was 16.8%. While this number is improving, we feel we can still improve this number and increase Leon County survival rates. **B.** Last year in Leon County AED's were used several times before EMS arrival out of over 400 cardiac arrest cases. Currently LCEMS tracks AED's that have been registered with us. Many are in State, County, and City buildings. There are some businesses in the community that have purchased and registered AED's with us. Unfortunately, many gyms, sports venues, and other public places cannot afford an AED. Also, many gyms, sporting venues, and other public places have no funding for an AED, even though many of them have high traffic in their facilities. LCEMS currently provides CPR and AED training for many agencies in the community but is not funded to provide the AED devices. More AED's distributed throughout the community will increase the chance of saves after cardiac arrest. **C.** LCEMS has developed a list of gyms, sporting venues, and other public places that would like to have an AED at their location. The proposed solution is to provide these gyms, sporting venues, and other public places with an AED and register those AED's with LCEMS in the CAD. AED training will be provided, and AED use will be tracked with patient outcomes. **D.** Without grant funding, there will be no improvement in Leon County's resuscitation rates for

victims of cardiac arrest. Unfortunately, there are no funds available for this equipment and it cannot be purchased otherwise. **E.** The geographic area that will be impacted by this project is Leon County in the Panhandle of Florida. Leon County is 702 square miles and borders Georgia, halfway between Jacksonville and Pensacola. Leon County has a resident population of 299,484 people with an additional student population of 80,100. Leon County EMS is the largest EMS agency in the panhandle area of Florida and provides advanced life support backup to many of the small counties that surround it. **F.** If funded; we expect to select a vendor within 60 days of receiving the grant and begin the purchase process. After receipt of the devices, we expect to complete training and have the devices installed within the 12-month grant period. **G.** Data sources: 1) LCEMS run report data and the LCEMS's internal management system for cardiac arrest data using CARES from 01-01-2023 until 12-31-2023, American Heart Association Guidelines for cardiopulmonary resuscitation and emergency cardiovascular care. **H.** This grant does not duplicate any previous effort or duplicate any previous grant projects. A previous grant for AED's was successfully submitted in 2009 and 2012, 2014, 2015, 2017, and 2023 for AED's for businesses, non-profit entities, churches, restaurants, large gathering places, and facilities with large public venues.

Next, **only complete one of the following:** Items 11, 12, 13 or 14. Read all four and then select and complete the one that pertains the most to the preceding Justification Summary. Note that on all, that credible before-after differences for emergency victim data are the highest scoring items on the Matching Grants Evaluation Worksheet used by reviewers to evaluate your application form.

11. Outcome For Projects That Provide or Effect Direct Services To Emergency Victims: This may include vehicles, medical and rescue equipment, communications, navigation, dispatch, and all other things that impact upon on-site treatment, rescue, and benefit of emergency victims at the emergency scene. Use no more than two additional one-sided, double-spaced pages for your response. Include the following.

- A) Quantify what the situation has been in the most recent 12 months for which you have data (include the dates). The strongest data will include numbers of deaths and injuries during this time.
- B) In the 12 months after this project's resources are on-line, estimate what the numbers you provided under the preceding "(A)" should become.
- C) Justify and explain how you derived the numbers in (A) and (B), above.
- D) What other outcome of this project do you expect? Be quantitative and explain the derivation of your figures.
- E) How does this integrate into your agency's five-year plan?

12. Outcome For Training Projects: This includes training of all types for the public, first responders, law enforcement personnel, EMS, and other healthcare staff. Use no more than two additional one-sided, double-spaced pages for your response. Include the following:

- A) How many people received the training this project proposes in the most recent 12-month time period for which you have data (include the dates).
- B) How many people do you estimate will successfully complete this training in the 12 months after training begins?
- C) If this training is designed to have an impact on injuries, deaths, or other emergency victim data, provide the impact data for the 12 months before the training and project what the data should be in the 12 months after the training.
- D) Explain the derivation of all figures.
- E) How does this integrate into your agency's five-year plan?

13. Outcome For Other Projects: This includes quality assurance, management, administrative, and other. Provide numeric data in your responses, if possible, that bear directly upon the project and emergency victim deaths, injuries, and/or other data. Use no more than two additional one-sided, double-spaced pages for your response. Include the following.

- A) What has the situation been in the most recent 12 months for which you have data (include the dates)?
- B) What will the situation be in the 12 months after the project services are on-line?
- C) If this project is designed to have an impact on injuries, deaths, or other emergency victim data, provide the impact data for the 12 months before the project and what the data should be in the 12 months after the project.
- D) Explain the derivation of all numbers.
- E) How does this integrate into your agency's five-year plan?

11. A. LCEMS currently has over 1,300 AED's in our CAD database. Previous efforts of the Leon County/Tallahassee Heart Ready Coalition have focused on placing AED's in County and City buildings and in law enforcement vehicles. The last grant in 2023 provided AED's where people meet and large gathering spaces. The next step is to place AED's in gyms, sports venues, and other public places. **B.** After the grant, we would hope that AED use will increase by at least 30% over the previous year. Dozens more AED's will be placed, and the effects will be cumulative over a period of years and AED uses that occur. The ultimate outcome is to improve cardiac arrest outcomes. We estimate that placing AED's in the community will improve return of spontaneous circulation (ROSC) at least 10% which we feel is a conservative number. **C.** Data provided in section A is from computer assisted dispatch records, patient care reports and from CARES data for LCEMS from 1-1-23 until 12-31-23. The estimates in section B are conservative estimates based on what we feel will be reasonable outcomes. We are hopeful that improvements will be higher than stated. **D.** In addition to the above projected outcomes, we anticipate that this program will enhance the awareness of AED's in the community and will improve the community connections between people who go to gyms, sporting venues and other public places. Also, we anticipate that CPR training will increase due to this AED effort. A better trained community in healthcare will improve the overall quality of life. **E.** This integrates into our 5 years plan by enhancing our cardiac care and outcomes for cardiac arrest patients. In addition, it provides us with enhanced response to our citizens due to increased availability of AED's in the community.

Skip Item 14 and go to Item 15, unless your project is research and evaluation and you have not completed the preceding Justification Summary and one outcome item.

14. Research and Evaluation Justification Summary, and Outcome: You may use no more than three additional one-sided, double spaced pages for this item.

- A) Justify the need for this project as it relates to EMS.
- B) Identify (1) location and (2) population to which this research pertains.
- C) Among population identified in 14(B) above, specify a past time frame, and provide the number of deaths, injuries, or other adverse conditions during this time that you estimate the practical application of this research will reduce (or positive effect that it will increase).
- D) (1) Provide the expected numeric change when the anticipated findings of this project are placed into practical use.
(2) Explain the basis for your estimates.
- E) State your hypothesis.
- F) Provide the method and design for this project.
- G) Attach any questionnaires or involved documents that will be used.
- H) If human or other living subjects are involved in this research, provide documentation that you will comply with all applicable federal and state laws regarding research subjects.
- I) Describe how you will collect and analyze the data.

ALL APPLICANTS MUST COMPLETE ITEM 15.

15. Statutory Considerations and Criteria: The following are based on s. 401.113(2)(b) and 401.117, F.S. Use no more than one additional double-spaced page to complete this item. Write N/A for those things in this section that do not pertain to this project. Respond to all others.

Justify that this project will:

- A) Serve the requirements of the population upon which it will impact.
- B) Enable emergency vehicles and their staff to conform to state standards established by law or rule of the department.
- C) Enable the vehicles of your organization to contain at least the minimum equipment and supplies as required by law, rule, or regulation of the department.
- D) Enable the vehicles of your organization to have, at a minimum, a direct communications linkup with the operating base and hospital designated as the primary receiving facility.
- E) Enable your organization to improve or expand the provision of:
 - 1) EMS services on a county, multi county, or area wide basis.
 - 2) Single EMS provider or coordinated methods of delivering services.
 - 3) Coordination of all EMS communication links, with police, fire, emergency vehicles, and other related services.

15.A. This project will serve the needs of the citizens of and visitors to Leon County. This project will improve care to this population, particularly the victims of cardiac arrest.

B. This grant will help our agency meet the requirements of the Florida Department of Health Emergency Medical Services State Plan 2016-2021 Goal 2, Strategic Priority 2.2 Clinical and Operational Performance, Strategy – Improve Patient Care Quality and Outcomes, A. Increase the percent of non-traumatic cardiac arrest patients who receive bystander CPR from 7% to 20% and B. Increase the percentage of non-traumatic cardiac arrest patients who develop a return of spontaneous circulation, both prehospital and upon arrival to ED from 16.32% to 20.34%.

C. N/A

D. N/A

E. AED devices will improve the provision of EMS services to all residents and visitors to Leon County. Improvements will occur for victims of cardiac arrest. This grant will improve EMS on a countywide basis by improving overall patient outcome, ROSC, and patient walk out rates.

16. **Work activities and time frames:** Indicate the major activities for completing the project (use only the space provided). Be reasonable, most projects cannot be completed in less than six months and if it is a communications project, it will take about a year. Also, if you are purchasing certain makes of ambulances, it takes at least nine months for them to be delivered after the bid is let.

<i>Work Activity</i>	<i>Number of Months After Grant Starts</i>	
	<i>Begin</i>	<i>End</i>
Select AED and vendor	Month 0	Month 2
Purchase AED's and distribute	Month 2	Month 12

17. **County Governments:** If this application is being submitted by a county agency, describe in the space below why this request cannot be paid for out of funds awarded under the state EMS county grant program. Include in the explanation why any unspent county grant funds, which are now in your county accounts, cannot be allocated in whole or part for the costs herein.

All county grant funds have been used to purchase vital equipment to be used on EMS units for patient care. No funding is available for this project.

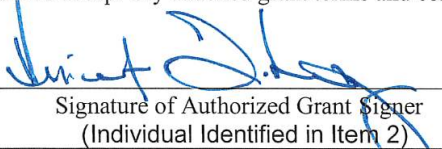
18. Budget:		
Salaries and Benefits: For each position title, provide the amount of salary per hour, FICA per hour, fringe benefits, and the total number of hours.	Costs	Justification: Provide a brief justification why each of the positions and the numbers of hours are necessary for this project.
TOTAL:	<u>\$ 0.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total

Expenses: These are travel costs and the usual, ordinary, and incidental expenditures by an agency, such as, commodities and supplies of a consumable nature, <u>excluding</u> expenditures classified as operating capital outlay (see next category).	Costs: List the price and source(s) of the price identified.	Justification: Justify why each of the expense items and quantities are necessary to this project.
40 AED units with case, extra adult pads, ped. Pads, alarmed wall cabinet,	\$62,000.00 Leon County bid	Total cost of AED package is \$1,550.00.
TOTAL:	<u>\$62,000.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total

Vehicles, equipment, and other operating capital outlay means equipment, fixtures, and other tangible personal property of a non- consumable and non-expendable nature, <u>and</u> the normal expected life of which is 1 year or more.	Costs: List the price of the item and the source(s) used to identify the price.	Justification: State why each of the items and quantities listed is a necessary component of this project.
TOTAL:	<u>\$ 0.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total

State Amount (Check applicable program)		
<input checked="" type="checkbox"/> Matching: 75 Percent	<u>\$46,500.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total
<input type="checkbox"/> Rural: 90 Percent	<u>\$0.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total
Local Match Amount (Check applicable program)		
<input checked="" type="checkbox"/> Matching: 25 Percent	<u>\$15,500.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total
<input type="checkbox"/> Rural: 10 Percent	<u>\$ 0.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total
Grand Total	<u>\$62,000.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total

DH FORM 1767 [2013]

19. <u>Certification:</u>
My signature below certifies the following.
I am aware that any omissions, falsifications, misstatements, or misrepresentations in this application may disqualify me for this grant and, if funded, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I certify that to the best of my knowledge and belief all of the statements contained herein and, on any attachments, are true, correct, complete, and made in good faith.
I agree that any and all information submitted in this application will become a public document pursuant to Section 119.07, F.S. when received by the Florida Bureau of EMS. This includes material which the applicant might consider to be confidential or a trade secret. Any claim of confidentiality is waived by the applicant upon submission of this application pursuant to Section 119.07, F.S., effective after opening by the Florida Bureau of EMS.
I accept that in the best interests of the State, the Florida Bureau of EMS reserves the right to reject or revise any and all grant proposals or waive any minor irregularity or technicality in proposals received, and can exercise that right.
I, the undersigned, understand and accept that the Notice of Matching Grant Awards will be advertised in the <i>Florida Administrative Weekly</i> , and that 21 days after this advertisement is published I waive any right to challenge or protest the awards pursuant to Chapter 120, F.S.
I certify that the cash match will be expended between the beginning and ending dates of the grant and will be used in strict accordance with the content of the application and approved budget for the activities identified. In addition, the budget shall not exceed, the department, approved funds for those activities identified in the notification letter. No funds count towards satisfying this grant if the funds were also used to satisfy a matching requirement of another state grant. All cash, salaries, fringe benefits, expenses, equipment, and other expenses as listed in this application shall be committed and used for the activities approved as a part of this grant.
Acceptance of Terms and Conditions: If awarded a grant, I certify that I will comply with all of the above and also accept any attached grant terms and conditions and acknowledge this by signing below.
 Signature of Authorized Grant Signer (Individual Identified in Item 2)
02 / 12 / 24 MM / DD / YY

DH FORM 1767 [2013]

THE TOP PART OF THE FOLLOWING PAGE MUST ALSO BE COMPLETED AND SIGNED.

**FLORIDA DEPARTMENT OF HEALTH
EMERGENCY MEDICAL SERVICES (EMS) GRANT UNIT**

REQUEST FOR GRANT FUND DISTRIBUTION

In accordance with the provisions of section 401.113(2) (a), *Florida Statutes*, the undersigned hereby requests an EMS grant fund distribution for the improvement and expansion of pre-hospital EMS.

DOH Remit Payment To:

A finance person in your organization who does business with the state should provide the address and corresponding 9 and 3 digit numbers of this part of the form, but it should be signed by the person identified in Item 2, 1st application page.

Name of Agency: Leon County

Address in State: 301 South Monroe Street

Financial System Tallahassee, FL 32301

Federal 9-digit Identification number: 59-6000708 3-digit seq. code 124

Authorized Official:  02.12.21
Signature Date

Vincent Long, County Administrator
Type or Print Name and Title

Sign and return this page with your application to:

*Florida Department of Health
Emergency Medical Services Unit, Grants
4052 Bald Cypress Way, Bin A-22
Tallahassee, Florida 32399-1722*

Do not write below this line. For use by State Emergency Medical Services Section

Grant Amount for State to Pay: \$ _____ Grant ID: Code: _____

Approved By: _____
Signature of State EMS Unit Supervisor Date

Approved By: _____
Signature of Contract Manager Date

State Fiscal Year: 2023 - 2024

<u>Organization Code</u>	<u>E.O.</u>	<u>OCA</u>	<u>Object Code</u>	<u>Category</u>
64-61-70-30-000	03	SF003	751000	059999

Federal Tax ID: VF _____ Seq. Code: _____

Grant Beginning Date: _____ Grant Ending Date: _____

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2024/2025; 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 18th day of March, 2025.

LEON COUNTY, FLORIDA

By: _____
Brian Welch, Chairman
Board of County Commissioners

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

By: _____

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

By: _____

**FISCAL YEAR 2024/2025
BUDGET AMENDMENT REQUEST**

No: BAB25011
Date: 2/26/2025

Agenda Item No: _____
Agenda Item Date: 3/18/2025

County Administrator

Assistant County Administrator

Vincent S. Long

Ken Morris

Request Detail

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
135	185	53400	526	Other Contractual Services	4,872,982	(27,375)	4,845,607
135	950	591127	581	Transfer to Grant Fund	-	27,375	27,375
Subtotal:						-	

Revenues

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
127	950	381135	000	Transfer from EMS Fund	-	15,500	15,500
127	961086	334202	000	EMS Matching Grant (AED equipment)	-	46,500	46,500
Subtotal:						62,000	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
127	961086	56400	526	Machinery & Equipment	-	62,000	62,000
Subtotal:						62,000	

Revenues

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
127	950	381135	000	Transfer from EMS Fund	-	11,875	11,875
127	961087	334202	000	EMS Matching Grant (CPR Training)	-	35,625	35,625
Subtotal:						47,500	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
127	961087	54800	526	Promotional Activities	-	47,500	47,500
Subtotal:						47,500	

Purpose of Request

This budget amendment appropriates \$82,125 in funding from the Florida Department of Health for two Emergency Medical Services matching grants. The grant program requires a 25% local match, which is being realigned from the Emergency Medical Services operating budget. The first grant is for the purchase of automated external defibrillators (AED) equipment in the amount of \$46,500 with a County match of \$15,500 for a total of \$62,000. The second grant is for CPR training to the public in the amount of \$35,625 with a County match of \$11,875 for a total of \$47,500.

Division/Department
2620/26

Brandy Furbee, Budget Manager

Roshaunda Bradley, Budget Director

Approved By: Resolution

Motion

Administrator

**Leon County
Board of County Commissioners**


Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Ratification of a Northwest Florida Water Management District Water Project Grant Application for the Woodville Sewer System Project

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Roshaunda Bradley, Director, Office of Management and Budget Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services, Public Works
Lead Staff / Project Team:	Eryn Calabro, Principal Budget and Grants Coordinator Anna Padilla, Stormwater Management Coordinator

Statement of Issue:

This item seeks Board ratification of a Water Project Grant application to the Northwest Florida Water Management District (District) in the amount of \$10 million for the Woodville Sewer System Project, which Leon County timely submitted prior to the District's February 21, 2025, application deadline.

Fiscal Impact:

This item has a fiscal impact. The grant application seeks \$10 million for the Woodville Sewer System Project from the Northwest Florida Water Management District. The grant application includes a local contribution in the amount of \$10 million, which, based on previous Board direction, will be provided from the County's share of water quality sales tax revenues.

Staff Recommendation:

Option #1: Ratify the Northwest Florida Water Management District Water Project Grant Application in the amount of \$10 million for Woodville Sewer System Project.

Report and Discussion

Background:

This item seeks Board ratification of a Water Project Grant application submitted to the Northwest Florida Water Management District in the amount of \$10 million for the Woodville Sewer System Project. Consistent with the County's Grant Application Approval Process (Policy No. 24-1), Board approval is required to submit a grant application when the local match exceeds \$250,000. Due to timing of Board meetings and the grant deadline, an application was timely submitted by the District's deadline but requires Board ratification. If awarded, the Woodville Sewer System Project grant funding would advance the County's commitment to provide sewer service in southern Leon County by generating new State funding for constructing the next phase (Phase II) of the Woodville Sewer System Project.

Phase II of the Woodville Sewer Project includes Oak Ridge Road East, Natural Bridge Road, and areas between Summerhaven Drive and Natural Bridge Road on both sides of Woodville Highway. According to District eligibility guidelines, grant applications that provide a local cost share are prioritized. The Woodville Sewer System Project grant application includes a local match in the amount of \$10 million which is provided from the County's share of water quality sales tax revenues.

This grant application advances the following FY 2022 – FY 2026 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 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.*

The grant application supports the County's ongoing efforts to secure funding for the Woodville Sewer System Project. To maximize grant leveraging opportunities, the Board has taken the following actions:

- On February 20, 2024, the Board authorized the submission of a District Water Project Grant application.
- On July 9, 2024, the Board authorized the submission of a Florida Department of Environmental Protection (FDEP) Water Quality Improvement Grant application.

Each application requested up to \$10 million in FY 2025 State funding to support the project. The State has delayed the FY 2025 award announcements for both grant programs, but they are expected to be announced simultaneously in the coming weeks. The delay in announcing the awards for the District Water Project Grant required the County to consider submitting an FY 2026 grant application for the same Woodville Sewer Project (Phase II) without the benefit of knowing the outcome of the two FY 2025 grant applications. The County submitted a timely application just before the deadline once the State confirmed that it was not prepared to announce the FY 2025 grant recipients. The FY 2026 grant application provides an additional leveraging opportunity should the County not receive the full amount from either FY 2025 grant. Notification of the FY 2026 District grant award is anticipated in late 2025.

The Board has long prioritized the protection of local natural resources and waterbodies in Leon County. The County has set high goals to convert septic systems to sewer service and has invested significantly in water quality improvements in southern Leon County. Through adoption of the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan (Springs Improvement Plan), Leon County and FDEP allocated over \$63 million to ultimately provide sewer service to over 1,500 properties on septic tanks as well as funding to assist nearly 300 property owners in converting existing conventional septic systems to advanced nitrogen-reducing systems, all within the Wakulla Springs Priority Focus Area.

The FDEP works in partnership with water management districts to provide funding assistance for water resource projects that protect and restore springs, and other projects that improve water quality or quantity. Funding is available in the State FY 2025 – 2026 budget through the District for water quality improvement projects. Eligible projects include those that protect the quality of water that flows to and from springs, including septic-to-sewer and septic upgrade projects.

The application deadline for the District Water Project Grant was February 21, 2025. This grant prioritizes construction-ready projects over those requiring a design component, and funded projects are expected to be completed within 24 to 36 months. As the application was submitted between regular Board meetings, ratification is required. Additional details regarding the Woodville Sewer Project, its eligibility for this grant opportunity, and how it meets the grant requirements are outlined in the analysis section.

Analysis:

The District Water Project Grant assists communities in implementing projects that help protect, maintain, or improve water resources in northwest Florida, including Wakulla Springs. Public Works staff reviewed the County's Capital Improvement Program (CIP) project list, strategic initiatives, and priorities against the program eligibility requirements to determine the best County projects to apply for this grant opportunity. Projects were reviewed based on their current status in the design and right-of-way acquisition phases and evaluated on the ability to construct the project within the District's desired timeframe of 24-36 months. As previously stated, this item seeks Board ratification of an application for the District Water Project Grant in the amount of \$10 million for the County's Woodville Sewer System Project. Since the Woodville Sewer Project meets the grant criteria, it is anticipated that our application for this grant opportunity in addition to the FY 2025 District and FDEP grants discussed in the background section will increase the likelihood of success in securing needed grant funding for this project.

Woodville Sewer System Project:

The Woodville Sewer System Project meets the intent of the District's Water Project grant by improving the water quality flowing to Wakulla Springs which is a shared priority of both Leon County and the State of Florida. Since 2018, the County and FDEP have allocated \$63 million for a series of southside sewer projects (Woodville, NE Lake Munson, Belair/Annawood, and Woodside Heights). Of that amount, and thus far, the Woodville Sewer System Project has been funded at \$19.1 million of its total estimated project cost of \$102.3 million. The remaining three phases of the Woodville Sewer System Project require an additional \$83.2 million to construct and will add over 800 additional properties to sewer. This grant seeks \$10 million in new State funding toward the next phase (Phase II) of the project. The \$10 million grant request in the application includes a local match commitment. Based on previous Board direction, the County contribution would be provided from the County's share of the sales tax water quality and stormwater project funding.

If awarded, the District's Water Project Grant would advance Phase II of the Woodville Sewer System Project to construction, which would be complete within the District's desired timeframe of 24-36 months and would add 355 properties to the sewer system. The design of the Woodville Sewer System Project Phase II is complete and is in the final phases of property acquisition. At the January 28, 2025 meeting, the Board approved a resolution for acquisition by eminent domain of the six remaining easements necessary to move forward. The eminent domain process is anticipated to be complete in 3-4 months, at which time all permits will be issued and an invitation to bid can be advertised. Following the bid award, construction can begin and is anticipated to take 18-24 months to complete.

The District's Water Project Grant application deadline was February 21, 2025. Leon County submitted a grant application for the Woodville Sewer Project prior to the deadline; however, ratification of the application is required. Grant award notifications are anticipated in late 2025. If the County's application is successful, an agenda item will be provided to the Board for approval and acceptance of the grant.

Options:

1. Ratify the Northwest Florida Water Management District Water Project Grant Application in the amount of \$10 million for the Woodville Sewer System Project.
2. Do not ratify the Northwest Florida Water Management District Water Project Grant Application in the amount of \$10 million for the Woodville Sewer System Project.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Notice of Funding Opportunity for Water Project



FY 2025-2026 Water Project Funding Application Guidelines

PURPOSE AND BACKGROUND

The State of Florida has long recognized the importance of protecting water resources and developing alternative water supplies for a growing economy. The Florida Department of Environmental Protection (DEP) works in partnership with water management districts to provide funding assistance for water resource projects that develop alternative water supplies, protect and restore springs, and other projects that improve water quality or quantity. For FY 2025-2026, two funding programs are available through the Northwest Florida Water Management District (District): alternative water supply and springs restoration.

STATE AND DISTRICT PRIORITIES

As outlined in Chapter 373, Florida Statutes, one of the District's core missions includes protecting and improving the quality and quantity of water resources and natural systems across northwest Florida. This mission is supported by the Governor's Executive Orders [19-12](#), [23-06](#) and the [Protecting Florida Together](#) initiative. Protecting Florida Together water protection grant programs are available for springs restoration, alternative water supply (AWS), innovative technologies, resiliency from sea level rise and flooding, nonpoint source pollution abatement, and other water quality projects.

The Region II (Santa Rosa, Okaloosa, and Walton counties) regional water supply plan (RWSP) identifies AWS as among the priority needs and strategies to ensure sufficient water is available for all existing and future users and natural systems. In addition to Region II, and as resources are available, priority water supply and AWS projects are implemented districtwide.

The District supports and complements these efforts with a minimum flows and minimum levels (MFLs) program, Surface Water Improvement and Management (SWIM) plans, and collaboration with DEP and other partners on Basin Management Action Plans (BMAPs).

ELIGIBLE APPLICANTS

Eligible applicants and grant recipients are governmental entities as described in [s. 287.012\(14\), F.S.](#), and public and nonprofit water supply and wastewater utilities within the District's 16-county region.

Additionally, the District may sponsor landowners for land acquisition projects and agricultural producers to implement springs restoration projects. Visit the District's website for more information on available [Agriculture Programs](#).

ELIGIBLE PROJECTS AND REQUIREMENTS

A. Eligible Projects

Projects eligible for AWS funding help communities plan for and implement conservation, reuse, and other water supply and water resource development projects.

Projects eligible for springs restoration funding are capital projects that protect the quality and quantity of water that flows to and from springs and land acquisition projects to protect springs.

Funding may be awarded to **Eligible Applicants** for the following types of projects:

Alternative Water Supply*	Springs Restoration
<ul style="list-style-type: none"> • Reclaimed Water • Water Conservation • Stormwater • Surface Water • Brackish Groundwater • Desalination • Other Non-Traditional Source Projects • Other Water Quantity Projects 	<ul style="list-style-type: none"> • Hydrologic Restoration • Land Acquisition • Wastewater Collection and Treatment, such as: <ul style="list-style-type: none"> – Septic-to-Central Sewer – Advanced Septic Systems – Reclaimed Water • Stormwater • Agricultural Best Management Practices (BMPs) • Other water quality or water quantity projects benefitting springs

*For AWS, feasibility and land acquisition projects may be eligible for funding if they relate to one of the project types listed above and are necessary to implement a regional project.

Eligible springs restoration projects may encompass multiple segments or phases. The District may work with applicants and award partial funding for one or more segments or phases.

B. Match Requirements

All projects are required to financially match a minimum of 100 percent of the state funding provided, unless waived for financially disadvantaged communities.

Eligible match funding includes local sources, in-kind contributions, and companion projects. Previous funding from the same sources or match claimed toward a previous project may not count toward these requirements. Rural or financially disadvantaged communities as defined in [s. 288.0656, F.S.](#), can request a reduction or waiver of match in their applications.

C. Additional Project Requirements

Additional project requirements include:

- Projects that can be accomplished within 24-36 months or less.
- For capital projects, facilities must be constructed, owned, operated, and maintained by the cooperator in accordance with state, federal, and local regulations.

- Quantify the amount of water to be made available, offset, and/or saved for AWS projects and the total nutrient reduction for springs restoration projects. See the ***Application Form*** for more information.
- See also ***General Conditions for Receiving Funds*** for more information.

MULTI-PHASE PROJECTS (SPRINGS RESTORATION FUNDING ONLY)

A common practice with large-scale infrastructure projects is to design and construct a project in phases, where the full benefit or project outcome may not be realized until completion of the final phase. A multi-phase plan outlines the full project cost with funding sources and match over the project's entire timeframe. It also includes a narrative description of the overall project and schedule with expected outcomes or results at the end of each phase, where applicable.

Some benefits to developing a multi-phase plan for a project may include:

1. Multi-phase plans help build predictability at the local level in terms of funding and may present opportunities for financially disadvantaged communities.
2. Larger projects may be developed in phases, each with tangible results. This can increase the likelihood of projects staying on schedule and on budget, which is a consideration when an applicant's prior performance is reviewed.
3. Overall longer timeframes may help applicants better secure and leverage the resources needed for large-scale capital projects.
4. Multi-phase projects often support long-term strategies to address water quality and springs protection, which may help to prioritize funding applicability.

New Multi-Phase Projects: To submit a project to be considered for funding as a multi-phase project, complete the applicable section of the application and attach any relevant narrative or project cost information.

Existing Multi-Phase Projects: Multi-phase projects are not required to complete and re-submit an application form each funding year. For returning applicants of a multi-phase project previously submitted, the District will reach out directly for an update on funding and status. Note that because past performance is a factor in project evaluations, regular progress reports demonstrating that all tasks and deliverables are on schedule and on budget is essential.

WATER RESOURCES INFORMATION

Information to assist in completing applications is provided on the District's and on DEP's websites. Detailed guidance from DEP to water management districts submitting requests for funding AWS projects is in the [AWS Funding Guidance](#) document and for springs projects in the [Springs Funding Guidance](#) document. DEP has several tools and guidance documents available for calculating nutrient reductions for springs restoration projects on its [website](#).

Additional programs and links are below. See also ***Frequently Asked Questions (FAQs)*** for more information.

- Florida Department of Environmental Protection: <https://floridadep.gov/>. See the Division of Environmental Assessment and Restoration for Total Maximum Daily Loads, Basin Management Action Plans, Reasonable Assurance Plans, and TMDLs.
- Northwest Florida Water Management District: <https://www.nwfwater.com/>. See the Water Resources pages for Minimum Flows and Minimum Water Levels, Surface Water Improvement and Management, and Agriculture.

EVALUATION CRITERIA

All applications will be reviewed and evaluated based on the criteria noted below.

Evaluation Criteria	Description (as applicable to each project type)
1. State and District Priorities	(1) Project is located within or benefits a RWSP (for AWS projects) or BMAP area (for Springs projects; (2) Will benefit water bodies with adopted MFLs or on the District’s MFL priority list; (3) Implements other District plans or priorities, such as a SWIM Plan.
2. Projected water quality, quantity and other outcomes, results, benefits	(1) Provides regional benefits; (2) Provides multiple benefits to water supply and water quality; (3) Has complementary efforts, such as an AWS project that also provides water quality improvements; (4) Clearly quantifies the amount quantity of water created or saved and/or the nutrient reductions or measurable improvements in water quality and/or the number of acres acquired; (5) Has additional benefits to the community (e.g., socio-economic).
3. Cost effectiveness, cost sharing and leveraging, and resource strategies	(1) Demonstrates cost effectiveness, such as capital cost per 1,000 gallons of water made available; or capital costs per pound of nutrients reduced; (2) Represents a quality return on investment, i.e., the amount of local cooperator funding leveraged by the state grant, while recognizing funding limitations of economically disadvantaged communities; (3) Project is part of a local sponsors’ long-term strategy to address water quality or water supply issues; (4) Is part of a local plan or budget; (5) The degree to which applicant has leveraged additional funding sources to complete the project.
4. Applicant capacity, local commitment, and readiness for implementation	(1) Is ready to proceed and can be implemented in a timely manner; (2) Has demonstrated local commitment to the project, e.g., match funding and public support; (3) Is committed to complete project within 24-36 months or less; (4) If previous District grant recipient, projects and project activities have been on schedule and on budget; (5) Has anticipated potential obstacles or challenges and has a plan or strategies in place to overcome them.

ECONOMICALLY DISTRESSED/FINANCIALLY DISADVANTAGED COMMUNITIES

An economically distressed county or community is defined in [s. 288.0656, F.S.](#), under the Rural Economic Development Initiative (REDI). An economically distressed, or “financially disadvantaged small community” is also defined in [s. 403.1838\(2\), F.S.](#) Visit www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition/rural-communities or call (850) 717-8506 for more information.

APPLICATION PROCESS AND SUBMITTAL

A notice of funding availability (NOFA) is announced through email, the District’s website (www.nwfwater.com), and in the Florida Administrative Register (www.flrules.org). Interested parties may obtain the application form from the District’s website or by emailing the District.

Applications with supporting materials shall be transmitted by email to: grants@nwfwater.com. It is recommended that applications be sent with read receipt enabled. Please note the maximum electronic mail size that can be received is 15 MB. All applications must be received on or before the due date noted in the **Funding Cycle Schedule** below.

FUNDING CYCLE SCHEDULE

Activities or Event	Date(s)
Notice of Funding Availability (NOFA) Posted	December 13, 2024
Application Due Date*	February 21, 2025
Evaluation of project applications	February-March 2025
List of funding recommendations presented to the District Governing Board for approval and transmission to DEP	April-May 2025
Projects evaluated by DEP	Summer 2025
Notice of funding status to applicants	Fall 2025 – Winter 2026

**Funding applications must be received no later than 11:59 PM Eastern Time.*

PROJECT SELECTION AND AVAILABILITY OF FUNDS

The District will review all applications for basic minimum requirements, conduct initial screenings, then evaluate and short-list projects according to the **Evaluation Criteria** noted previously. Final selections and formal recommendations will be presented to the District’s Governing Board for approval, and upon approval, the recommended projects will be forwarded to DEP in May 2024 for funding consideration. Recommendations may include partial funding of specific segments of project submittals.

Any awarded projects are subject to the availability of funds in the state’s FY 2025-2026 budget (July 1 – June 30). In recent years, the Governor and Legislature have approved \$55 million annually for AWS and \$55 million annually for springs protection.

Note that communication between District staff and an applicant about a particular project does not imply funding for that project. **No funding decisions are final until 1) approved by the District Governing Board, 2) approved by DEP, and 3) notice has been received in writing from the District.**

NOTIFICATION OF AWARDS

All applicants will be notified of final project funding decisions consistent with the **Funding Cycle Schedule**.

CONTACT INFORMATION

For additional information or assistance, please contact:

Jerrick Saquibal, PE, Chief, Bureau of Projects and Planning
Northwest Florida Water Management District
(850) 539-5999
Jerrick.Saquibal@nfwwater.com

**Leon County
Board of County Commissioners**


Notes for Agenda Item #8

Leon County Board of County Commissioners

Agenda Item #8

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Local Agency Program Agreement between Leon County and the Florida Department of Transportation for the Canyon Creek Sidewalk Project

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff / Project Team:	Chris Muehlemann, Chief of Engineering Design Timothy Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board approval of a Local Agency Program Agreement with the Florida Department of Transportation for the construction and construction engineering inspection (CEI) for the Canyon Creek Sidewalk Project.

Fiscal Impact:

This item has a fiscal impact. This item realizes a \$194,550 grant from the Florida Department of Transportation for the construction and construction engineering inspection of the safety enhancements for the Canyon Creek Sidewalk Project, with no County match required. The FDOT funding is anticipated to cover the full cost of this project.

Staff Recommendation:

- Option #1: Approve the Local Agency Program Agreement with the Florida Department of Transportation for the construction and construction engineering inspection for Canyon Creek Sidewalk Project (Attachment #1), and authorize the County Administrator to execute the Agreement, in a form approved by the County Attorney.
- Option #2: Adopt the Resolution authorizing the Local Agency Program Agreement with the Florida Department of Transportation for the construction and construction engineering inspection for Canyon Creek Sidewalk Project (Attachment #2).
- Option #3: Approve the Resolution and associated Budget Amendment realizing the \$194,550 from the Florida Department of Transportation into the County budget (Attachment #3).

Report and Discussion

Background:

This item seeks Board approval of a Local Agency Program (LAP) Agreement with the Florida Department of Transportation (FDOT) for the construction and construction engineering inspection (CEI) for the Canyon Creek Sidewalk Project.

The sidewalk project is essential to the following FY 2022 – FY 2026 Strategic Initiative:

- *Continue to work with the Florida Department of Transportation for safety improvements on State and County roadways to include accessibility enhancements, street lighting installations, sidewalk additions, safety audits, and intersection improvements. (2022-26)*

This Strategic Initiative aligns with the Board’s Quality of Life Strategic Priorities:

- *(Q5) Promote livability, health and sense of community by supporting strong neighborhoods, enhancing mobility, encouraging human scale development, and creating public spaces for people of all ages.*

On May 12, 2015, the Board adopted the revised Policy No. 13-1, “Sidewalk Eligibility Criteria and Implementation”, and approved the Safe Route to School (SRTS) and Community Sidewalk Enhancements Tier Prioritization List. Under this policy, for a sidewalk to be considered a SRTS project, it must be included in the list adopted by the Capital Region Transportation Planning Agency (CRTPA) Board. The designated sidewalk segments were formally included in the list adopted by the CRTPA Board at its meeting on September 15, 2014.

On November 17, 2020, the Board approved a resolution in support of an application for Safe Route to School (SRTS) grant funding from FDOT for a sidewalk along Canyon Creek Road, between Old Woodville Highway and Shumard Drive.

The FDOT SRTS program provides grant funding to local governments for projects that remove barriers preventing students from walking or cycling to school. The lack of sidewalk infrastructure is a key barrier identified by the SRTS program, which offers funding to help remediate these issues.

The Canyon Creek Road Sidewalk Project consists of a 637-linear-foot sidewalk connecting Old Woodville Highway to Shumard Drive. This sidewalk will enhance accessibility for residents in the Woodlands and Forest Grove areas, providing a safe route to the St. Marks Trail and Woodville School.

The County was awarded the FDOT SRTS grant in the amount of \$194,550 to cover design and construction costs in State FY 2025. No County local match is required for this grant.

Analysis:

Under the proposed LAP Agreement, FDOT will provide \$194,550 in funding for the construction and construction inspection services for the Canyon Creek Road Sidewalk Project. This project includes a 637-foot sidewalk along Canyon Creek Road, connecting Old Woodville Highway to Shumard Drive. This sidewalk will improve pedestrian access for residents in the Woodlands and Forest Grove areas, providing a safe route to the St. Marks Trail and Woodville School.

The SRTS grant is expected to fully cover 100% of the project costs, requiring no local match from the County, and will be allocated as follows:

- \$173,705 allocated for construction activities
- \$20,845 allocated for construction inspection services

Upon execution of the LAP Agreement, it is anticipated that an Invitation to Bid for the construction and construction inspection services of the project will be advertised in April of 2025, and the bid award will be subsequently brought to the Board for approval. Construction is anticipated to begin in July 2025 with an estimated duration of 45 days.

This item seeks Board approval for the County Administrator to execute the LAP Agreement with FDOT for the construction and construction engineering inspection, the Resolution authorizing the LAP Agreement and the Budget Amendment realizing the \$194,550 in grant funding from FDOT.

Options:

1. Approve the Local Agency Program Agreement with the Florida Department of Transportation for the construction and construction engineering inspection for Canyon Creek Sidewalk Project (Attachment #1), and authorize the County Administrator to execute the Agreement, in a form approved by the County Attorney.
2. Adopt the Resolution authorizing the Local Agency Program Agreement with the Florida Department of Transportation for the construction and construction engineering inspection for Canyon Creek Sidewalk Project (Attachment #2).
3. Approve the Resolution and associated Budget Amendment realizing the \$194,550 from the Florida Department of Transportation into the County budget (Attachment #3).
4. Board direction.

Recommendation:

Options #1, #2, and #3

Attachments:

1. Proposed Local Agency Program Agreement
2. Resolution approving Local Agency Program Agreement
3. Resolution and associated Budget Amendment
4. Project Location Map

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

FPN: <u>449703-1-58-01</u>	FPN: <u>449703-1-68-01</u>	FPN: _____
Federal No (FAIN): <u>D325 008 B</u>	Federal No (FAIN): <u>D325 008 B</u>	Federal No (FAIN): _____
Federal Award Date: _____	Federal Award Date: _____	Federal Award Date: _____
Fund: <u>ACSS, SR2T</u>	Fund: <u>ACSS</u>	Fund: _____
Org Code: _____	Org Code: _____	Org Code: _____
FLAIR Approp: _____	FLAIR Approp: _____	FLAIR Approp: _____
FLAIR Obj: _____	FLAIR Obj: _____	FLAIR Obj: _____
County No: <u>55 - Leon</u>	Contract No: _____	
Recipient Vendor No: <u>F596000708032</u>	Recipient Unique Entity ID (UEI) No: <u>MMVSQVGLSK98</u>	

Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction

THIS LOCAL AGENCY PROGRAM AGREEMENT ("Agreement"), is entered into on _____, by and between the State of Florida Department of Transportation, an agency (This date to be entered by DOT only) of the State of Florida ("Department"), and Leon County, Florida ("Recipient").

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

1. **Authority:** The Department is authorized to enter into this Agreement pursuant to Section 339.12, Florida Statutes. The Recipient by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D"** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf.
2. **Purpose of Agreement:** The purpose of this Agreement is to provide for the Department's participation in Construction of the Woodville PreK-8 Canyon Creek Sidewalk Project, as further described in **Exhibit "A"**, Project Description and Responsibilities attached to and incorporated in this Agreement ("Project"), to provide Department financial assistance to the Recipient; state the terms and conditions upon which Department funds will be provided; and to set forth the manner in which the Project will be undertaken and completed.
3. **Term of Agreement:** The Recipient agrees to complete the Project on or before March 31, 2026. If the Recipient does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Recipient and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the term of this Agreement will not be reimbursed by the Department.
4. **Project Cost:**
 - a. The estimated cost of the Project is \$ 194,550. This amount is based upon the Schedule of Financial Assistance in **Exhibit "B"**, attached to and incorporated in this Agreement. **Exhibit "B"** may be modified by mutual execution of an amendment as provided for in paragraph 5.i.
 - b. The Department agrees to participate in the Project cost up to the maximum amount of \$194,550 and as more fully described in **Exhibit "B"**. This amount includes Federal-aid funds which are limited to the actual amount of Federal-aid participation. The Department's participation may be increased or reduced upon determination of the actual bid amounts of the Project by the mutual execution of an amendment. The Recipient agrees to bear all expenses in excess of the total cost of the Project and any deficits incurred in connection with the completion of the Project.
 - c. Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible Project costs is subject to:

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

- i. Legislative approval of the Department's appropriation request in the work program year that the Project is scheduled to be committed;
- ii. Availability of funds as stated in paragraphs 5.l. and 5.m. of this Agreement;
- iii. Approval of all plans, specifications, contracts or other obligating documents and all other terms of this Agreement; and
- iv. Department approval of the Project scope and budget at the time appropriation authority becomes available.

5. Requisitions and Payments

- a. The Recipient shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A"**.
- b. Invoices shall be submitted by the Recipient in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in **Exhibit "A"**. Deliverables must be received and accepted in writing by the Department's Project Manager prior to payments. Requests for reimbursement by the Recipient shall include an invoice, progress report and supporting documentation for the period of services being billed that are acceptable to the Department. The Recipient shall use the format for the invoice and progress report that is approved by the Department.
- c. The Recipient shall charge to the Project account all eligible costs of the Project except costs agreed to be borne by the Recipient or its contractors and subcontractors. Costs in excess of the programmed funding or attributable to actions which have not received the required approval of the Department shall not be considered eligible costs. All costs charged to the Project, including any approved services contributed by the Recipient or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- d. Supporting documentation must establish that the deliverables were received and accepted in writing by the Recipient and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A"** was met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F"**, Contract Payment Requirements.
- e. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes and the most current version of the Disbursement Handbook for Employees and Managers.
- f. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes or the Department's Comptroller under Section 334.044(29), Florida Statutes.

- If this box is selected, advance payment is authorized for this Agreement and **Exhibit "H"**, Alternative Advance Payment Financial Provisions is attached and incorporated into this Agreement.

If the Department determines that the performance of the Recipient is unsatisfactory, the Department shall notify the Recipient of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Recipient shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Recipient will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

Department, the Recipient will not be reimbursed to the extent of the non-performance. The Recipient will not be reimbursed until the Recipient resolves the deficiency. If the deficiency is subsequently resolved, the Recipient may bill the Department for the unpaid reimbursement request(s) during the next billing period. If the Recipient is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

- g.** Agencies providing goods and services to the Department should be aware of the following time frames. Inspection and approval of goods or services shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to **Section 55.03(1), F.S.**, will be due and payable, in addition to the invoice amount, to the Recipient. Interest penalties of less than one (1) dollar will not be enforced unless the Recipient requests payment. Invoices that have to be returned to an Recipient because of Recipient preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agencies who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

- h.** The Recipient shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Recipient's general accounting records and the project records, together with supporting documents and records, of the contractor and all subcontractors performing work on the project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i.** Prior to the execution of this Agreement, a Project schedule of funding shall be prepared by the Recipient and approved by the Department. The Recipient shall maintain said schedule of funding, carry out the Project, and shall incur obligations against and make disbursements of Project funds only in conformity with the latest approved schedule of funding for the Project. The schedule of funding may be revised by execution of a Local Agency Program ("LAP") Supplemental Agreement between the Department and the Recipient. The Recipient acknowledges and agrees that funding for this project may be reduced upon determination of the Recipient's contract award amount.
- j.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Recipient owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- k.** The Recipient must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- l.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, funds approval from the Department's Comptroller must be received each fiscal year prior to costs being incurred. See **Exhibit "B"** for funding levels by fiscal year. Project costs utilizing these fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Recipient, in writing, when funds are available.
- m.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

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"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

6. Department Payment Obligations:

Subject to other provisions of this Agreement, the Department will honor requests for reimbursement to the Recipient pursuant to this Agreement. However, notwithstanding any other provision of this Agreement, the Department may elect by notice in writing not to make a payment if:

- a. The Recipient shall have made misrepresentation of a material nature in its application, or any supplement or amendment to its application, or with respect to any document or data furnished with its application or pursuant to this Agreement;
- b. There is any pending litigation with respect to the performance by the Recipient of any of its duties or obligations which may jeopardize or adversely affect the Project, the Agreement or payments to the Project;
- c. The Recipient shall have taken any action pertaining to the Project which, under this Agreement, requires the approval of the Department or has made a related expenditure or incurred related obligations without having been advised by the Department that same are approved;
- d. There has been any violation of the conflict of interest provisions contained in paragraph 14.f.; or
- e. The Recipient has been determined by the Department to be in default under any of the provisions of the Agreement.

The Department may suspend or terminate payment for that portion of the Project which the Federal Highway Administration ("FHWA"), or the Department acting in lieu of FHWA, may designate as ineligible for Federal-aid.

In determining the amount of the payment, the Department will exclude all Project costs incurred by the Recipient prior to the Department's issuance of a Notice to Proceed ("NTP"), costs incurred after the expiration of the Agreement, costs which are not provided for in the latest approved schedule of funding in **Exhibit "B"** for the Project, costs agreed to be borne by the Recipient or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department.

7. General Requirements:

The Recipient shall complete the Project with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, and all applicable laws. The Project will be performed in accordance with all applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's **Local Agency Program Manual** (FDOT Topic No. 525-010-300), which by this reference is made a part of this Agreement. Time is of the essence as to each and every obligation under this Agreement.

- a. A full time employee of the Recipient, qualified to ensure that the work being pursued is complete, accurate, and consistent with the terms, conditions, and specifications of this Agreement shall be in responsible charge of the Project, which employee should be able to perform the following duties and functions:

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- i. Administers inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;
 - ii. Maintains familiarity of day to day Project operations, including Project safety issues;
 - iii. Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
 - iv. Visits and reviews the Project on a frequency that is commensurate with the magnitude and complexity of the Project;
 - v. Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
 - vi. Directs Project staff, agency or consultant, to carry out Project administration and contract oversight, including proper documentation;
 - vii. Is aware of the qualifications, assignments and on-the-job performance of the Recipient and consultant staff at all stages of the Project.
- b. Once the Department issues the NTP for the Project, the Recipient shall be obligated to submit an invoice or other request for reimbursement to the Department no less than once every 90 days (quarterly), beginning from the day the NTP is issued. If the Recipient fails to submit quarterly invoices to the Department, and in the event the failure to timely submit invoices to the Department results in the FHWA removing any unbilled funding or the loss of state appropriation authority (which may include the loss of state and federal funds, if there are state funds programmed to the Project), then the Recipient will be solely responsible to provide all funds necessary to complete the Project and the Department will not be obligated to provide any additional funding for the Project. The Recipient waives the right to contest such removal of funds by the Department, if the removal is related to FHWA's withdrawal of funds or if the removal is related to the loss of state appropriation authority. In addition to the loss of funding for the Project, the Department will also consider the de-certification of the Recipient for future LAP Projects. No cost may be incurred under this Agreement until after the Recipient has received a written NTP from the Department. The Recipient agrees to advertise or put the Project out to bid thirty (30) days from the date the Department issues the NTP to advertise the Project. If the Recipient is not able to meet the scheduled advertisement, the Department District LAP Administrator should be notified as soon as possible.
- c. If all funds are removed from the Project, including amounts previously billed to the Department and reimbursed to the Recipient, and the Project is off the State Highway System, then the Department will have to request repayment for the previously billed amounts from the Recipient. No state funds can be used on off-system projects, unless authorized pursuant to **Exhibit "I"**, State Funds Addendum, which will be attached to and incorporated in this Agreement in the event state funds are used on the Project.
- d. In the event that any election, referendum, approval, permit, notice or other proceeding or authorization is required under applicable law to enable the Recipient to enter into this Agreement or to undertake the Project or to observe, assume or carry out any of the provisions of the Agreement, the Recipient will initiate and consummate, as provided by law, all actions necessary with respect to any such matters.
- e. The Recipient shall initiate and prosecute to completion all proceedings necessary, including Federal-aid requirements, to enable the Recipient to provide the necessary funds for completion of the Project.
- f. The Recipient shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department and FHWA may require. The Recipient shall make such submissions using Department-designated information systems.
- g. Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable federal and state laws, the regulations in 23 Code of Federal Regulations (C.F.R.) and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. Federal funds shall not be paid on account of any cost incurred prior to authorization by FHWA to the Department to proceed with the Project or part

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thereof involving such cost (23 C.F.R. 1.9 (a)). If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the Recipient in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in parcel or Project costs in part or in total. For any amounts determined to be ineligible for federal reimbursement for which the Department has advanced payment, the Recipient shall promptly reimburse the Department for all such amounts within 90 days of written notice.

- h. For any project requiring additional right-of-way, the Recipient must submit to the Department an annual report of its real property acquisition and relocation assistance activities on the project. Activities shall be reported on a federal fiscal year basis, from October 1 through September 30. The report must be prepared using the format prescribed in 49 C.F.R. Part 24, Appendix B, and be submitted to the Department no later than October 15 of each year.

8. Audit Reports:

The administration of resources awarded through the Department to the Recipient by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of federal awards or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Recipient shall comply with all audit and audit reporting requirements as specified below.

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include, but not be limited to, on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to federal awards provided through the Department by this Agreement. By entering into this Agreement, the Recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (“CFO”), or State of Florida Auditor General.
- b. The Recipient, a non-federal entity as defined by 2 CFR Part 200, as a subrecipient of a federal award awarded by the Department through this Agreement is subject to the following requirements:
 - i. In the event the Recipient expends a total amount of federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Recipient must have a federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit “E”** to this Agreement provides the required federal award identification information needed by the Recipient to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining federal awards expended in a fiscal year, the Recipient must consider all sources of federal awards based on when the activity related to the federal award occurs, including the federal award provided through the Department by this Agreement. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
 - ii. In connection with the audit requirements, the Recipient shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.

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- iii. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in federal awards, the Recipient is exempt from federal audit requirements for that fiscal year. However, the Recipient must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Recipient's audit period for each applicable audit year. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-federal resources (*i.e.*, the cost of such an audit must be paid from the Recipient's resources obtained from other than federal entities).
- iv. The Recipient must electronically submit to the Federal Audit Clearinghouse (“FAC”) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the Recipient's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the federal award provided through the Department by this Agreement. If the Recipient fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Recipient or more severe enforcement action by the Department;
 - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the federal award;
 - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the federal awarding agency);
 - 5. Withhold further federal awards for the Project or program;
 - 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this federal award, the Recipient shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Recipient's records including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us
- c. The Recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, the CFO, or State of Florida Auditor General access to such records upon request. The Recipient shall ensure that the audit working papers are made available to the Department or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

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9. Termination or Suspension of Project:

The Department may, by written notice to the Recipient, suspend any or all of the Department's obligations under this Agreement for the Recipient's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

- a. If the Department intends to terminate the Agreement, the Department shall notify the Recipient of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.
- c. If the Agreement is terminated before performance is completed, the Recipient shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Recipient.
- d. In the event the Recipient fails to perform or honor the requirements and provisions of this Agreement, the Recipient shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.
- e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Recipient to comply with the Public Records provisions of Chapter 119, Florida Statutes.

10. Contracts of the Recipient:

- a. Except as otherwise authorized in writing by the Department, the Recipient shall not execute any contract or obligate itself in any manner requiring the disbursement of Department funds, including consultant or construction contracts or amendments thereto, with any third party with respect to the Project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department. The Department specifically reserves the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of such consultant or contractor.
- b. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the Recipient, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Recipient's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the Recipient will involve the Department in the consultant selection process for all projects funded under this Agreement. In all cases, the Recipient shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- c. The Recipient shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of Federal-aid funds. The Recipient shall comply with the provisions in the FHWA-1273 form as set forth in **Exhibit "G"**, FHWA 1273 attached to and incorporated in this Agreement. The Recipient shall include FHWA-1273 in all contracts with contractors performing work on the Project.
- d. The Recipient shall require its consultants and contractors to take emergency steps to close any public road whenever there is a risk to life, health and safety of the travelling public. The safety of the travelling public is the Department's first priority for the Recipient. If lane or road closures are required by the LA to ensure the life, health, and safety of the travelling public, the LA must notify the District Construction Engineer and District Traffic Operations Engineer immediately once the travelling public are not at imminent risk. The Department expects professional engineering judgment be applied in all aspects of locally

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delivered projects. Defect management and supervision of LAP project structures components must be proactively managed, monitored, and inspected by department prequalified structures engineer(s). The District Construction Engineer must be notified immediately of defect monitoring that occurs in LAP project construction, whether or not the defects are considered an imminent risk to life, health, or safety of the travelling public. When defects, including but not limited to, structural cracks, are initially detected during bridge construction, the engineer of record, construction engineering inspector, design-build firm, or local agency that owns or is responsible for the bridge construction has the authority to immediately close the bridge to construction personnel and close the road underneath. The LA shall also ensure compliance with the CPAM, Section 9.1.8 regarding actions for maintenance of traffic and safety concerns.

11. Disadvantaged Business Enterprise (DBE) Policy and Obligation:

It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The Recipient and its contractors agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The Recipient and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

12. Compliance with Conditions and Laws:

The Recipient shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the Recipient is in compliance with, and will require its contractors and subcontractors to comply with, all requirements imposed by applicable federal, state, and local laws and regulations, including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable.

13. Performance Evaluations:

Recipients are evaluated on a project-by-project basis. The evaluations provide information about oversight needs and provide input for the recertification process. Evaluations are submitted to the Recipient's person in responsible charge or designee as part of the Project closeout process. The Department provides the evaluation to the Recipient no more than 30 days after final acceptance.

- a. Each evaluation will result in one of three ratings. A rating of Unsatisfactory Performance means the Recipient failed to develop the Project in accordance with applicable federal and state regulations, standards and procedures, required excessive District involvement/oversight, or the Project was brought in-house by the Department. A rating of Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, with minimal District involvement/oversight. A rating of Above Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, and the Department did not have to exceed the minimum oversight and monitoring requirements identified for the project.
- b. The District will determine which functions can be further delegated to Recipients that continuously earn Satisfactory and Above Satisfactory evaluations.

14. Restrictions, Prohibitions, Controls, and Labor Provisions:

During the performance of this Agreement, the Recipient agrees as follows, and agrees to require its contractors and subcontractors to include in each subcontract the following provisions:

- a. The Recipient will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the Recipient pursuant thereto. The Recipient shall include the attached **Exhibit "C"**, Title VI Assurances in all contracts

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with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.

- b. The Recipient will comply with all the requirements as imposed by the ADA, the regulations of the Federal Government issued thereunder, and assurance by the Recipient pursuant thereto.
- c. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- d. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- e. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Recipient.
- f. Neither the Recipient nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the Recipient or the locality during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the Recipient, the Recipient, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the Recipient or the locality relating to such contract, subcontract or arrangement. The Recipient shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the Recipient or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the Recipient and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

- g. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

15. Indemnification and Insurance:

- a. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third-party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Recipient guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Recipient or any subcontractor, in connection with this Agreement.

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- b. To the extent provided by law, Recipient shall indemnify, defend, and hold harmless the Department against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of Recipient, or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by Recipient hereunder, to the extent and within the limitations of Section 768.28, Florida Statutes. The foregoing indemnification shall not constitute a waiver of the Department's or Recipient's sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28, nor shall the same be construed to constitute agreement by Recipient to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or for the acts of third parties. Nothing herein shall be construed as consent by Recipient to be sued by third parties in any manner arising out of this Agreement. This indemnification shall survive the termination of this Agreement.
- c. Recipient agrees to include the following indemnification in all contracts with contractors, subcontractors, consultants, or subconsultants (each referred to as "Entity" for the purposes of the below indemnification) who perform work in connection with this Agreement:

"To the extent provided by law, [ENTITY] shall indemnify, defend, and hold harmless the [RECIPIENT] and the State of Florida, Department of Transportation, including the Department's officers, agents, and employees, against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of [ENTITY], or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by [ENTITY].

The foregoing indemnification shall not constitute a waiver of the Department's or [RECIPIENT]'s sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28. Nor shall the same be construed to constitute agreement by [ENTITY] to indemnify [RECIPIENT] for the negligent acts or omissions of [RECIPIENT], its officers, agents, or employees, or third parties. Nor shall the same be construed to constitute agreement by [ENTITY] to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or third parties. This indemnification shall survive the termination of this Agreement."

- d. The Recipient shall, or cause its contractor or consultant to carry and keep in force, during the term of this Agreement, a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with combined bodily injury limits of at least \$200,000 per person and \$300,000 each occurrence, and property damage insurance of at least \$200,000 each occurrence, for the services to be rendered in accordance with this Agreement. The Recipient shall also, or cause its contractor or consultant to carry and keep in force Workers' Compensation Insurance as required by the State of Florida under the Workers' Compensation Law. With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Recipient shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Agreement. Policies that include Self Insured Retention will not be accepted. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

16. Maintenance Obligations: In the event the Project includes construction then the following provisions are incorporated into this Agreement:

- a. The Recipient agrees to maintain any portion of the Project not located on the State Highway System constructed under this Agreement for its useful life. If the Recipient constructs any improvement on Department right-of-way, the Recipient
 - shall
 - shall not
 - N/A

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maintain the improvements located on the Department right-of-way for their useful life. If the Recipient is required to maintain Project improvements located on the Department right-of-way beyond final acceptance, then Recipient shall, prior to any disbursement of the state funding provided under this Agreement, also execute a Maintenance Memorandum of Agreement in a form that is acceptable to the Department. The Recipient has agreed to the foregoing by resolution, and such resolution is attached and incorporated into this Agreement as **Exhibit "D"**. This provision will survive termination of this Agreement.

17. Miscellaneous Provisions:

- a. The Recipient will be solely responsible for compliance with all applicable environmental regulations, for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith. The Recipient will be responsible for securing any applicable permits. The Recipient shall include in all contracts and subcontracts for amounts in excess of \$150,000, a provision requiring compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).
- b. The Department shall not be obligated or liable hereunder to any individual or entity not a party to this Agreement.
- c. In no event shall the making by the Department of any payment to the Recipient constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Recipient and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- d. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- e. By execution of the Agreement, the Recipient represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- f. Nothing in the Agreement shall require the Recipient to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Recipient will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the Recipient to the end that the Recipient may proceed as soon as possible with the Project.
- g. In the event that this Agreement involves constructing and equipping of facilities, the Recipient shall submit to the Department for approval all appropriate plans and specifications covering the Project. The Department will review all plans and specifications and will issue to the Recipient a written approval with any approved portions of the Project and comments or recommendations covering any remainder of the Project deemed appropriate. After resolution of these comments and recommendations to the Department's satisfaction, the Department will issue to the Recipient a written approval with said remainder of the Project. Failure to obtain this written approval shall be sufficient cause of nonpayment by the Department.
- h. Upon completion of right-of-way activities on the Project, the Recipient must certify compliance with all applicable federal and state requirements. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, including if no right-of-way is required.
- i. The Recipient will certify in writing, prior to Project closeout that the Project was completed in accordance with applicable plans and specifications, is in place on the Recipient's facility, adequate title is in the Recipient's name, and the Project is accepted by the Recipient as suitable for the intended purpose.

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- j. The Recipient agrees that no federally-appropriated funds have been paid, or will be paid by or on behalf of the Recipient, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the Recipient to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Recipient shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this contract may be expended for lobbying the Legislature, the judicial branch or a state agency.
- k. The Recipient may not permit the Engineer of Record to perform Construction, Engineering and Inspection services on the Project.
- l. The Recipient shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the Recipient and FHWA requires reimbursement of the funds, the Recipient will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
- m. The Recipient shall:
 - i. utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Recipient during the term of the contract; and
 - ii. expressly require any contractor and subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- n. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- o. The Parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
- p. If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and the cost of the Project is to be paid from state-appropriated funds, then the Recipient must comply with the requirements of Section 255.0991, Florida Statutes.

18. Exhibits:

- a. Exhibits "A", "B", "C", "D", "E" and "F" are attached to and incorporated into this Agreement.
- b. If this Project includes Phase 58 (construction) activities, then **Exhibit "G"**, FHWA FORM 1273, is attached and incorporated into this Agreement.
- c. Alternative Advance Payment Financial Provisions are used on this Project. If an Alternative Pay Method is used on this Project, then **Exhibit "H"**, Alternative Advance Payment Financial Provisions, is attached and incorporated into this Agreement.
- d. State funds are used on this Project. If state funds are used on this Project, then **Exhibit "I"**, State Funds Addendum, is attached and incorporated into this Agreement. **Exhibit "J"**, State Financial Assistance (Florida Single Audit Act), is attached and incorporated into this Agreement.

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- e. This Project utilizes Advance Project Reimbursement. If this Project utilizes Advance Project Reimbursement, then **Exhibit "K"**, Advance Project Reimbursement is attached and incorporated into this Agreement.
- f. This Project includes funding for landscaping. If this Project includes funding for landscaping, then **Exhibit "L"**, Landscape Maintenance, is attached and incorporated into this Agreement.
- g. This Project includes funding for a roadway lighting system. If the Project includes funding for roadway lighting system, **Exhibit "M"**, Roadway Lighting Maintenance is attached and incorporated into this Agreement.
- h. This Project includes funding for traffic signals and/or traffic signal systems. If this Project includes funding for traffic signals and/or traffic signals systems, **Exhibit "N"**, Traffic Signal Maintenance is attached and incorporated into this Agreement.
- i. A portion or all of the Project will utilize Department right-of-way and, therefore, **Exhibit "O"**, Terms and Conditions of Construction in Department Right-of-Way, is attached and incorporated into this Agreement.
- j. The following Exhibit(s) are attached and incorporated into this Agreement: _____

k. Exhibit and Attachment List

Exhibit A: Project Description and Responsibilities

Exhibit B: Schedule of Financial Assistance

Exhibit C: Title VI Assurances

Exhibit D: Recipient Resolution

Exhibit E: Federal Financial Assistance (Single Audit Act)

Exhibit F: Contract Payment Requirements

* Exhibit G: FHWA Form 1273

* Exhibit H: Alternative Advance Payment Financial Provisions

* Exhibit I: State Funds Addendum

* Exhibit J: State Financial Assistance (Florida Single Audit Act)

* Exhibit K: Advance Project Reimbursement

* Exhibit L: Landscape Maintenance

* Exhibit M: Roadway Lighting Maintenance

* Exhibit N: Traffic Signal Maintenance

* Exhibit O: Terms and Conditions of Construction in Department Right-of-Way

* Additional Exhibit(s): G

*** Indicates that the Exhibit is only attached and incorporated if applicable box is selected.**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

RECIPIENT Leon County, Florida

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____
Name:
Title:

By: _____
Name: Tim Smith, P.E.
Title: Director of Transportation Development

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

Legal Review:

By: _____
Name: Kyle L. Kemper
Title: Senior Assistant County Attorney

EXHIBIT A**PROJECT DESCRIPTION AND RESPONSIBILITIES**FPN: 449703-1-58-01 & 449703-1-68-01

This exhibit forms an integral part of the Agreement between the State of Florida, Department of Transportation and
Leon County, B.O.C.C. (the Recipient)

PROJECT LOCATION:

- The project is on the National Highway System.
- The project is on the State Highway System.

PROJECT LENGTH AND MILE POST LIMITS: 0.129 Miles

PROJECT DESCRIPTION: This project is for the Construction and CEI services for the Woodville PreK-8 Canyon Creek Sidewalk Project. The Canyon Creek Road Sidewalk project starts from Shumard Drive (west end) to St. Marks Trail (east end). This project will include a five-foot concrete sidewalk with a minimum two-foot buffer from edge of paved vehicular travel lane and associated storm-water drainage conveyance system modifications. No additional right of way is required.

SPECIAL CONSIDERATIONS BY RECIPIENT:

The Recipient is required to provide a copy of the design plans that include the most current minimum Design Standards and current Cost Estimate for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

The Department hereby notifies the Recipient that for projects that are classified as A, B or C, the Recipient is required to hire a contractor prequalified by the Department.

The Department hereby notifies the Recipient that for projects that are classified as D and or estimate cost of less than \$250,000 and are not located on the Department's right-of-way, the Recipient is advised to hire a contractor prequalified by the Department.

The Department hereby notifies the Recipient, for the provision of Construction Engineering Inspection (CEI) services for projects that are classified as A, B or C, the Recipient is required to hire a Department prequalified consultant in the appropriate work type.

The Department hereby notifies the Recipient, for the provision of Construction Engineering Inspection (CEI) services for projects that are classified D the Recipient is advised to hire a Department pre-qualified consultant in the appropriate work type.

The Department hereby notifies the Recipient, in accordance with Section 337.14, F.S. the Entity performing Design and Construction Engineering Inspection (CEI) services may not be the same Entity.

The Recipient shall be responsible for all permitting activities related to the project and notify the Department prior to commencement of any right-of-way activities.

The Recipient shall submit to the Department the bid tabulations and award intent for review and concurrence prior to award and will submit the signed construction contract for records upon execution of the final document.

Off the State Highway System (Off-System) construction projects must be administered in accordance with latest version of the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways Florida (also known as the Florida Greenbook).

The Recipient shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by .
- b) Design to be completed by .
- c) Right-of-Way requirements identified and provided to the Department by .
- d) Right-of-Way to be certified by .
- e) Construction contract to be let by .
- f) Construction to be completed by March 31, 2026 .

If this schedule cannot be met, the Recipient will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of funding.

SPECIAL CONSIDERATIONS BY DEPARTMENT:

he Department will provide concurrence to advertise for construction to the Recipient after final plans and construction estimate, and all necessary certifications have been reviewed and approved.

The Department will issue a Letter of Concurrence for construction and CEI to the Recipient after bid tabulations, score cards and draft contracts have been reviewed and approved.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT B
SCHEDULE OF FINANCIAL ASSISTANCE

RECIPIENT NAME & BILLING ADDRESS: Leon County, B.O.C.C. 301 S Monroe Street Tallahassee, FL. 32301	FINANCIAL PROJECT NUMBER: 449703-1-58-01 & 449703-1-68-01
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PHASE OF WORK By Fiscal Year	MAXIMUM PARTICIPATION			
	(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	(4) FEDERAL FUNDS
Design- Phase 38				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Design Cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Right-of-Way- Phase 48				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Right-of-Way Cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Construction- Phase 58				
FY: 2025 (ACSS, SR2T)	\$ 173,705.00	\$ 0.00	\$ 0.00	\$ 173,705.00
FY: (Insert Program Name)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
FY: (Insert Program Name)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Construction Cost	\$ 173,705.00	\$ 0.00	\$ 0.00	\$ 173,705.00
Construction Engineering and Inspection (CEI)- Phase 68				
FY: 2025 (ACSS)	\$ 20,845.00	\$ 0.00	\$ 0.00	\$ 20,845.00
FY: (Insert Program Name)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
FY: (Insert Program Name)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total CEI Cost	\$ 20,845.00	\$ 0.00	\$ 0.00	\$ 20,845.00
(Insert Phase)				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Phase Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL COST OF THE PROJECT	\$ 194,550.00	\$ 0.00	\$ 0.00	\$ 194,550.00

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Maria Showalter - Local Programs Administrator
 District Grant Manager Name

 Signature Date

EXHIBIT C**TITLE VI ASSURANCES**

During the performance of this contract, the consultant or contractor, for itself, its assignees and successors in interest (hereinafter collectively referred to as the "contractor") agrees as follows:

- (1.) Compliance with REGULATIONS:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") **Title 49, Code of Federal Regulations, Part 21**, as they may be amended from time to time, (hereinafter referred to as the **REGULATIONS**), which are herein incorporated by reference and made a part of this contract.
- (2.) Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by **Section 21.5** of the **REGULATIONS**, including employment practices when the contract covers a program set forth in **Appendix B** of the **REGULATIONS**.
- (3.) Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the **REGULATIONS** relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) Information and Reports:** The contractor shall provide all information and reports required by the **REGULATIONS** or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such **REGULATIONS**, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation, or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or

Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the contractor under the contract until the contractor complies, and/or
- b. cancellation, termination or suspension of the contract, in whole or in part.

(6.) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the **REGULATIONS**, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, or *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(7.) Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT D

RECIPIENT RESOLUTION

The Recipient's Resolution authorizing entry into this Agreement is attached and incorporated into this Agreement.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT E

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.205
CFDA Title: Highway Planning and Construction
Federal-Aid Highway Program, Federal Lands Highway Program
CFDA Program Site: https://beta.sam.gov/fal/1093726316c3409a8e50f4c75f5ef2c6/view?keywords=20.205&sort=-relevance&index=cfda&is_active=true&page=1
Award Amount: \$194,550.00
Awarding Agency: Florida Department of Transportation
Award is for R&D: No
Indirect Cost Rate: N/A

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards
<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

Title 23 – Highways, United States Code
<http://uscode.house.gov/browse/prelim@title23&edition=prelim>

Title 49 – Transportation, United States Code
<http://uscode.house.gov/browse/prelim@title49&edition=prelim>

Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the “Bipartisan Infrastructure Law”)
<https://www.congress.gov/117/bills/hr3684/BILLS-117hr3684enr.pdf>

Federal Highway Administration – Florida Division
<http://www.fhwa.dot.gov/fldiv/>

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
<https://www.fsr.gov/>

EXHIBIT F**CONTRACT PAYMENT REQUIREMENTS**
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

Salaries: Timesheets that support the hours worked on the project or activity must be kept. A payroll register, or similar documentation should be maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

Fringe benefits: Fringe benefits should be supported by invoices showing the amount paid on behalf of the employee, e.g., insurance premiums paid. If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

Travel: Reimbursement for travel must be in accordance with s. 112.061, F.S., which includes submission of the claim on the approved state travel voucher along with supporting receipts and invoices.

Other direct costs: Reimbursement will be made based on paid invoices/receipts and proof of payment processing (cancelled/processed checks and bank statements). If nonexpendable property is purchased using state funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with DMS Rule 60A-1.017, F.A.C., regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in s. 273.02, F.S., for subsequent transfer to the State.

Indirect costs: If the contract stipulates that indirect costs will be paid based on a specified rate, then the calculation should be shown. Indirect costs must be in the approved agreement budget and the entity must be able to demonstrate that the costs are not duplicated elsewhere as direct costs. All indirect cost rates must be evaluated for reasonableness and for allowability and must be allocated consistently.

Contracts between state agencies may submit alternative documentation to substantiate the reimbursement request, which may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address

<https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>.

EXHIBIT G

**FHWA FORM 1273
FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**LEGAL REQUIREMENTS AND RESPONSIBILITY TO THE PUBLIC – COMPLIANCE
WITH FHWA 1273.**

The FHWA-1273 version dated October 23, 2023 is appended in its entirety to this Exhibit. FHWA-1273 may also be referenced on the Department's website at the following URL address:

<http://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>

Sub-recipients of federal grants awards for Federal-Aid Highway construction shall take responsibility to obtain this information and comply with all provisions contained in FHWA-1273.

LEON COUNTY RESOLUTION NO.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA APPROVING A LOCAL AGENCY PROGRAM AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, AND LEON COUNTY, FLORIDA FOR THE CONSTRUCTION AND CONSTRUCTION ENGINEERING INSPECTION FOR THE WOODVILLE PREK-8 CANYON CREEK SIDEWALK PROJECT.

RECITALS

WHEREAS, The State of Florida, Department of Transportation (the “DEPARTMENT”) and Leon County, Florida, a charter county and political subdivision of the State of Florida (the “COUNTY”) are desirous of having the DEPARTMENT participate in the Construction and Construction Engineering Inspection (CEI) for Woodville PreK-8 Canyon Creek Sidewalk Project (“PROJECT”), the details of which are described in the Local Agency Program (LAP) Agreement between the DEPARTMENT and the COUNTY as presented to the Board of County Commissioners of Leon County, Florida at its regular meeting on March 18, 2025; and

WHEREAS, the “PROJECT”, will be conducted in Leon County, and the DEPARTMENT is prepared to contribute funds in an amount up to One Hundred Ninety-Four Thousand Five Hundred Fifty and 00/100 Dollars (\$194,550) toward the PROJECT; and

WHEREAS, completion of the PROJECT is in the interest of the DEPARTMENT and the COUNTY, as it promotes safety and mobility for the community.

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

Section 1. Approval and Authorization.

The Board hereby approves the Local Agency Participation Agreement and hereby authorizes the County Administrator to execute the Local Agency Participation Agreement in a form approved by the County Attorney.

1 **Section 2. Effective Date.**

2 This resolution shall become effective immediately upon its adoption.

3 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon
4 County, Florida, this 18th day of March 2025.

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LEON COUNTY, FLORIDA

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By: _____
Brian Welch, Chairman
Board of County Commissioners

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

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19 By: _____

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22 APPROVED AS TO FORM:
23 Chasity H. O’Steen, County Attorney
24 Leon County Attorney’s Office

25
26

27 By: _____

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2024/2025; 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 18th day of March, 2025.

LEON COUNTY, FLORIDA

By: _____
Brian Welch, Chairman
Board of County Commissioners

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

By: _____

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

By: _____

FISCAL YEAR 2024/2025 BUDGET AMENDMENT REQUEST

No: BAB25015
Date: 02/21/25

Agenda Item No: _____
Agenda Item Date: 03/18/25

County Administrator

Vincent S. Long

Assistant County Administrator

Ken Morris

Request Detail

Revenues

Fund	Org	Account Information Acct	Prog	Title	Current Budget	Change	Adjusted Budget
125	051009	331212	000	FDOT SRTS Canyon Creek Sidewalk	-	194,550	194,550
Subtotal:						194,550	

Expenditures

Fund	Org	Account Information Acct	Prog	Title	Current Budget	Change	Adjusted Budget
125	051009	55410	541	Infrastructure	-	194,550	194,550
Subtotal:						194,550	

Purpose of Request

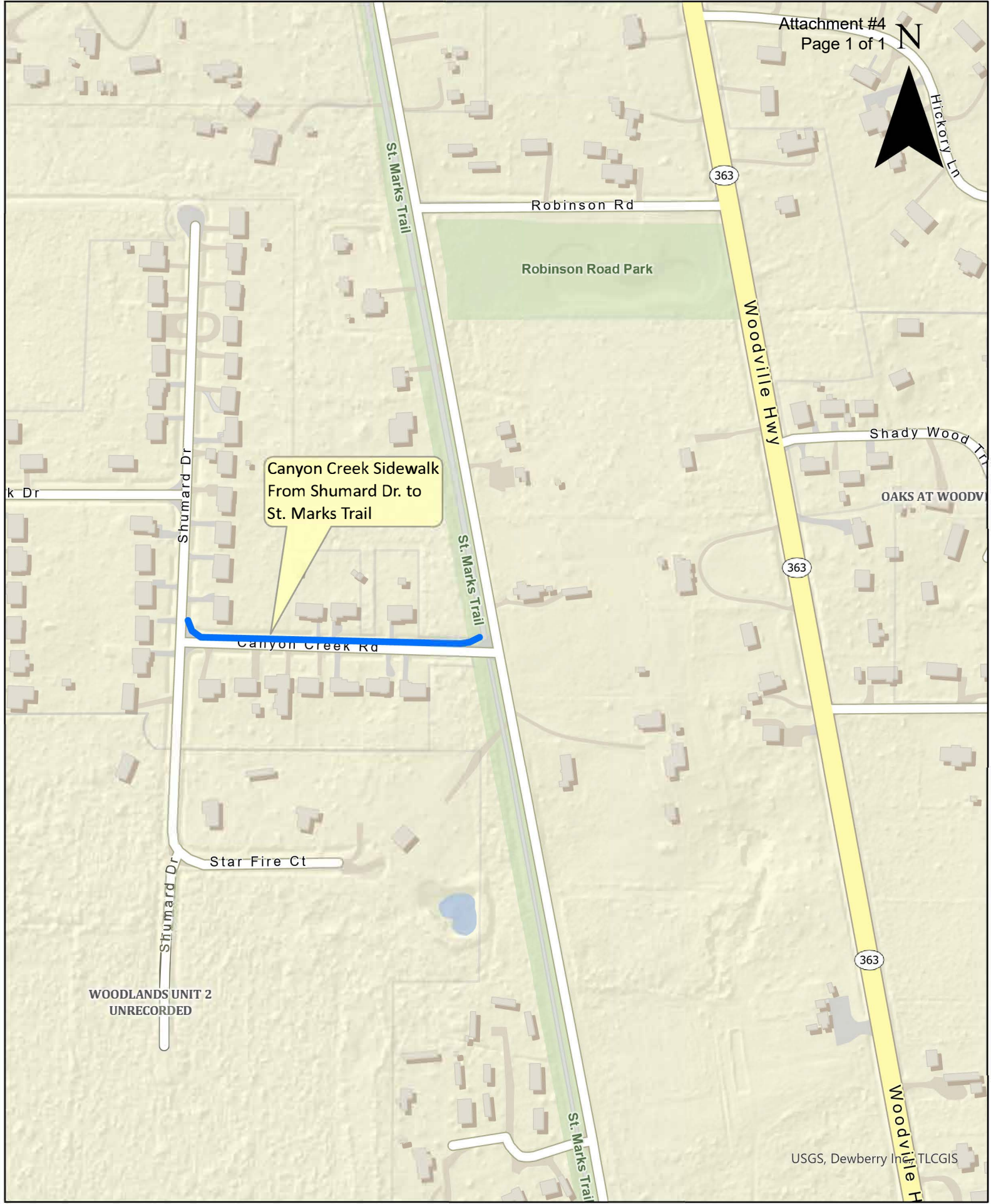
This budget amendment appropriates funds from the Florida Department of Transportation in the amount of \$194,550 for the Safe Routes to School grant for a sidewalk on Canyon Creek Road between Old Woodville Highway and Shumard Drive.

Division/Department
2624/26

Brandy Furbee, Budget Manager

Roshaunda Bradley, Budget Director

Approved By: Resolution Motion Administrator



Canyon Creek Sidewalk from Shumard Dr to St Marks Trail
Leon County, FL - FPN 449703-1
Page 190 of 835 Posted on March 10, 2025

**Leon County
Board of County Commissioners**

Notes for Agenda Item #9

Leon County Board of County Commissioners

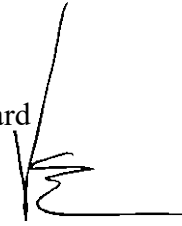
Agenda Item #9

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Memorandum of Understanding with the Florida Department of Health in Leon County



Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Chad Abrams, Chief, Emergency Medical Services
Lead Staff / Project Team:	Cara Aldridge, Director, Animal Control

Statement of Issue:

This item seeks Board approval of a Memorandum of Understanding with the Florida Department of Health in Leon County to document the existing roles and responsibilities of Leon County and Florida Department of Health in Leon County related to rabies prevention and control.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option # 1: Approve the Memorandum of Understanding with the Florida Department of Health in Leon County (Attachment #1) 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 approval of a Memorandum of Understanding (MOU) with the Florida Department of Health in Leon County (DOH-Leon) to document the existing roles and responsibilities of Leon County and DOH-Leon related to rabies prevention and control (Attachment #1).

Rabies is a preventable viral disease, which can spread to people and pets through bites and scratches from an infected animal. Rabies can cause severe illness and death if medical care is not sought after a rabies exposure. The Centers for Disease Control and Prevention reports that the majority of annual rabies cases occur in wild animals such as raccoons, skunks, bats, and foxes.

Chapter 381, Florida Statutes, assigns responsibility for the administration and enforcement of laws and rules relating to the control of communicable diseases among humans and from animals to humans (including rabies) to the Florida Department of Health. Chapter 64D-3, Florida Administrative Code, and the Rabies Prevention and Control Compendium published and implemented by Florida Department of Health, outlines the necessary coordination between agencies and establishes procedures to prevent and control rabies. Section 4-76 of the Leon County Code of Laws requires rabies vaccinations for domestic animals susceptible to the disease (the City of Tallahassee also requires rabies vaccination for such animals).

As a result, the County and DOH-Leon have a long-standing cooperative arrangement in performing the tasks associated with rabies prevention and control in Leon County. The Division of Animal Control assists the DOH-Leon with investigating domestic animal bites, the capture and quarantine of animals involved in bites, and in the processing of animals for rabies examination. Leon County Animal Control provides assistance to the DOH-Leon with rabies prevention and control countywide (including within City limits).

In order to memorialize the collaboration between the County and DOH-Leon, on January 22, 2019, the Board approved a memorandum of understanding with DOH-Leon defining the existing roles and responsibilities for rabies prevention and control activities. The memorandum of understanding expired March 1, 2023, and therefore, Board approval is required for the proposed MOU recommended in this item. However, it is important note that the County and DOH-Leon have continued to collaborate in rabies prevention and control activities within the community.

Analysis:

Similar to the previous memorandum of understanding approved by the Board, the proposed MOU memorializes the ongoing collaboration between the County and DOH-Leon in rabies prevention and control activities in the community. The proposed MOU details the existing roles and responsibilities of the entities as it relates to rabies prevention and control to prevent the overlapping of responsibilities.

Under the proposed MOU, DOH-Leon will:

- Investigate rabies exposure incidents.
- Isolate and quarantine animals.
- Provide shipping materials and pay for the shipping and testing of specimens.
- Provide the County's Animal Control Officers with rabies vaccinations and titer examinations.
- Provide medical consultation.
- Refer dangerous animals and cases involving serious injuries from animal bites to the County for investigation.

Under the proposed MOU, the County will:

- Locate and apprehend animals.
- Process and ship rabies specimens.
- Provide transportation of animals for quarantine to the Animal Service Center.
- Notify DOH-Leon of animal bites to humans.
- Cooperate with DOH-Leon in investigating incidents related to rabies control throughout the City and County.

The County and DOH-Leon responsibilities outlined in the proposed MOU are similar to the previous memorandum of understanding approved by the Board. Therefore, it is recommended that the Board approve the proposed MOU and authorize the County Administrator to execute the MOU, and any amendments thereto, subject to legal review by the County Attorney. In order to ensure that the roles and responsibilities remain memorialized, the proposed MOU would be effective upon execution of the parties for a period of one (1) year and would automatically renew each year unless terminated by either the County or DOH-Leon.

Options:

1. Approve the Memorandum of Understanding with the Florida Health Department in Leon County (Attachment #1) and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney.
2. Do not approve the Memorandum of Understanding with the Florida Health Department in Leon County.
3. Board direction.

Recommendation:

Option # 1

Attachment:

1. Proposed Memorandum of Understanding with the Florida Department of Health in Leon County.

Memorandum of Understanding

For the mutual benefit of the parties involved, this Memorandum of Understanding (“MOU”) is entered into on this ____ day of _____, 2025, by and between Leon County, Florida (“County”), of 301 South Monroe Street, Tallahassee, Florida 32301, and the Florida Department of Health in Leon County (the “Department”), 2965 Major James Morgan Jr. Way, Tallahassee, Florida 32304, for the purpose of achieving the various aims and objectives relating to Rabies Prevention and Control.

WHEREAS Leon County Florida's Division of Animal Control ("Animal Control") and the Department desire to enter into an agreement in which Animal Control and the Department work together to complete the protocols/objectives identified in the Rabies Prevention and Control Compendium published by the Florida Department of Health; and

WHEREAS Animal Control and the Department desire to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the entities agrees are necessary to complete the various aims and objectives relating to Rabies Prevention and Control.

I. Purpose and Scope

The purpose of the MOU is to clarify and clearly identify the roles and responsibilities Animal Control and the Department shall execute as they relate to rabies prevention and rabies control investigations within Leon County.

The scope of this MOU is limited to the roles and responsibilities with regard to rabies prevention and control within Leon County.

II. Background

Rabies is a preventable viral disease that affects mammals and is most often transmitted through the bite of a rabid animal. The Centers for Disease Control reports that the vast majority of cases each year occur in wild animals like raccoons, skunks, bats, and foxes. Rabies prevention and control investigations for infected persons and non-human animals are managed at the state and local level.

Chapter 381, Florida Statutes, authorizes the Department to, among other things, “administer and enforce laws and rules relating to sanitation, control of communicable diseases, illnesses and hazards to health among humans and from animals to humans, and the general health of the people of the state.”

Chapter 64D-3, Florida Administrative Code, “Procedure for Control of Specific Communicable Diseases” details general Department of Health policies and procedures related to rabies control including, but not limited to, the following: 1) requiring that animal bites to humans by a potentially rabid animal be reportable to the county health officer; 2) establishing authority for quarantine, outlining quarantine requirements and specifying conditions for the transportation and removal of quarantined persons and animals; and 3) outlining procedures for preventing rabies in humans, managing animals involved in bite incidents and declaring area-wide quarantines.

The Rabies Prevention and Control Compendium published by the Florida Department of Health addresses coordination between relevant organizations, agencies and institutions; clinical descriptions of disease symptoms in animals and humans; protocols for proper handling, packing and shipping and testing of animals for rabies examination; confinement and management of biting animals; disposition of animals exposed to rabies; investigation of animal bites to people; human pre-exposure immunization and post-exposure prophylaxis; access to human rabies vaccine; and guidelines for epidemic control measures.

The Department's Environmental Health Program has instituted a Rabies Surveillance Program that "helps identify and track cases of rabies and potential cases of rabies reported in Leon County." The Rabies Surveillance Program staff work with Leon County Animal Control and City of Tallahassee Animal Services in these efforts.

Leon County's Division of Animal Control has assisted the Department with the management of human and domestic animal exposures to rabid or suspect rabid animals for several years. Rabies management includes Section 4-76 of the Leon County Ordinance titled "Rabies Vaccination Required," which outlines the frequency, proof, removal, display, and furnishing of information required for every ferret, dog, and cat required to be vaccinated for rabies in the county. However, many of these overlapping management and investigatory responsibilities with the Department have existed without any written agreement.

III. Definitions

The following terms and phrases are used throughout this MOU, and shall be defined and understood as having the following meanings:

"Pet" shall mean any domestic or tamed animal kept for companionship or pleasure, which is subject to the rabies vaccination and control ordinance.

"Specimen" or "rabies specimen" shall mean any sample, animal part, whole animal, animal material or any other test conducted as it relates to the prevention, management, control, diagnosis, or destruction of a rabid animal or suspect rabid animal.

"Dangerous" and/or "aggressive animal cases" for dogs shall have the same meaning as defined in Section 767.11, Florida Statutes, as amended from time to time and for all other animals shall mean any instance, situation, conduct, awareness, or action able or likely to cause harm or injury to any person, place, thing, or non-human animal, by another animal.

"Rabies vector species" shall refer to any non-human animal that has bitten or attempted to bite another person or non-human animal. Bite animals need not necessarily have been classified as dangerous and/or aggressive animal cases.

IV. Obligations and Cooperation

A. The Department of Health Responsibilities

The Department shall maintain a rabies control program (within its Rabies Surveillance Program) as mandated by Chapter 64D-3, Florida Administrative Code, within the corporate and unincorporated areas of Leon County. This program should include, but is not limited to:

- Investigating human and non-human domestic, wild, and pet animal rabies exposure incidents;
- Isolating and/or quarantining animals involved in rabies exposure incidents;
- Releasing isolated and/or quarantined animals at the end of the quarantine period;
- Providing Animal Control with shipping and packaging supplies including but not limited to coolers and/or boxes for the shipment of rabies specimens to the state laboratory;
- Remitting payment for any and all shipping costs associated with the shipment of rabies specimens to the state laboratory;
- Providing Animal Control staff with pre-exposure rabies vaccinations;
- Providing Animal Control staff with periodical rabies titer examinations;
- Referring dangerous and/or aggressive animal cases to Animal Control for investigative purposes;
- Referring cases involving severe injuries as a result of animal contact to Animal Control for investigative purposes; and
- Providing medical consultation regarding anti-rabies treatment for bite victims.

B. Leon County Animal Control Responsibilities

The Leon County Division of Animal Control shall undertake the following responsibilities:

- Apprehending living and deceased rabies vector species that require rabies testing in the corporate and unincorporated areas of Leon County, as requested by the Department;
- Processing and shipping rabies specimens to the state laboratory;
- Providing the Department with a copy or copies of the test results for specimens that have been shipped to the state laboratory;
- Making good faith attempts to apprehend and/or perform patrols for rabies vector species that remain at large, as requested by the Department;
- Providing transportation for rabies vector species that are not candidates for home quarantine, as requested by the Department;
- Assisting the Department with apprehending and/or performing patrols for rabies vector species, as requested by the Department;
- Notify the Department when any of the following occurs:
 - The inability to locate an animal within seven (7) days of exposure to the victim.

- Victim exposure to a wild animal which will not be able to be obtained. Within twenty-four (24) hours of notification of exposure.
- Refer all medical inquiries regarding anti-rabies treatment to the Department or their private physician;
- Comply with section 381.0031, Florida Statutes, regarding the confidentiality of animal bite patient records.

C. Both Parties Agree

Cooperation in Investigations. Through this MOU, Animal Control and the Department agree to make good faith attempts to resolve any conflict and/or duplication of responsibilities not found herein, as they relate to the prevention and control of rabies within Leon County.

Liability. Animal Control and the Department are completely separate entities and neither party may obligate the other in any manner. Animal Control and the Department agree to accept and to be responsible for its own acts or omissions as well as those of its employees, and nothing in this MOU should be interpreted or construed to place any such responsibility onto the other party. The parties acknowledge that the Department is part of the Florida Department of Health, an executive branch agency of the State of Florida. Nothing in this agreement should be construed to be a waiver of sovereign immunity any greater than the limited waiver set forth in Section 768.28, Florida Statutes.

Independent Contractors. Through this MOU, Animal Control and the Department intend to establish between them the relationship of mutually independent contractors. Each party and the officers, employees, agents, subcontractors or other contractors thereof shall not be deemed by virtue of this MOU to be officers, agents, or employees of the other party.

Amendments. No modifications or amendment to the conditions contained herein shall be effective unless contained in a written document and executed by each party hereto.

Waiver of Breach. The failure on the part of either party to enforce any material provision of this MOU on any single occasion shall not constitute a waiver of the right to enforce any and all material provisions of this MOU.

Venue. This MOU is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida.

Notices. Except as otherwise provided herein, when either party to this MOU desires to give notice to the other, such notice must be in writing, and delivered by (i) United States certified or registered mail, postage prepaid and return receipt requested, (ii) a nationally recognized overnight delivery service, (iii) personal delivery with a written receipt obtained, or (iv) email transmission with confirmation of receipt provided by the recipient via returned email, at the addresses set forth below. Notices shall be effective upon receipt.

The Department and Animal Control representatives are as follows:

Animal Control:
Cara Aldridge
911 Easterwood Drive
Tallahassee, FL 32311
(850)606-5400
AldridgeC@LeonCountyFL.gov

Department:
Katrina Ferguson
2695 Major James Morgan Jr. Way
Tallahassee, FL 32304
(850)404-6312
Katrina.Ferguson@flhealth.gov

V. Term / Termination

This MOU shall remain in full force and effect for a period of one (1) year from the date the MOU is signed by both parties and shall automatically renew for one (1) year terms unless otherwise terminated or amended as provided herein.

Termination. Either party may terminate this MOU, with or without cause, with a minimum of thirty (30) days written notice to the other party. The parties, by mutual agreement, may agree to a lesser period of time.

VI. Effective Date and Signature

This MOU shall be effective upon the signature of the authorized officials for the Leon County Division of Animal Control and the Florida Department of Health in Leon County.

Both entities indicate agreement with this MOU by the signatures that follow herein.

Department of Health, Leon County

By: _____
Brandi Knight

Date: _____

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long, County Administrator

Date: _____

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

By: _____

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

By: _____

**Leon County
Board of County Commissioners**

Notes for Agenda Item #10

Leon County Board of County Commissioners

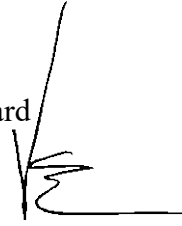
Agenda Item #10

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of an Agreement with the Leon County Sheriff's Office for the Tactical Medical Program



Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Chad Abrams, Chief, Emergency Medical Services
Lead Staff / Project Team:	Darryl Hall, Deputy Chief, Emergency Medical Services

Statement of Issue:

This item seeks Board approval of an Agreement with the Leon County Sheriff's Office for the tactical medical program. The program provides specialized paramedic support from the Emergency Medical Services Division to the Leon County Sheriff's Office Special Weapons and Tactics Team during tactical operations.

Fiscal Impact:

This item has a fiscal impact. The funding associated with the tactical medical program is included in the Fiscal Year (FY) 2025 Emergency Medical Services and Leon County Sheriff's Office operating budgets.

Staff Recommendation:

Option #1: Approve the Agreement with the Leon County Sheriff's Office for the Tactical Medical Program (Attachment #1), 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 approval of an Agreement with the Leon County Sheriff's Office (LCSO) for the tactical medical program (Attachment #1). The program provides specialized paramedic support from the Emergency Medical Services (EMS) Division to the LCSO Special Weapons and Tactics Team (SWAT).

The tactical medical program advances the following FY 2022 – FY 2026 Strategic Initiative:

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

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

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

Since 2015, the County and LCSO have partnered in the training and deployment of EMS paramedics for tactical medicine and emergency evacuation procedures that enhance the capabilities and response of LCSO SWAT. The tactical medical program, which is consistent with national standards, allows EMS paramedics to access injured individuals and begin life-saving treatment quicker than traditional paramedics and provide medical care that is not otherwise available from the SWAT.

EMS paramedics are deployed as an integrated component of LCSO SWAT during tactical operations such as hostage rescue, barricaded suspects, and the apprehension of high-risk offenders. EMS paramedics that participate in the tactical medical program are assigned to the program in an extra-duty capacity and maintain their primary role on an ambulance. There are no full-time EMS positions solely designated for the tactical medical program.

Analysis:

The proposed Agreement continues the partnership between the County and LCSO by delineating the obligations of each party in the operation of the program; memorializing the program objectives and operations; establishing the chain of command that will be followed for the program; and establishing selection, qualification and training requirements of participating paramedics.

The most recent agreement expired September 30, 2024. If approved by the Board, the terms of the proposed Agreement would be effective retroactively to October 1, 2024, and automatically renew on an annual basis unless written notice of an intent not to extend is provided by either party at least 60 days prior to the end of any annual term. These terms would align with the annual budget which allows for the program to be evaluated during the budget process. The funding associated with the tactical medical program is included in the FY 2025 EMS and LCSO operating budgets.

Options:

1. Approve the Agreement with the Leon County Sheriff's Office for the Tactical Medical Program (Attachment #1), and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney.
2. Do not approve the Agreement with the Leon County Sheriff's Office for the Tactical Medical Program.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Proposed Tactical Medical Program Agreement

TACTICAL MEDICAL PROGRAM AGREEMENT

THIS TACTICAL MEDICAL PROGRAM AGREEMENT (“Agreement”) is made and entered into on the date upon which it is signed by the last Party below, by and between Walter McNeil, as Sheriff of Leon County, Florida, a Constitutional Officer of the State of Florida, a/k/a the Leon County Sheriff’s Office, (“Sheriff”), and Leon County, Florida, a political subdivision of the State of Florida (“County”), (both a “Party” and together the “Parties”).

RECITALS

WHEREAS, On October 28, 2014, at a regularly scheduled Board of County Commissioners meeting, the Board voted to approve an agreement with the Leon County Sheriff’s Office for the provision of a Tactical Medical Program; and

WHEREAS, the County and the Sheriff seek to continue to enhance emergency service within Leon County through an intra-agency partnership; and

WHEREAS, the Tactical Medical Program provides specialized pre-hospital emergency medical support to the Sheriff’s Special Weapons and Tactics Team (“SWAT”) during tactical operations; and

WHEREAS, the Tactical Medical Program will provide for County Tactical Medics to work and train with SWAT; and

WHEREAS, the Tactical Medical Program will provide for a County Tactical Medic to respond with SWAT to tactical operations; and

WHEREAS, the Sheriff’s Office and Leon County Emergency Medical Services wish to continue to utilize and participate in the Tactical Medical Program; and

WHEREAS, On March 18, 2025, at a regularly scheduled Board of County Commissioners meeting, the Board approved this Agreement for the continuation of the Tactical Medical Program; and

WHEREAS, the County and Sheriff desire to enter into an agreement to accomplish the public purposes set forth in these recitals.

NOW, THEREFORE, in consideration of the following mutual promises and covenants, and other good and valuable consideration, the sufficiency of which is being acknowledged, the Sheriff and County hereby agree as follows:

1. **Term.**

The Term of this Agreement shall be effective as of October 1, 2024 and at all times thereafter, with the same force and effect as if this agreement had been executed on that date, and shall continue until September 30, 2025, unless terminated pursuant to the terms of this Agreement. This Agreement shall extend automatically each year for one (1) year

Renewal Terms, continuously, unless written notice of a Party's intent not to extend the Agreement is provided to the other Party, not less than sixty (60) days prior to the end of the original Term, or any Renewal Term hereof.

2. Sheriff's Obligations.

The following specific services, duties, and responsibilities shall be the obligation of the Sheriff:

- a. The Sheriff shall provide a detailed list of all necessary personal protective equipment needed by Tactical Medics to participate in training and active operations.
- b. The Sheriff shall ensure that each individual Tactical Medic assigned to the program by the County shall be "appointed" to the tactical team by the Sheriff, or by whomever is identified as the "head" of the Leon County Sheriff's Office.
- c. The Sheriff shall maintain and keep current its Tactical Medical Program Procedures which, at a minimum, will cover the appointment, training, and deployment of the tactical medical professionals pursuant to 790.25(q), F.S.
- d. The Sheriff shall provide a Basic SWAT orientation to Tactical Medics prior to participating in an active operation. The course curriculum and content shall be at the discretion of the SWAT Command.
- e. The Sheriff shall provide not less than sixty (60) days advance notice of the two (2) SWAT training days each month for Tactical Medics to attend to fulfil the training requirements set forth in this Agreement.
- f. The Sheriff shall prepare the training and implementation of mission specific casualty extraction techniques. Training will also include Immediate Action Drills and Tactical Search and Rescue.
- g. The Sheriff shall provide annual firearms safety training and tactical training for the Tactical Medic.
- h. The Sheriff shall issue any firearm or ammunition that the Tactical Medic carries in the performance of duties under this Agreement. The Sheriff will store the firearm and ammunition when not in use by the Tactical Medic.

3. County's Obligations.

The following specific services, duties, and responsibilities shall be the obligation of the County:

- a. The County shall purchase the necessary personal protective equipment needed by Tactical Medics for training and active operations.
- b. The County shall provide a medical director, medical protocols, medical training and quality assurance to the Tactical Medical Program.
- c. The County shall make best efforts to provide one (1) Tactical Medic, on a twenty-four (24) hours a day, seven (7) days a week basis, available to respond to SWAT tactical operations.

- d. The County shall provide all medical equipment, reasonably necessary for the Tactical Medical Program.
- e. The County shall make best efforts to require all Tactical Medics attend a minimum of one SWAT training day per calendar month, unless otherwise excused by the SWAT and Tactical Medic Team Leaders, and a minimum of one Tactical Medic shall be present at all training days.
- f. The County shall make best efforts to require that Tactical Medics maintain, in good standing, all medical certifications and licenses.

4. Program Objectives and Operations.

- a. The procedures for the Tactical Medical Program shall be reviewed and updated as necessary on an annual basis by the Sheriff and County, and shall be in accordance with the program's purpose and objectives set forth herein.
- b. The following objectives of the Tactical Medical Program shall guide the development and evolution of program operations. These objectives are to:
 - 1. Enhance SWAT mission success.
 - 2. Reduce mortality among SWAT operators, law enforcement personnel, victims, and perpetrators.
 - 3. Reduce "line of duty" injuries.
 - 4. Reduce lost work time for specially trained personnel.
 - 5. Maintain good team health and welfare.

5. Chain of Command and Authority.

- a. The following organizational structures set forth shall:
 - 1. Define a chain of command within each organization.
 - 2. Provide a limited and specific chain of confidentiality.
 - 3. Provide administrative and operational support to the Tactical Medical Program.
 - 4. Not conflict with otherwise established County or Sheriff chain of command.
- b. The Sheriff's chain of command within the Tactical Medical Program shall be defined as:
 - 1. Incident Commander
 - 2. SWAT Commander
 - 3. SWAT Team Leader
- c. The County's chain of command within the Tactical Medical Program shall be defined as:
 - 1. Deputy Chief of Operations
 - 2. Special Operation, Major
 - 3. Tactical Medic Team Leader

- d. Each Party's respective chain of command shall be recognized and remain in effect for the duration of this Agreement, and each Party shall notify the other of any changes in the personnel affecting the chain of command. The chain of command of each Party shall exist independently of each other with the following provisions:
 1. During SWAT tactical operations, the Tactical Medic shall be under the direct command of the SWAT Team Leader.
 2. During SWAT tactical operations, the SWAT Commander shall have final authority regarding tactical decisions. This includes patient care mitigation, to the extent team members or the mission may be in danger.
 3. The Tactical Medic shall make and implement all medical decisions as the attending medical practitioner provided same does not jeopardize team safety, mission accomplishment, or conflict with orders given by the SWAT Team Leader or SWAT Commander.
6. Confidentiality and Operational Security Policy.
- a. It is recognized that Tactical Medics will be exposed to confidential information during Tactical Medical Program participation. It is further recognized that Tactical Medics and SWAT team members will be held to strict standards of confidentiality and operational security. Information will include, but is not limited to, SWAT tactics, SWAT operations, the identities of SWAT members and undercover law-enforcement personnel, and medical information.
 - b. Unless otherwise directed by SWAT Command, Tactical Medics and SWAT team members shall not communicate with the media.
7. Qualifications and Selection for the Tactical Medical Program.
- a. Tactical Medical Program candidates must meet the following minimum qualifications:
 1. A letter of intent must be submitted indicating the candidate's desire to be considered for participation in the Tactical Medical Program. This letter must be submitted to the Special Operations Major or Tactical Medic Team Leader not less than 15 days prior to the announced date of the program testing.
 2. Not be on probationary status with EMS.
 3. Licensed Paramedic for two (2) years.
 4. Endorsement of the Medical Director.
 5. Endorsement of the EMS Deputy Chief of Operations.
 6. Overall, work performance, behavior, attitude, clinical skills, and professionalism during regularly assigned duties must be consistently demonstrated at "satisfactory" levels in all areas.
 - b. Selection for participation in the Tactical Medical Program will be based on the following:
 1. Successful completion of written examination as administered by the County.
 2. Successful completion of physical agility testing as conducted by the Parties.

3. Successful completion of interview administered by the Parties.
4. Background and screening as conducted by the Sheriff.
- c. Participation in the Tactical Medical Program will be based on the following minimum qualifications:
 1. Successful Completion of Florida SWAT association Tactical Medic Course.
 2. Successful completion of Basic SWAT Tactics course provided by the Sheriff.
 3. Attendance of all required SWAT training.
 4. Attendance of all required County emergency medical services training.
 5. Maintained standard of physical conditioning.
 6. Continued endorsement of the SWAT Team Commander.
 7. Continued endorsement of the Tactical Medic Team Leader.
 8. Successfully complete initial and annual firearms safety training and tactical training established by the Sheriff.
 9. Lawfully able to possess a firearm and possess an active concealed weapons permit issued pursuant to F.S. s. 790.06.
- d. As part of the Sheriff's screening process, the Sheriff may, at their discretion and expense require the Tactical Medical Program candidates and participants to be subject to annual medical physical and psychological exams. If such a process is implemented, a failure to submit to such testing by a candidate or participant will result in immediate expulsion from the program.

8. Functions of the Tactical Medic.

The Tactical Medic will perform specialized functions as part of the standard operational procedures adopted for the Tactical Medical Program. These functions will include:

- a. Providing medical treatment to injured team members during SWAT tactical operations. Medical care will also be provided to non-law enforcement personnel injured during SWAT tactical operations.
- b. Preparing medical surveillance, rehabilitation and medical pre-plans to assess risk to mission success and team welfare. A Medical Threat Assessment (MTA) document will be created for all tactical operations and training events.
- c. In accordance with F.S. § 790.25 (2) (q), a Tactical Medic may carry a firearm during SWAT tactical operations at the sole discretion of the Sheriff. The firearm will be issued to the Tactical Medic by the Sheriff and only during SWAT tactical operations. At no time is a tactical medical professional allowed to carry, transport, or store any firearm or ammunition on any fire apparatus or EMS vehicle.

9. Tactical Medic Response Incidents.

Incidents for which a Tactical Medic response is desired and appropriate include:

- a. High risk warrant service (HRW);

- b. Hostage situations;
- c. Barricaded suspects;
- d. Armed felony suspect arrest;
- e. Dignitary protection details;
- f. Civil disturbances / demonstrations;
- g. Active shooter incident;
- h. Terrorist acts;
- i. Cooperative operations with other law enforcement agencies (Local, State, and Federal level)
- j. Tactical Training events; and
- k. Any incident not explicitly outlined here, but deemed necessary by the Sheriff or SWAT command.

10. Relationship of Employee.

- a. This Agreement does not, and shall not be construed to, make any employee of the County an employee of the Sheriff for any purpose whatsoever, nor any employee of the Sheriff's an employee of the County for any purpose whatsoever. The Tactical Medics who participate in the Tactical Medical Program shall remain employees of the County for all purposes related to their employment and shall not be considered to be jointly employed by the Sheriff and the County.
- b. The Sheriff shall have the unilateral right to rescind at any time, permanently or temporarily, the status of any Tactical Medic participating in the program under the provisions of this Agreement and shall promptly notify the Special Operations Major of such action as well as the reason for the action. During their assignment within the program, Tactical Medic's duties and responsibilities will be strictly limited by the Sheriff to serving as tactical medical support personnel for the SWAT team.
- c. Neither party is authorized to make or enter into any contract, agreement, or warranty on behalf of the other, unless the parties to this Agreement have entered into such written agreement expressly authorizing such.
- d. Whenever a complaint as a result of participation in this Tactical Medical Program has been lodged against a member of one of either Party to this Agreement, the identity, contact information for the complainant, and nature of the complaint should be ascertained. The information should be promptly forwarded to the affected Party's chain of command for administrative review and appropriate handling and disposition.

11. Termination.

If either Party fails to comply with any of the terms or conditions of this Agreement or defaults in any of its obligations under this Agreement and shall fail, within thirty (30) calendar days after written notice from the other Party, to correct such default or

noncompliance, the non-defaulting Party may, at its option, forthwith terminate this Agreement after Section 12 provisions have been complied with.

12. Dispute Resolution.

- a. The Parties shall attempt to resolve any disputes that arise under this Agreement in good faith and in accordance with this Section. The provisions of the "Florida Governmental Conflict Resolution Act" shall not apply to disputes under this Agreement, as an alternative dispute resolution process, is hereby encompassed within this Section 12. The aggrieved Party shall give written notice to the other Party, setting forth the nature of the dispute, date of occurrence (if known), and proposed resolution, hereinafter referred to as the "Dispute Notice".
- b. The appropriate Sheriff and County department heads shall meet at the earliest opportunity, but in any event within ten (10) days from the date the Dispute Notice is received, to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, the department heads shall report their decision, in writing, to the Sheriff and the County Administrator.
- c. If the department heads are unable to reconcile the dispute, they shall report their impasse to the Sheriff and the County Administrator who shall then convene a meeting at their earliest opportunity, but in any event within twenty (20) days following receipt of the Dispute Notice, to attempt to reconcile the dispute.
- d. If a dispute is not resolved by the foregoing steps within thirty (30) days after receipt of the Dispute Notice, unless such time is extended by mutual agreement of the Parties, then either Party may require the dispute to be submitted to mediation by delivering written notice thereof (the "Mediation Notice") to the other Party. The mediator shall meet the qualifications set forth in Rule 10.100(e), Florida Rules for Mediators, and shall be selected by the Parties within 10 days following receipt of the Mediation Notice. If agreement on a mediator cannot be reached in that 10-day period, then either Party can request that a mediator be selected by an independent conflict resolution organization, and such selection shall be binding on the Parties. The costs of the mediator shall be borne equally by the Parties.
- e. If an amicable resolution of a dispute has not been reached within sixty (60) calendar days following selection of the mediator, or by such later date as may be mutually agreed upon by the Parties, then such dispute may be referred to binding arbitration by either Party. Such arbitration shall be conducted in accordance with the Florida Arbitration Code (Chapter 682, Florida Statutes).
- f. Such arbitration shall be initiated by delivery, from one Party (the "Claimant") to the other (the "Respondent"), of a written demand therefor containing a statement of the nature of the dispute and the amount, if any, involved. The Respondent, within ten (10) days following its receipt of such demand, shall deliver an answering statement to the Claimant. After the delivery of such statements, either Party may make new or different claims by providing the other with written notice thereof specifying the nature of such claims and the amount, if any, involved.
- g. Within ten (10) days following the delivery of such demand, each Party shall select an arbitrator and shall deliver written notice of that selection to the other. If either

Party fails to select an arbitrator within such time, the other Party may make application to the court for such appointment in accordance with the Florida Arbitration Code. Within ten (10) days following delivery of the last of such written notices, the two arbitrators so selected shall confer and shall select a third arbitrator. Each of the arbitrators so appointed shall have experience in local government.

- h. The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the third arbitrator. Except as may be specifically provided herein, the arbitration shall be conducted in accordance with Rules R-23 – R-48, of the Commercial Arbitration Rules of the American Arbitration Association.

13. Indemnification

To the extent permitted by law and subject to the limitations, conditions, and requirements of section 768.28, Florida Statutes, which the Parties do not waive, each Party agrees to indemnify, defend and hold harmless the other Party, their officials, officers, and employees, from and against all liabilities, damages, costs and expenses, resulting from or arising out of any acts or omissions by the indemnifying Party, or its officials, officers, or employees, relating in any way to performance under this Agreement.

14. General Provisions.

- a. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement shall be maintained in Tallahassee, Leon County, Florida.
- b. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- c. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.
- d. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns of the Parties hereto.
- e. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities hereunder to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- f. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superceded by this Agreement.

- g. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- h. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- i. Public Bodies. It is expressly understood between the Parties that the Sheriff is a Constitutional Officer under the laws of the State of Florida and that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by either of the Parties to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- j. Public Records. Nothing herein shall restrict either Party from complying with the Florida Public Records Law, including as governed by Chapter 119, Florida Statutes and s.24(a), Art. I of the State Constitution.
- k. Force Majeure. A Party shall be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- l. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorneys fees incurred in maintaining or defending the subject litigation. The term litigation shall include appellate proceedings.
- m. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.
- n. Subject to Appropriation. All payment obligations of the Parties, if any, set forth herein shall be subject to appropriation of funding therefore by the applicable legislative bodies; however, failure to appropriate funding adequate to meet such payment obligations shall be deemed a default under this Agreement.

[THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY]

[SIGNATURE PAGE FOLLOWS THIS PAGE]

IN WITNESS WHEREOF, the Parties hereto, through their duly authorized representative, have executed this Agreement as of the date set forth above.

LEON COUNTY, FLORIDA

LEON COUNTY SHERIFF

By: _____
Vincent S. Long, County Administrator
Board of County Commissioners

By: _____
Walter McNeil, Leon County Sheriff

ATTEST:
Gwen Marshall, Leon County Clerk
of the Circuit Court and Comptroller

Approved as to Form:

By: _____
Approved as to Form:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____
James W. Pimentel, Esq.
General Counsel and Constitutional
Policing Advisor
Leon County Sheriff's Office

By: _____
Emily J. Norton, Esq.
Deputy County Attorney

**Leon County
Board of County Commissioners**


Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of Maintenance Agreement and Surety Device for Summerfield Single Family Subdivision, Phases I – IV

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal R. Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff / Project Team:	Joseph D. Coleman, County Surveyor Michael E. Sprayberry, Construction Project Engineer Greg Ouzts, Chief of Construction Management

Statement of Issue:

This item seeks Board acceptance of a Maintenance Agreement and Surety Device for Summerfield Single Family Subdivision, Phases I through IV.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Authorize the County Administrator to accept and execute the Maintenance Agreement and Surety Device for Summerfield Single Family Subdivision, Phases I through IV (Attachment #1), subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board acceptance of a Maintenance Agreement and Surety Device for Summerfield Single Family Subdivision, Phases I through IV. This subdivision, which was approved on June 20, 2019, and constructed in four phases, spans 17.94 acres and consists of 41 residential lots, all located in Section 5, Township 1 North, Range 1 West, on the west side of North Monroe Street at the intersection of Clara Kee Boulevard (Attachment #2).

The Board approved the plats for Summerfield Subdivision Phases I, II, III, and IV, respectively on March 10, 2020 (Phase I), September 15, 2020 (Phases II & III), and May 11, 2021 (Phase IV) authorizing their recording in the public record.

For each plat, the Board accepted a performance bond to guarantee the completion of the subdivision's infrastructure, which included:

- Final asphalt overlay construction and installation
- Temporary and final thermoplastic pavement markings
- Concrete sidewalk work and repairs
- Driveways
- Installation of ADA mats at each curb ramp

The construction of the subdivision has progressed under the four performance agreements, and the infrastructure covered by the original agreements for Summerfield Subdivision Phases I – IV has now been completed.

For all subdivisions accepted into the County's maintenance program, a Maintenance Agreement and Surety Device is required (Attachment #1). In accordance with Section 10-7.604(3) of the Leon County Code of Laws, the Maintenance Agreement must include a Surety Device amounting to 10% of the total cost of all required improvements in the site and development plan.

This Surety Device serves as a guarantee to cover any defects in materials and/or workmanship for a period of two years and is a prerequisite for the County to assume responsibility for maintaining any public improvements within the subdivision.

Analysis:

All infrastructure guaranteed by each of the four performance bonds have been completed by the developer and, upon the County's acceptance of the Maintenance Agreement and Surety Device, the performance bonds will be released by Public Works. The proposed Maintenance Agreement will cover all four Phases of the Summerfield Single Family Subdivision and requires the Developer to repair any defects in materials and/or workmanship in the construction of the streets, sidewalks and storm sewer facilities that become apparent within a two-year period. To guarantee the public infrastructure against defects in materials and/or workmanship, the County Engineer

recommends approval of a Maintenance Agreement and Surety Device for a term of two years in the amount of \$773,410, representing 10% of the certified construction cost approved by the Division of Engineering Services. If necessary, repairs to defects are not made by the Developer during the two-year period, the County may utilize funds from the Surety Device to make such repairs. Routine maintenance of the facilities will be covered in the Operations Division's operating budget.

Options:

1. Authorize the County Administrator to accept and execute the Maintenance Agreement and Surety Device for Summerfield Single Family Subdivision, Phases I through IV (Attachment #1), subject to legal review by the County Attorney.
2. Do not authorize the County Administrator to accept and execute the Maintenance Agreement and Surety Device for Summerfield Single Family Subdivision, Phases I through IV.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Summerfield Single Family Subdivision Maintenance Agreement and Surety Device
2. Location map

This Instrument prepared by:
Emily Pepin Bouza, County Attorney
Leon County Attorney's Office
301 South Monroe Street, Suite 202
Tallahassee, Florida 32301

MAINTENANCE AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2025, between **SUMMERFIELD LAND, LLC**, a Florida corporation, whose mailing address is **4901 N. Monroe Street, Tallahassee, Leon, FL 32303** hereinafter collectively called the DEVELOPER, and **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida, hereinafter called the COUNTY.

WHEREAS, the DEVELOPER has presented to the Board of County Commissioners of Leon County, Florida, plats of subdivisions named and designated as **Summerfield Single Family Subdivision, Phases I through IV**, which were approved by the Board subject to the construction and paving of the roads and street and installation of all sidewalks and drainage facilities (the "Improvements") therein and after the completion of said Improvements the execution of a Maintenance Agreement by the DEVELOPER to correct, repair, or replace according to approved design specification and to COUNTY satisfaction or reimburse the COUNTY for any defects in materials and workmanship in the construction, paving and installation of said Improvements; and

WHEREAS, said Improvements in each of the four Phases of said subdivision have been constructed, paved and installed in accordance with plans and specifications prescribed by the COUNTY, and said Improvements having been approved by the COUNTY; and

WHEREAS, the four Phases of said subdivision will be combined into a single Maintenance Agreement.

PERFORMANCE OF THIS AGREEMENT by the DEVELOPER shall be secured by a Letter of Credit in the amount of \$773,410.00 with surety thereon approved by the COUNTY and COUNTY is authorized to redeem said letter of credit without notice.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That the DEVELOPER for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable considerations to them in hand paid by the County, the receipt whereof is hereby acknowledged, contract and agree to reimburse the County for all expenses that might be incurred by the County because of any defects in

materials and/or workmanship in the construction, paving, sidewalks and installation of all drainage facilities said Improvements in **Summerfield Single Family Subdivision, Phases I through IV** that become apparent within two (2) years from date of this agreement.

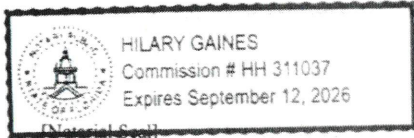
IN WITNESS WHEREOF the Developer has hereunto caused its name to be signed and the County has caused its name to be signed by the County Administrator, and its seal affixed by the Clerk of said Board, the day and year first above written.

(Witnesses)
K. Roberts (Signature)
Kristina Roberts (Typed or printed name)
Alexandra Hoffman (Signature)
Alexandra Hoffman (Typed or printed name)

SUMMERFIELD LAND, LLC
By: [Signature] (Seal)
As its: Manager
Date: 2/20/25

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 20th day of February, 2025, by William G. Thames, Jr, as manager (Title of Officer or Agent), of **SUMMERFIELD LAND, LLC.**, who is personally known to me; () produced a current driver's license as identification; or () produced _____ as identification.



[Signature]
Notary Public
Printed Name: Hilary Gaines
Commission No.: HH 311037
Expiration: 9/12/26

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long, County Administrator

Date: _____

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

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

By: _____

By: _____

Hancock Whitney Bank



Letter of Credit and Trade Services
701 Poydras, Suite 1300
New Orleans, LA 70139
Tel: (504) 586-7301
Fax:
SWIFT: WHITUS44

**Irrevocable
Standby Letter of Credit No.: SB78453F**

ISSUE DATE: JANUARY 24, 2025

BENEFICIARY:
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY
LEON COUNTY COURTHOUSE
TALLAHASSEE, FL 32301

APPLICANT:
ARBOR PROPERTIES, INC. AND
SUMMERFIELD LAND, LLC
4910 NORTH MONROE
TALLAHASSEE, FL 32303

CURRENCY/AMOUNT: USD \$773,409.77

EXPIRY DATE: JANUARY 28, 2027
EXPIRY PLACE: NEW ORLEANS, LA

DEAR SIR:

WE HEREBY ESTABLISH OUR IRREVOCABLE LETTER OF CREDIT IN YOUR FAVOR FOR THE ACCOUNT OF ARBOR PROPERTIES, INC. AND SUMMERFIELD LAND, LLC, AND AUTHORIZE YOU TO DRAW ON US UP TO AN AGGREGATE AMOUNT OF SEVEN HUNDRED SEVENTY THREE THOUSAND FOUR HUNDRED NINE U.S. DOLLARS AND 77/CENTS (USD \$773,409.77) AVAILABLE BY YOUR DEMAND ACCOMPANIED BY YOUR WRITTEN CERTIFICATION OF STATEMENT OF NON-PERFORMANCE OF THE PERFORMANCE AGREEMENT BETWEEN ARBOR PROPERTIES, INC. AND SUMMERFIELD LAND, LLC, AND BOARD OF COMMISSIONERS, LEON COUNTY REGARDING CONSTRUCTING AND INSTALLING THE FINAL OVERLAY OF ASPHALT, ANY WORK/REPAIR TO THE INITIAL BASE ASPHALT, TEMPORARY PAVEMENT MARKINGS AND FINAL THERMOPLASTIC PAVEMENT MARKINGS ON THE SUBDIVISION STREETS, ANY WORK/REPAIR OF CONCRETE SIDEWALKS, CURBING, DRIVEWAYS, ETC., INSTALLATION OF ALL ADA MATS AT EACH CURB RAMP, ANY WORK/REPAIR TO THE STORM WATER CONVEYANCE SYSTEM, ALL MONUMENTATION, INSTALLATION OF LANDSCAPING, AND ALL OTHER IMPROVEMENTS IN SAID SUBDIVISION IN ACCORDANCE WITH PLANS AND SPECIFICATIONS APPROVED BY THE COUNTY FOR PHASE I OF THE SUMMERFIELD SUBDIVISION. DOCUMENTS PRESENTED TO HANCOCK WHITNEY BANK IN CONJUNCTION WITH THIS LETTER OF CREDIT WILL BE CONSIDERED AS BINDING AND CORRECT WITHOUT INVESTIGATION OR RESPONSIBILITY FOR THE ACCURACY, VERACITY, CONCLUSORY CORRECTNESS OR VALIDITY FOR THE SAME OF ANY PART THEREOF.

THE LETTER OF CREDIT SHALL REMAIN IN EFFECT UNTIL JANUARY 28, 2027.

SB78453F

Page 1 of 2

Hancock Whitney Bank



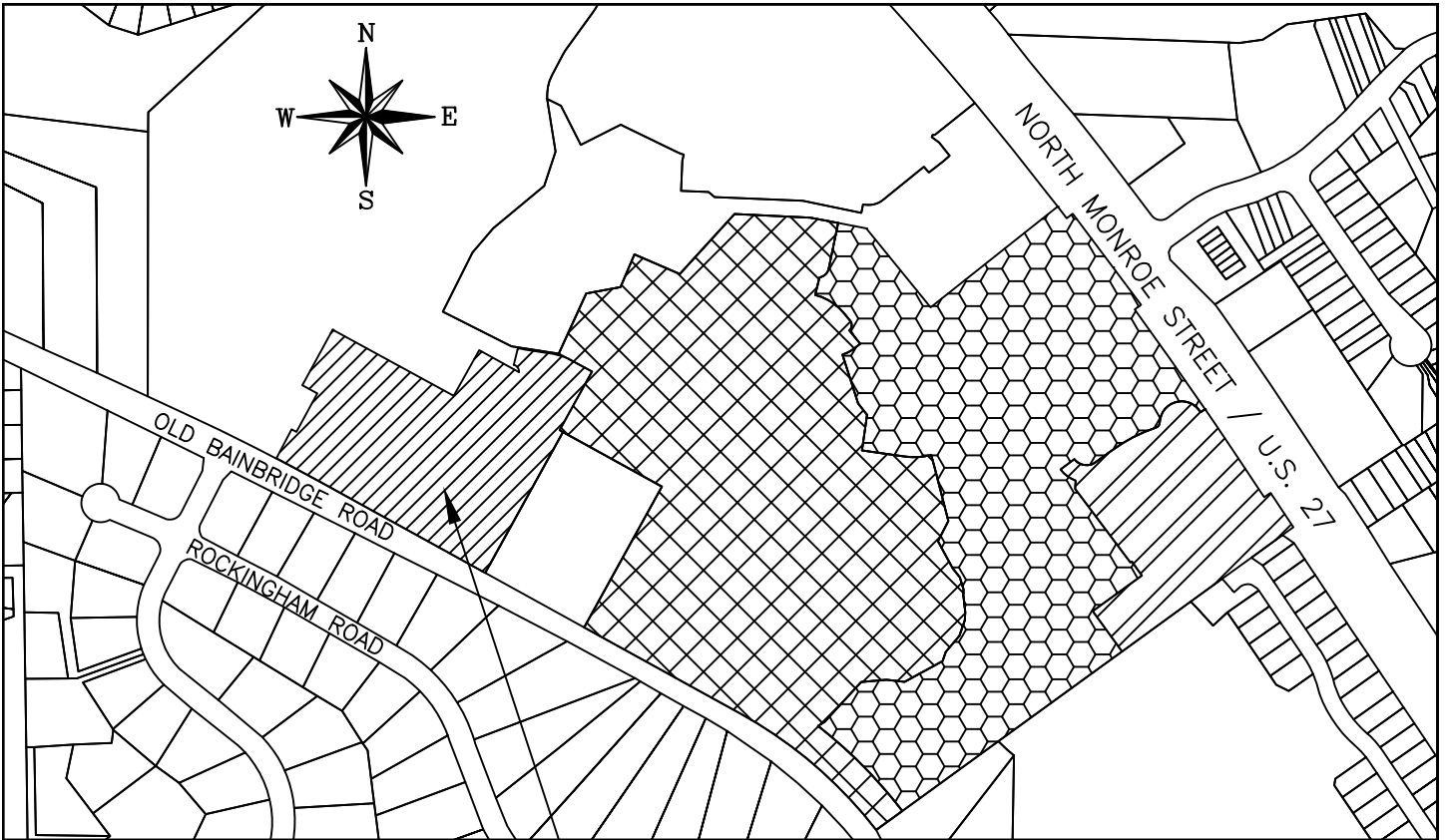
DRAFTS MUST STATE ON ITS FACE 'DRAWN UNDER LETTER OF CREDIT NO. SB78453F DATED JANUARY 24, 2025.

WE HEREBY AGREE THAT DEMANDS DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS OF THIS CREDIT WILL BE DULY HONORED BY US AS SPECIFIED UPON PRESENTATION AT THE OFFICE OF HANCOCK WHITNEY BANK, 701 POYDRAS, SUITE 1300, NEW ORLEANS, LA 70139, ATTN: LETTER OF CREDIT DEPARTMENT.

EXCEPT SO FAR AS OTHERWISE EXPRESSLY STATED, THIS CREDIT IS SUBJECT TO THE UNIFORM COMMERCIAL CODE IN FORCE IN FLORIDA ON THE DATE OF THIS LETTER OF CREDIT.

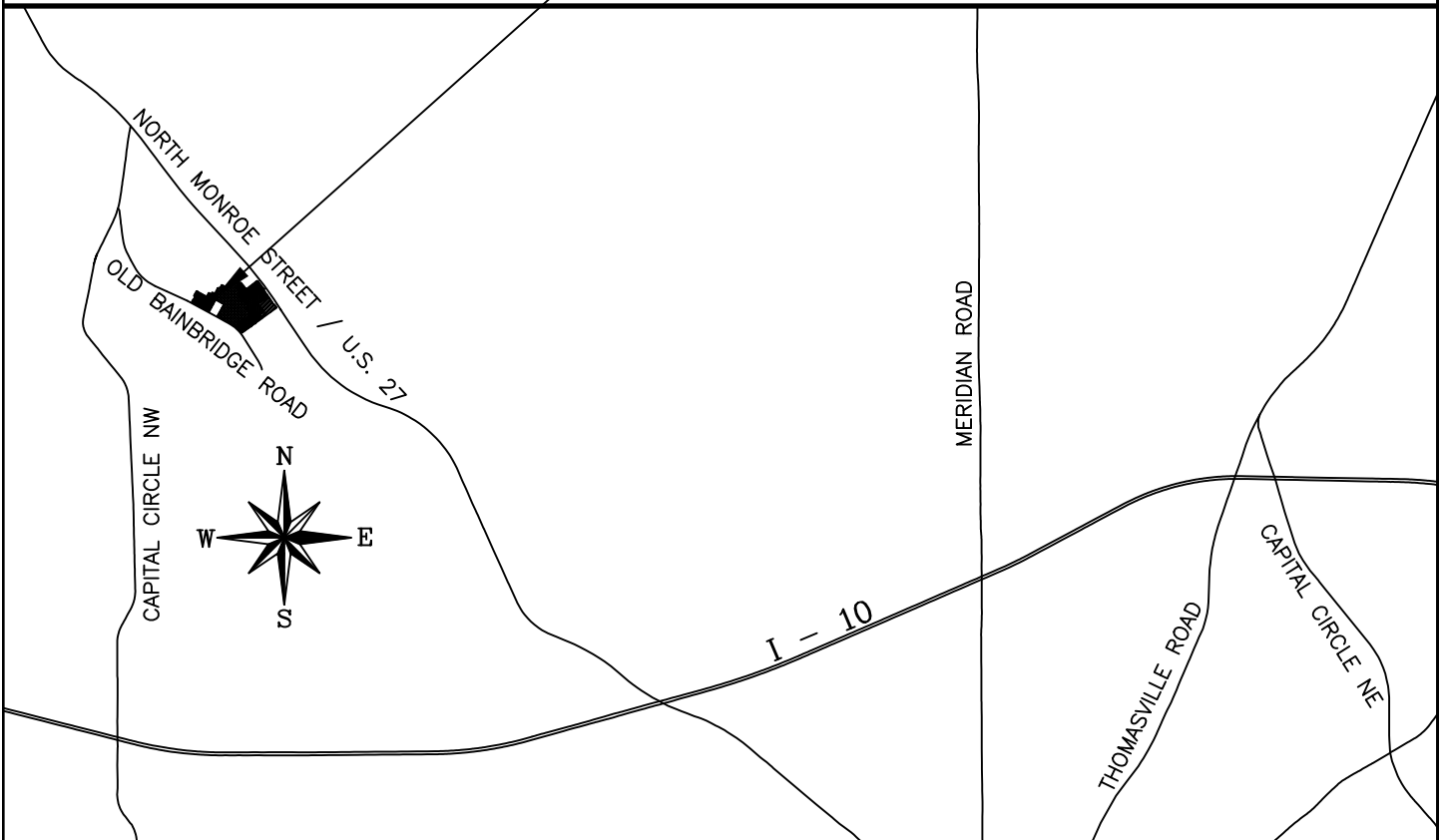
A handwritten signature in blue ink, appearing to read "Nelder Smith", written over a horizontal line.

AUTHORIZED SIGNATURE
HANCOCK WHITNEY BANK



SITE MAP
SCALE 1" = 500'

SUMMERFIELD (SF) PHASES I- IV



LOCATION MAP
SCALE 1" = 6000'

**Leon County
Board of County Commissioners**


Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Authorization to Proceed with Drafting an Ordinance to Amend Section 10-4.207 of the Environmental Management Act Pertaining to Land Management Activities and Approval to Schedule the First and Only Public Hearing for June 10, 2025

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Scott Brockmeier, Director, Development Support & Environmental Management
Lead Staff / Project Team:	Deji Ajose-Adeogun, Director, Environmental Services Division

Statement of Issue:

This item seeks Board authorization to proceed with drafting an ordinance to amend Section 10-4.207 of the Environmental Management Act and approval to schedule the first and only Public Hearing for June 10, 2025. Proposed amendments to Section 10-4.207 of the Environmental Management Act pertain to the silviculture and forest management application requirements to expand environmental permitting exemption criteria to include accredited land conservancy management groups.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Authorize staff to proceed with drafting an ordinance to amend Section 10-4.207 of the Environmental Management Act pertaining to the silviculture and forest management application requirements to expand environmental permitting exemption criteria to include accredited land conservancy management groups.
- Option #2: Schedule the first and only public hearing to consider an ordinance amending Section 10-4.207 of the Environmental Management Act pertaining to the silviculture and forest management application requirements to expand environmental permitting exemption criteria to include accredited land conservancy management groups for June 10, 2025, at 6:00 p.m.

Title: Authorization to Proceed with Drafting an Ordinance to Amend Section 10-4.207 of the Environmental Management Act Pertaining to Land Management Activities and schedule the first and only public hearing for June 10, 2025

March 18, 2025

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Report and Discussion

Background:

During its regular meeting on February 11, 2025, the Board ratified actions taken at the annual Board Retreat which included a Strategic Initiative to exempt land conservancy groups, such as Tall Timbers, from environmental permitting requirements for activities that support and further their mission of fostering exemplary land stewardship. These activities would include establishing native successional forests via the selective removal of trees and other vegetation management practices. This item seeks Board authorization to proceed with drafting an ordinance to amend the silviculture and forest management application requirements section of the Environmental Management Act (EMA) and approval to schedule the first and only Public Hearing for June 10, 2025.

This initiative advances the following FY 2022 – FY 2026 Strategic Initiative:

- *Exempt land conservancy groups, such as Tall Timbers, from environmental permitting requirements for activities that support and further their mission of fostering exemplary land stewardship such as tree removal and other vegetation management. (2025-92)*

This particular Strategic Initiative aligns with the Board’s Environment Strategic Priority:

- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

The Land Development Code (LDC) and Environmental Management Act (EMA) establish environmental protection standards for land management in Leon County. Section 10-4.207 of the LDC outlines application requirements for silviculture and forest management and provides exemptions from LDC regulations for properties designated as “agricultural” by the Property Appraiser’s Office.

Currently, properties without agricultural exemption status must submit a vegetative management plan for any silvicultural activities. However, the existing code does not explicitly address properties under a perpetual conservation easement for land conservancy management that lack agricultural exemption status. Consequently, organizations such as Tall Timbers Research Station, a not-for-profit, accredited land trust and research organization, are ineligible for agricultural exemptions because their research and land management activities do not qualify as agricultural use.

Analysis:

Following the adoption of the Strategic Initiative, staff reviewed the Environmental Management Act (EMA) to identify necessary amendments that would allow accredited land trusts, such as Tall Timbers, to be exempt from environmental permitting. Currently, under the EMA, land conservancy management groups must obtain an environmental permit for any land management activities, including tree removal. The proposed amendment to Section 10-4.207 of the EMA would exempt accredited land trusts from obtaining an environmental permit for any land management activities.

Title: Authorization to Proceed with Drafting an Ordinance to Amend Section 10-4.207 of the Environmental Management Act Pertaining to Land Management Activities and schedule the first and only public hearing for June 10, 2025

March 18, 2025

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Accreditation is determined by the Land Trust Accreditation Commission, an independent, national accreditation program of the Land Trust Alliance governed by a diverse board of 18 volunteer commissioners with expertise in land protection, stewardship and nonprofit management. Land trust accreditation recognizes organizations that meet national quality standards. These accredited trusts have more staff and volunteers and invest eight times more resources into the stewardship and protection of their conservation lands compared to similar-sized non-accredited organizations. Additionally, accredited land trusts conserve three times more land than their non-accredited counterparts.

The proposed amendment would establish specific criteria within the EMA to allow accredited land trusts, such as Tall Timbers, to be exempt from environmental permitting for activities related to land management. The amendment would further support the mission of accredited land conservancy management organizations like Tall Timbers with their exemplary land stewardship and public outreach and conservancy education efforts.

A component of the ordinance drafting process will include garnering feedback from the Leon County Advisory Committee for Quality Growth (ACQG) and a consistency hearing by the Planning Commission (PC). Comments and recommendations from the ACQG and PC will be provided in the Board's June 10, 2025, public hearing agenda item. Once scheduled, the Board's public hearing will be publicly noticed in accordance with Section 336.10, Florida Statutes.

Options:

1. Authorize staff to proceed with drafting an ordinance to amend Section 10-4.207 of the Environmental Management Act pertaining to the silviculture and forest management application requirements to expand environmental permitting exemption criteria to include accredited land conservancy management groups.
2. Schedule the first and only public hearing to consider an ordinance amending Section 10-4.207 of the Environmental Management Act pertaining to the silviculture and forest management application requirements to expand environmental permitting exemption criteria to include accredited land conservancy management groups for June 10, 2025, at 6:00 p.m.
3. Do not authorize staff to proceed with drafting an ordinance to amend Section 10-4.207 of the Environmental Management Act and do not schedule the first and only public hearing for June 10, 2025, at 6:00 p.m.
4. Board direction.

Recommendation:

Options #1 & #2

Attachment:

1. Silviculture and Forest Management Application Requirements Section 10-4.207 of the EMA

Sec. 10-4.207. - Silviculture and forest management application requirements.

- a) Activities associated with a bona fide silvicultural operation on land that has received an agricultural exemption from the county property appraiser is exempt from the provisions of this section.
- b) Activities associated with forest management on land that has not received an agricultural exemption from the county property appraiser must apply for a vegetation management plan. Additional stormwater protection may be required, as determined by the County Administrator or designee, and may dictate a change to a short form permit. A buffer shall be left in an unaltered state within 25 feet from the property line. Approval under this section is not required when the only management activity is tree planting and/or prescribed burning including presuppression plowing.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #13

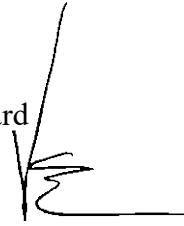
Leon County Board of County Commissioners

Agenda Item #13

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Ratification of Board Actions Taken at the February 25, 2025 Joint Workshop on the Comprehensive Plan Land Use and Mobility Elements Update and the Board Workshop on the Southside Action Plan

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement (PLACE) Autumn Calder, Director, Blueprint
Lead Staff / Project Team:	Megan Doherty, Planning Manager, Blueprint Mike Alfano, Administrator of Special Projects and Neighborhood & Urban Design, Planning Department

Statement of Issue:

This item seeks ratification of the preliminary Board actions taken at the Joint Workshop on the Comprehensive Plan Land Use and Mobility Elements Update and the Board Workshop on the Southside Action Plan held on February 25, 2025.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Ratify the preliminary actions taken at the February 25, 2025 Joint Workshop on the Comprehensive Plan Land Use and Mobility Elements Update.
- Option #2: Ratify the preliminary actions taken at the February 25, 2025 Board Workshop on the Southside Action Plan.

Title: Ratification of Board Actions Taken at the February 25, 2025 Joint Workshop on the Comprehensive Plan Land Use and Mobility Elements Update and the Board Workshop on the Southside Action Plan

March 18, 2025

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Report and Discussion

Background:

This item seeks ratification of the Board's preliminary actions taken at the Joint Workshop on the Comprehensive Plan Land Use and Mobility Elements Update and the Board Workshop on the Southside Action Plan held on February 25, 2025.

Analysis:

On February 25, 2025, the Board hosted a Joint Workshop with the City of Tallahassee on the Comprehensive Plan Land Use and Mobility Elements Update. The joint workshop was followed by a Board Workshop on the Southside Action Plan.

Joint Workshop on the Comprehensive Plan Land Use and Mobility Elements Update

The purpose of the Joint Workshop on the Comprehensive Plan Land Use and Mobility Elements Update was to receive input from the Board and City Commission on proposed Goals and Objectives to update the Land Use and Mobility Elements of the Tallahassee-Leon County Comprehensive Plan.

During the Joint Workshop, the Board discussed:

- Including policies and subsequent updates to Land Development Code regulations that incentivize redevelopment along major roads and gateway corridors by allowing increased densities and intensities along with urban design standards.
- Addressing existing legally non-conforming uses, specifically in the Lake Protection land use, in ways that both improve water quality and achieve high quality development.
- Coordinating and incorporating the efforts of the Woodville Sense of Place Plan with updates to the Comprehensive Plan and subsequent updates to the Land Development Code.
- Evaluating densities allowed in the Rural land use category and identifying areas on the southside of unincorporated Leon County that should have higher allowable densities and intensities.

In addition to the topics discussed by the Board, the City Commission discussed eliminating parking minimums from the Comprehensive Plan and land development regulations.

These items will be addressed during the development of Land Use and Mobility Element policies and during updates to the Land Development Code that will follow the adoption of new Comprehensive Plan goals, objectives, and policies.

The next steps and timeline for updating the Land Use and Mobility Elements is:

- Local Planning Agency Workshop on March 11, 2025
- Local Planning Agency Public Hearing on April 1, 2025

Title: Ratification of Board Actions Taken at the February 25, 2025 Joint Workshop on the Comprehensive Plan Land Use and Mobility Elements Update and the Board Workshop on the Southside Action Plan

March 18, 2025

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- City Commission Transmittal Hearing on April 16, 2025
- County Commission Transmittal Hearing on May 13, 2025
- City Commission Adoption Hearing on June 11, 2025
- County Commission Adoption Hearing on July 8, 2025

Board Actions at the Joint Workshop

Preliminary actions taken by the Board during the Joint Workshop included accepting the staff recommendation:

Option 1: Conduct the joint workshop and accept the report on draft Land Use and Mobility Goals and Objectives.

At the Board's direction, the County's Transmittal and Adoption Hearings are scheduled to provide additional time for the Board and public to review the proposed policies and associated analyses. The Transmittal Hearing is for the Board to consider sending the draft goals, objectives, and policies to the state land planning agency (Florida Commerce) and other review agencies. These review agencies have a 30-day period to review the drafts and provide objections, recommendations, or comments. Following this review period, the Board and City Commission will hold Adoption Hearings to consider formally adopting the goals, objectives, and policies. The City Commission Adoption Hearing is planned for June 11, 2025, and the County Commission Adoption Hearing is planned for July 8, 2025.

Board Workshop on the Southside Action Plan

The purpose of the Southside Action Plan Workshop was to present status updates on the Southside Action Plan (SAP) and on the Blueprint Intergovernmental Agency (Blueprint) Beautification and Improvements to the Fairgrounds Project. The workshop addressed other SAP specific topics (development incentives, infrastructure expansion, gentrification and neighborhood protection, affordable housing, and transit) as requested by the Board at its June 11, 2024 regular meeting. Additionally, the workshop included background information on the North Florida Fair Association, Inc. (Fair Association), next steps regarding implementation of the Fairgrounds Master Plan, and leases and agreements to which the property is subject.

Board Actions at the Southside Action Plan Workshop

Preliminary actions taken by the Board during the Southside Action Plan Workshop included accepting staff recommendations:

Option #1: Accept the status update on the Southside Action Plan.

Option #2: Direct staff to renegotiate the lease with the Fair Association to support the implementation of the Fairgrounds Master Plan.

Option #3: Direct staff to initiate a Comprehensive Plan map amendment for the Fairgrounds, upon successful completion of Option #2.

Title: Ratification of Board Actions Taken at the February 25, 2025 Joint Workshop on the Comprehensive Plan Land Use and Mobility Elements Update and the Board Workshop on the Southside Action Plan

March 18, 2025

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Additionally, the Board discussed the West Pensacola Street Corridor and directed staff to invite the City Commission to a joint workshop to address issues of crime and homelessness on the West Pensacola Street corridor. Following the workshop, on February 26, 2025, a letter was sent to the City seeking its interest in a joint workshop (Attachment #3). The County Administrator will notify the Board of the city's response.

Options:

1. Ratify the preliminary actions taken at the February 25, 2025 Joint Workshop on the Comprehensive Plan Land Use and Mobility Elements Update.
2. Ratify the preliminary actions taken at the February 25, 2025 Board Workshop on the Southside Action Plan.
3. Board direction.

Recommendation:

Options #1 & #2

Attachments:

1. [Workshop Item on the Comprehensive Plan Land Use and Mobility Elements Update](#)
2. [Workshop Item on the Southside Action Plan](#)
3. Letter to the City Manager requesting to schedule a joint workshop



Leon County

Board of County Commissioners

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

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At-Large

VINCENT S. LONG
County Administrator

CHASITY H. O'STEEN
County Attorney

February 26, 2025

Reese Goad, City Manager
City of Tallahassee
300 South Adams Street
Tallahassee, FL 32301

Dear Mr. Goad:

At the conclusion of the County Commission's workshop yesterday on the Southside Action Plan (SAP), the Board approved a motion to formally request a joint workshop with the City Commission on efforts to address crime, homelessness, and development on West Pensacola Street. The ratification of the SAP workshop actions will be scheduled for the March 18th County Commission regular meeting.

As such, please let me know at your earliest convenience if the City is interested in scheduling the joint workshop.

In Service,

Vincent S. Long
County Administrator

Cc:
Board of County Commissioners
City of Tallahassee Commission

**Leon County
Board of County Commissioners**


Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Contract Award for Disaster Recovery Consulting Services

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator
Lead Staff / Project Team:	Roshaunda Bradley, Director, Office of Management and Budget Mathieu Cavell, Director, Community Relations and Resilience Melanie Hooley, Director, Purchasing Timothy Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board approval to award a contract to Hagerty Consulting, Inc., for disaster recovery consulting services to assist in the County's preparation and documentation of reimbursable expenditures from the Federal Emergency Management Agency (FEMA) for storm related events. By contracting with a Disaster Recovery Consultant, the County will ensure the maximum return of federal funding to Leon County.

Fiscal Impact:

This item has a fiscal impact. Under FEMA Public Assistance guidelines, 100% of eligible consultant expenditures are reimbursable from FEMA. Actual County costs will be negotiated based on the services required for each storm event.

Staff Recommendation:

Option #1: Approve the contract award to Hagerty Consulting, Inc., to provide disaster recovery consulting services and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney (Attachment #1).

Report and Discussion

Background:

This item seeks Board approval to award a contract to Hagerty Consulting, Inc., for disaster recovery consulting services to assist in the County's preparation and documentation of reimbursable expenditures from the Federal Emergency Management Agency (FEMA) for storm related events. By contracting with a Disaster Recovery Consultant, the County will ensure the maximum return of federal funding to Leon County.

FEMA provides reimbursement for consultant costs incurred for administering and managing Public Assistance (PA) awards under a major disaster or emergency declaration. Eligible activities include any indirect cost, direct administrative cost, and other administrative expense associated with developing and managing eligible PA projects under a major disaster or emergency. For local governments, reimbursement is provided based on actual costs incurred up to 5 percent of the total FEMA project awards.

Since 2016, the County has contracted with a disaster recovery consultant to assist with reviewing and preparing all necessary documentation to expedite reimbursement for storm related expenses under the FEMA PA Program. FEMA guidelines require a competitive bidding process for the County to be reimbursed for consultant expenses. In order to continue the cost recovery work for previous storms, and to ensure the County has ongoing support for future disasters, a new Request for Proposal (RFP) was developed in accordance with FEMA guidelines.

The objective of the RFP and subsequent contracting activity is to secure the services of an experienced disaster recovery consultant who is capable of tracking disaster related expenses, maintaining appropriate documentation and planning the most effective strategies for recovery throughout all phases of a disaster. The types of services that may be required include, but are not limited to, the following:

- Provide personnel to augment recovery capabilities for declared and nondeclared events.
- Provide emergency planning, disaster recovery, mitigation planning and program management services.
- Provide pretrained specialists under the FEMA Public Assistance Program.
- Prepare with the State, FEMA, and applicants, the scope of work and cost estimates for recovery project worksheets using Category A through G as necessary and prepare necessary documentation.
- Participate in Joint Preliminary Damage Assessments with Federal, State, and local partners.
- Track progression of all project worksheet versions through closeout.

On November 21, 2024, an RFP for Disaster Recovery Consultant Services (BC-2025-003) was issued, notifying 8,944 vendors through the County’s legal notices and on the automated procurement system, OpenGov Procurement. A total of 74 firms requested RFP packages and the County received eight responsive proposals to the RFP.

In accordance with the Leon County Purchasing Policy, the County Administrator appointed a three-member evaluation committee to review responses for the RFP. The Committee was charged with evaluating and ranking respondents based on the selection criteria provided in the RFP and to provide a recommendation to the Board. The Committee consisted of the following County staff:

- Roshaunda Bradley, Director, Office of Management and Budget
- Mathieu Cavell, Director, Community Relations and Resilience
- Timothy Barden, Administrative Services Manager, Public Works

Analysis:

Proposals were evaluated based on the following elements, and corresponding points assigned to each category:

Category	Points Allowed
Corporate Background/Executive Summary	15
Business Experience	20
Resources and Key Project Personnel	20
Project Approach	25
Agency Costs	15
Max Points	100

Vendors were required to provide a list of projects and personnel to demonstrate their qualifications and experience with the FEMA PA program. The Project Approach was to describe the vendor’s initial PA support work to be provided to the County and their overall approach for recovering money from FEMA. Additionally, vendors were asked to prepare a comprehensive cost proposal that was in compliance with all FEMA requirements for billing and reimbursement. The primary method of rate evaluation included applying rates for the preparation of a post storm preliminary damage assessment, preparation for and conducting applicable FEMA PA meetings, and project formulation within the first 60 days. The rate proposal utilized costs from emergency response and debris removal volumes experienced from previous storm events. Raw scores were totaled for each response and then ranked by each evaluator. The ranks were then averaged to determine the Final Ranking. Based on the ordinal ranking of the proposals, Hagerty Consulting, Inc., is ranked as the top-ranked firm (Attachment #2).

This item recommends that the Board award a contract to Hagerty Consulting, Inc., for disaster recovery consulting services and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney. The Agreement will be for a period of three years. After the initial three-year period, at the sole option of the County, the Agreement may be extended

for no more than two additional one-year periods. Under PA guidelines, 100% of eligible consultant expenditures are reimbursable from FEMA. Actual County costs will be negotiated based on the services required for each storm event.

MWBE Participation

The disaster recovery contract must comply with all FEMA requirements for billing and reimbursement; therefore, there were no Minority and Women Business Enterprise (MWSBE) aspirational goals. While there were no MWSBE aspirational goals prescribed for this solicitation, each firm was strongly encouraged to secure MBE and WBE participation. Additionally, as specified in the RFP documents, FEMA rules state that each firm must take the following affirmative steps to enhance minority business participation when possible:

- Place qualified small, minority, and women-owned business on solicitation lists;
- Assure that such businesses are solicited when they are potential sources;
- Divide total requirement, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses;
- Establish delivery schedules, where the requirement permits, which encourage such business to respond; and
- Use service and assistance from such organization as Small Business Administration (SBA), Minority Business Development Agency of the Department of Commerce.

Options:

1. Approve the contract award to Hagerty Consulting, Inc., to provide disaster recovery consulting services and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the Attorney (Attachment #1).
2. Do not approve the contract award to Hagerty Consulting, Inc., to provide disaster recovery consulting services.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Agreement
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, herein ("County"), and **HAGERTY CONSULTING, INC.** herein("Contractor"), (each a "Party" or together 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 Disaster Recovery Consultant Services set forth in: 1) Bid# BC-2025-003, attached hereto and incorporated herein as Exhibit A; and 2) the Contractor's bid submission, a portion of which is attached hereto and incorporated herein as Exhibit B, with a full version available from the Purchasing Division (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. TERM

The Agreement shall be for a period of three (3) years, commencing on the date it is fully executed by the Parties ("Effective Date"), and shall continue until March 1, 2028. After the initial three (3) year period, at the sole option of the County, this Agreement may be renewed for no more than two additional one (1) year periods. Such one (1) year renewals will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

4. TIME OF THE ESSENCE

Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

The term "Business Day," means any day occurring Monday through Friday, except when such day is deemed to be a Holiday. The term "Holiday" means any day observed as a holiday by the Leon County Board of County Commissioners pursuant BCC Policy 03-16, as may be amended, which, as of the Effective Date of this Agreement, are the following days: New Year's Day, Martin Luther King Jr. Day, Florida Emancipation Day (May 20), Memorial Day, Independence Day, Labor Day, Election Day (first Tuesday after the first Monday in November in even-numbered years), Veteran's Day, Thanksgiving Day, Friday After Thanksgiving Day, and Christmas Day; provided, however, that when any of these observed holidays fall on a Saturday, the preceding Friday shall be the day observed as a holiday, and when any of these observed holidays falls on a Sunday, the following Monday shall be the day observed as a holiday. In addition, when New Year's Day and Christmas Day fall on a Thursday, the Friday following those days shall also be observed as a holiday, and when New Year's Day and Christmas Day fall on a Tuesday, the Monday preceding those days shall also be observed as a holiday.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND HAGERTY CONSULTING, INC.
BC-2025-003

5. CONTRACT SUM

The Contractor agrees that for the performance of the Work as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto (Contract Sum).

6. PAYMENTS

Payments 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: Roshanda Bradley
Street Address: 301 S. Monroe Street, Suite 202
City, State, Zip Code: Tallahassee, FL 32301
Telephone: 850-606-5113
E-mail: bradleyr@leoncountyfl.gov

B. The Contractor's Project Manager is:

Name: Katie Freeman
Street Address: 1618 Orrington Ave Ste 201
City, State, Zip Code: Evanston, IL 60201
Telephone: 847-492-8454
E-mail: Katie.freeman@hagertyconsulting.com

C. Notices to the Contractor are to be submitted to:

Name: Brad Grining
Street Address: 1618 Orrington Ave Ste 201
City, State, Zip Code: Evanston, IL 60201
Telephone: 847-492-8454
E-mail: Brad.grining@hagertyconsulting.com

D. Invoices are to be submitted to:

Name: Roshanda Bradley
Street Address: 301 S. Monroe Street, Suite 202
City, State, Zip Code: Tallahassee, FL 32301
Telephone: 850-606-5113
E-mail: bradleyr@leoncountyfl.gov

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 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.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND HAGERTY CONSULTING, INC.
BC-2025-003

8. TAXES

The County is tax-exempt and therefore is not obligated to pay sales, use and excise taxes. A copy of the Customer's Certificate of Exemption is available upon request

9. 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.

10. 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.

11. 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.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND HAGERTY CONSULTING, INC.
BC-2025-003

- 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.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND HAGERTY CONSULTING, INC.
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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.

12. PERMITS

The Contractor shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement.

13. 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).

14. 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.

15. 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.

16. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND HAGERTY CONSULTING, INC.
BC-2025-003

claims, liabilities, damages, losses, costs, including, but not limited to, reasonable attorneys' fees, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents arising out of or under this Agreement. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the Contract Sum paid to the Contractor, and the promises and covenants herein, constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers, and employees.

17. 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**

Contractor agrees to Christian Doctrine and to abide by all federal, state and local laws and regulations. It is the responsibility of the Contractor to determine applicability and requirements of any such laws and to abide by them as stated in the Solicitation Document.

18. 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.

19. 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

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND HAGERTY CONSULTING, INC.
BC-2025-003

or is engaged in a boycott of Israel.

20. 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.

21. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of its knowledge and belief neither Contractor nor its affiliates has been convicted of a public entity crime. Contractor and its affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for termination of this Agreement by the County.

22. 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.

23. 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.

24. 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.

25. 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 not 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.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND HAGERTY CONSULTING, INC.
BC-2025-003

26. 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.

27. 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.

28. RESERVATION OF 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.

29. 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.

30. 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.

31. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

32. 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.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND HAGERTY CONSULTING, INC.
BC-2025-003

33. 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.

34. 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.

35. INTERPRETATION

This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

36. 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.

37. 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.

41. 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, product literature, or terms accompanying or affixed to a product or purchase order, 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. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the Parties after the date hereof.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – Solicitation Document #BC-2025-003

Exhibit B – Contractor's Response to Solicitation #BC-2025-003

The remainder of this page intentionally left blank.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND HAGERTY CONSULTING, INC.
BC-2025-003

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

HAGERTY CONSULTING, INC.

By: _____

By: _____

Vincent S. Long
County Administrator

Printed
Name _____

Date: _____

Title: _____

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: _____

Daniel R. Krumbholz
Assistant County Attorney

Date: _____



Leon County
Procurement
Melanie Hooley, Purchasing Director
1800-3 North Blair Stone Road, Tallahassee, FL 32308

QUESTION & ANSWER REPORT
RFP No. BC-2025-003
Disaster Recovery Consultant Services

RESPONSE DEADLINE: December 19, 2024 at 2:00 pm

Friday, January 24, 2025

Approved, Unanswered Questions

Approved, Answers Provided

1. No subject

Nov 22, 2024 4:18 PM

Question: Is there a firm currently providing these same services described in the RFP's scope of work to the County? If yes, who?

Nov 22, 2024 4:18 PM

Answered by Roshaunda Bradley: Yes, Hagerty Consulting, Inc.

Nov 25, 2024 11:52 AM

2. No subject

Nov 22, 2024 4:19 PM

Question: If there is an incumbent providing these services, are they eligible to respond to the current RFP?

Nov 22, 2024 4:19 PM

Answered by Roshaunda Bradley: Yes

Nov 25, 2024 11:52 AM

3. No subject

Nov 22, 2024 4:19 PM

QUESTION & ANSWER REPORT
RFP No. BC-2025-003
Disaster Recovery Consultant Services

Question: Were the services provided by the incumbent satisfactory?

Nov 22, 2024 4:19 PM

Answered by Roshaunda Bradley: Yes

Nov 25, 2024 11:52 AM

4. No subject

Nov 22, 2024 4:19 PM

Question: If selected, are firms required to have personnel (i.e., proposal personnel, subcontractors, etc.) available on-site?

Nov 22, 2024 4:19 PM

Answered by Roshaunda Bradley: The selected firm is not required to work 100% on-site. However, there may be in-person meetings or other tasks that require on-site availability.

Nov 25, 2024 11:52 AM

5. Tab 2 Requirements

Dec 6, 2024 7:38 AM

Question: The requirements for Item B under Tab 2 ask vendors to “list all other current clients”. Given that some firms work on hundreds of projects a year, can vendors provide an abbreviated list of current clients for similar services in Florida or the Southeast?

Dec 6, 2024 7:38 AM

Answered by Melanie Hooley: Question B under Tab 2 has been removed. Please see Addendum #2.

Dec 9, 2024 12:36 PM

6. Local Preference

Dec 6, 2024 7:50 AM

Question: The County’s RFP includes Local Preference as 5% of the scoring criteria. In accordance with FEMA guideline 2 CFR 200.319(c), geographic preferences are prohibited in the competitive bidding process. We kindly request that the County remove this language, as it puts the County’s reimbursement at risk due to noncompliance with 2 CFR 200. 2 CFR 200.319(c) (c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws.

Dec 6, 2024 7:50 AM

QUESTION & ANSWER REPORT
RFP No. BC-2025-003
Disaster Recovery Consultant Services

Answered by Melanie Hooley: Please see Addendum #1. UPDATE: Effective October 1, 2024, 2 CFR 200.319 was revised to remove the prohibition on using local preferences in procurements. Please see Addendum #2.

Dec 6, 2024 11:54 AM

7. Fee Schedule Link Sec. 12.10

Dec 6, 2024 11:40 AM

Question: Please fix the Fee Schedule link. It is showing this error when clicked upon. This XML file does not appear to have any style information associated with it. The document tree is shown below.

Dec 6, 2024 11:40 AM

Answered by Melanie Hooley: The Fee Schedule has now been converted to a pdf document. If vendors continue having difficulty accessing the document, please contact the Purchasing Director at hooleym@leoncountyfl.gov.

Dec 9, 2024 12:36 PM

8. Fed Terms & Conditions Sec. 12.12

Dec 6, 2024 11:42 AM

Question: Please repair the Fed T&C link. It is showing the following error. This XML file does not appear to have any style information associated with it. The document tree is shown below.

Dec 6, 2024 11:42 AM

Answered by Melanie Hooley: The Federal Terms and Conditions has now been converted to a pdf document. If vendors continue having difficulty accessing the document, please contact the Purchasing Director at hooleym@leoncountyfl.gov.

Dec 9, 2024 12:36 PM

9. RFP Sections 12.6, 12.7, 12.8, 12.9

Dec 6, 2024 12:28 PM

Question: Each of these RFP response sections states "Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file." Please clarify if sections are to be uploaded individually as separate PDFs or if the intent is to submit one complete PDF with all of these sections included.

Dec 6, 2024 12:28 PM

Answered by Melanie Hooley: The preferred format is one complete PDF for Tabs 1-4. Tabs 5-7 require individual uploads.

QUESTION & ANSWER REPORT
RFP No. BC-2025-003
Disaster Recovery Consultant Services

Dec 9, 2024 12:36 PM

10. RFP Sections 12.10, 12.11, 12.12

Dec 6, 2024 12:29 PM

Question: Please confirm if the Fee Schedule, Attachments/Additional Forms and Federal Terms and Conditions documents are to be uploaded to the procurement site separately or included as part of the Respondent's proposal PDF.

Dec 6, 2024 12:29 PM

Answered by Melanie Hooley: The County prefers Tabs 5-7 be uploaded individually.

Dec 9, 2024 12:36 PM

11. RFP Section 12.10 Fee Structure

Dec 6, 2024 12:29 PM

Question: Please provide the Fee Schedule document, as it is not downloading properly through the PDF attachment.

Dec 6, 2024 12:29 PM

Answered by Melanie Hooley: The Fee Schedule has been updated to a pdf document. If vendors continue having difficulty accessing the document, please contact the Purchasing Director at hooleym@leoncountyfl.gov.

Dec 9, 2024 12:36 PM

12. RFP Section 12.12 Federal Terms and Conditions

Dec 6, 2024 12:29 PM

Question: Please provide the Additional Terms and Conditions document, as it is not downloading properly through the PDF attachment.

Dec 6, 2024 12:29 PM

Answered by Melanie Hooley: The Additional Terms and Conditions document has been updated to a pdf document. If vendors continue having difficulty accessing the document, please contact the Purchasing Director at hooleym@leoncountyfl.gov.

Dec 9, 2024 12:36 PM

13. RFP Section 12.9 Project Approach

Dec 6, 2024 12:30 PM

QUESTION & ANSWER REPORT
RFP No. BC-2025-003
Disaster Recovery Consultant Services

Question: Item C states "Provide a copy of a current contract for the services described herein." Please clarify if the County is looking for Respondents to provide a draft "template" contract or a fully executed client contract.

Dec 6, 2024 12:30 PM

Answered by Roshaunda Bradley: Fully executed client contract

Dec 9, 2024 12:36 PM

14. Project Budget

Dec 6, 2024 12:56 PM

Question: Associated with "3.7. Budget The budget shall be limited to the most current cost reimbursement amount eligible for FEMA Direct Administrative Costs" it is important to note that there are services associated with this scope of work that are not aligned to reimbursement under the FEMA PA Program, including hazard mitigation grant support, response support, and planning support. Will the County amend this requirement to allow for those costs and task orders to be billable to the County?

Dec 6, 2024 12:56 PM

Answered by Roshaunda Bradley: Yes, approved task orders outside of the FEMA PA Program will be billable to the County.

Dec 9, 2024 12:36 PM

15. Fee Structure

Dec 6, 2024 12:57 PM

Question: Associated with the fee structure under 12.10, will the County please confirm that approved travel is reimbursable in alignment with 9.2?

Dec 6, 2024 12:57 PM

Answered by Roshaunda Bradley: Only approved travel outside of the scope as identified in 12.10 is reimbursable in alignment with 9.2.

Dec 9, 2024 12:36 PM

16. Hourly Rates

Dec 6, 2024 12:57 PM

Question: In alignment with 9.2 and 12.10 and the question above, will the County confirm that hourly rates identified under the Fee Schedule form should not include travel as those are identified as reimbursable in 9.2?

Dec 6, 2024 12:57 PM

QUESTION & ANSWER REPORT
RFP No. BC-2025-003
Disaster Recovery Consultant Services

Answered by Roshaunda Bradley: Only approved travel outside of the scope as identified in 12.10 is reimbursable in alignment with 9.2.

Dec 9, 2024 12:36 PM

17. Client References

Dec 6, 2024 12:58 PM

Question: Associated with 12.7.C, will the County accept client references for on-going projects?

Dec 6, 2024 12:58 PM

Answered by Roshaunda Bradley: Completed projects

Dec 9, 2024 12:36 PM

18. Evaluation Panel

Dec 6, 2024 12:58 PM

Question: Can the County provide the composition of the evaluation panel for this solicitation?

Dec 6, 2024 12:58 PM

Answered by Melanie Hooley: The County Administrator shall appoint an Evaluation Committee composed of either three members or five members who will review and evaluate all proposals received on time. The members of the Committee have not yet been determined.

Dec 9, 2024 12:36 PM

19. Bonding Requirement

Dec 6, 2024 12:59 PM

Question: Will the County confirm that there is no bonding requirement for the solicitation and associated contract?

Dec 6, 2024 12:59 PM

Answered by Melanie Hooley: There is no bonding requirement for this solicitation.

Dec 9, 2024 12:36 PM

20. Mitigation Scope of Work

Dec 6, 2024 1:01 PM

Question: Is it the intent of this procurement to include additional programs outside of HMGP, specifically BRIC, FMA or FMA Swift Current?

QUESTION & ANSWER REPORT
RFP No. BC-2025-003
Disaster Recovery Consultant Services

Dec 6, 2024 1:01 PM

Answered by Roshaunda Bradley: Yes, additional mitigation programs may be covered under the procurement on an as needed/by approved task order basis.

Dec 9, 2024 12:36 PM

21. Contractor's Business Information Form (Page 6 of the RFP)

Dec 6, 2024 3:52 PM

Question: Please clarify what type of bonding coverage this question is referring to as the scope of services of this RFP doesn't appear to need bonding coverage.

Dec 6, 2024 3:52 PM

Answered by Melanie Hooley: This form is a template form. The section pertaining to bonding is not applicable and that section can be left blank. The remainder of the form needs to be completed and signed.

Dec 9, 2024 12:36 PM

22. No subject

Dec 6, 2024 3:33 PM

Question: The RFP mentions Direct Administrative Costs (DAC) can the County please confirm if they are referring to FEMA's 324 Administrative Costs (Category Z)?

Dec 6, 2024 3:33 PM

Answered by Roshaunda Bradley: Yes

Dec 9, 2024 12:36 PM

23. No subject

Dec 6, 2024 3:33 PM

Question: Can the County please confirm if travel is a reimbursable expense or if it is to be included in the rates provided?

Dec 6, 2024 3:33 PM

Answered by Roshaunda Bradley: Only approved travel outside of the scope as identified in 12.10 is reimbursable in alignment with 9.2.

Dec 9, 2024 12:36 PM

24. No subject

QUESTION & ANSWER REPORT
RFP No. BC-2025-003
Disaster Recovery Consultant Services

Dec 6, 2024 3:32 PM

Question: Section 12.7 Letter C states that “offerors must include their five (5) largest client references” as part of a list of client/projects. Can the County please clarify how they define “largest client references”? Does this relate to the dollar value of five contracts of similar scope?

Dec 6, 2024 3:32 PM

Answered by Roshaunda Bradley: Yes, the dollar value of five contracts of similar scope

Dec 9, 2024 12:36 PM

25. No subject

Dec 6, 2024 3:32 PM

Question: Section 12.6 letter F states that offerors are required to provide the “present size of the firm” and letter G requires offerors to “provide the total number of professionals in your organization”. Can the County please clarify the difference in these two requirements, or should offerors provide the size of the firm/number of employees as part of letter F or G?

Dec 6, 2024 3:32 PM

Answered by Roshaunda Bradley: F is asking for the total size/number of employees, G is referring to the total number of employees available for this procurement (if different).

Dec 9, 2024 12:36 PM

26. Evaluation Committee

Dec 6, 2024 1:44 PM

Question: Please provide the titles/roles of those on the Evaluation Committee.

Dec 6, 2024 1:44 PM

Answered by Melanie Hooley: The Evaluation Committee has not yet been determined.

Dec 9, 2024 12:36 PM



REQUEST FOR PROPOSAL

FOR

DISASTER RECOVERY CONSULTANT SERVICES

Proposal Number BC-2025-003

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

RELEASE DATE: November 21, 2024

RFP Title: Request for Proposals for DISASTER RECOVERY CONSULTANT SERVICES
Proposal Number BC-2025-003
Opening Date: December 19, 2024, 2:00 pm

Disaster Recovery Consultant Services

1. Introduction
2. General Instructions
3. Scope of Services
4. Solicitation Instructions
5. Required Certifications
6. Selection Process
7. Minority, Women, Small Business (MWSBE) Enterprise
8. Insurance Requirements
9. Terms and Conditions
10. Ethical Business Practices
11. Evaluation Criteria
12. Submittals

Attachments:

- A - Proposal Response Cover Sheet - Complete and Return
- B - Forms for Solicitation - Complete and Return
- C - Agreement

RFP Title: DISASTER RECOVERY CONSULTANT SERVICES
Proposal Number BC-2025-003
Opening Date: December 19, 2024, 2:00 pm

1. Introduction

1.1. Summary

The Leon County Government “County” is accepting proposals from qualified vendors for the provision of comprehensive disaster recovery and emergency management services for the County. The County reserves the right to award to one or more proposers whatever is in the best interest of the County. The County anticipates a contract for these services for a basic term of three (3) years with two 1-year extension options for services as needed.

The objective of the RFP and subsequent contracting activity is to secure the services of an experienced Disaster Recovery Management Consultant (hereafter referred as “Contractor”) who is responsible for assisting the County in, disaster recovery, hazard mitigation activities, and the closeout/audit process(es) that are inclusive of, but not limited to, preparing Project Worksheets and detailed damage inspection reports for the FEMA Public Assistance (PA) Program, preparing Hazard Mitigation Grant Program (HMGP) applications, and consulting with agencies to assure compliance with Federal and State programs as well as other applicable recovery and mitigation activities. The County is also seeking assistance in preparedness and response operations including but not limited to assistance in the Emergency Operations Center during an activation, as needed.

The selected Contractor will provide project management services when and if federal funds are awarded to the County, unless otherwise requested by the County. In addition to having knowledge and experience in federal grant elements, the Contractor shall also have the ability and experience in conducting federal and State of Florida agency consultations, review of construction (engineering) plans, preparation of project worksheets, detailed damage inspection reports, and grant closeouts. The Contractor will be responsible for preparing and ensuring that all closeout paperwork is properly submitted to the appropriate agencies throughout the life of the projects as required

1.2. Contact Information

Melanie Hooley

Purchasing Director

1800-3 Blair Stone Rd

Tallahassee, FL 32308

Email: hooleym@leoncountyfl.gov

Phone: [\(850\) 606-1600](tel:(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

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the Schedule of Events are made, Leon County will post the changes on the Leon County procurement website either as a public meeting notice, or as an addendum, as applicable. It is the responsibility of the firm to register as a vendor in the County's eProcurement Portal located at <https://procurement.opengov.com/portal/leoncounty> and to click the "Follow" button on your interested projects in order to receive email notifications of changes. Ultimately, it is the responsibility of the firm and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda to the RFP, and public meetings. The main procurement website address is: <https://secure.procurenow.com/portal/leoncounty>.

Release Project Date	November 21, 2024
Question/Inquiries Deadline	December 6, 2024, 4:00pm
Opening Date	December 19, 2024, 2:00pm

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2. General Instructions

Respondents are expected to examine the proposal documents carefully, including specifications, delivery schedule, freight requirements, prices and extensions and all general and special conditions of the solicitation prior to submission. In case of error in price extension, the unit price will govern. Proposals must be submitted electronically via OpenGov Procurement (formerly ProcureNow).

2.1. Special Accommodations

Any person requiring a special accommodation at a Pre-Proposal Conference or RFP opening because of a disability must call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

2.2. Prohibited Communications

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

- A. Any person or person's representative seeking an award from such competitive solicitation; and
- B. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, lawyer, relative, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, communications with the County Attorney or communications with the Purchasing Director.

Violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

2.3. Proposal Media Format (Electronic Only)

Proposals for this RFP shall be submitted electronically to this solicitation in OPENGOV Procurement Portal at <https://procurement.opengov.com/portal/leoncounty>.

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2.4. Respondent Registration

Respondents who obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the plan holders list for the solicitation. This list is used for communications from the County to prospective respondents. Also, respondents should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective respondent through the Purchasing Division may cause your submittal to be rejected as non-responsive. To Register, complete the online vendor registration process, find the opportunity of interest, and click "Follow" or "Draft Response".

2.5. Registered Plan Holders List

A plan holders list is made available via the internet lists of all registered plan holders for each bid or request for proposals. The information is available on-line at <https://procurement.opengov.com/portal/leoncounty>, by simply clicking the Followers tab for each respective solicitation. A listing of the registered vendors with their contact information is designed to assist vendors in preparation of their responses.

2.6. Errors and Omissions

The County and its representatives shall not be responsible for any errors or omission in the RFP. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful respondent.

2.7. Acceptance of County Terms

Leon County objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response or placing a respondent in default.

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3. Scope of Services

3.1. Scope of Services

Leon County is seeking the services of a qualified contractor to provide Disaster Recovery Consultant and Financial services. The purpose of the solicitation and subsequent contracting activity is to secure the services of an experienced Disaster Recovery Management Consultant (hereafter referred to as “Contractor”) to assist in managing the project development and administration of various Federal and State Disaster Programs related to declared emergencies and disasters. The Contractor shall be capable of tracking disaster related expenses, maintaining appropriate documentation and planning the most effective strategies for recovery throughout all phases of a disaster. Additional services may include providing staff to fill roles in the Emergency Operations Center (EOC) within the NIMS/ICS structure of the County, including the Finance/Administration, Operations, Planning, and Logistics Sections.

The Contractor must be capable of assembling, directing, and managing a work force that can be assembled and remain accessible from the start of the disaster reimbursement process throughout the disaster closeout and audit process. The selected contractor will be expected to have extensive knowledge, experience and technical competence in dealing with applicable fiscal recovery eligibility criteria, including but not limited to, 44 CFR, 2 CFR Part 200 “Super Circular”, FEMA guidelines, FEMA Public Assistance Program and Policy Guide (PAPPG), Hurricane Sandy Improvement Act, Housing and Urban Development (HUD), Federal Highway Administration (FHWA), Florida Recovery Obligation Calculation (F-ROC), and any other applicable local, state, federal laws and regulations.

The qualified Contractor shall be responsible for assisting the County in disaster recovery, hazard mitigation activities, and the closeout/audit process(es) that are inclusive of, but not limited to, preparing Project Worksheets and detailed damage inspection reports, preparing Unified Hazard Mitigation Grant Program (HMGP) applications, and consulting with agencies to assure compliance with the Federal programs as well as other applicable recovery and mitigation activities.

The selected Contractor will provide project management services. In addition to having knowledge and experience in federal grant elements, the Contractor shall also have the ability and experience in conducting federal and State of Florida agency consultations, review of construction (engineering) plans, preparation of project worksheets, detailed damage inspection reports, and grant closeouts. The Contractor will be responsible for preparing and ensuring that all closeout paperwork is properly submitted to the appropriate agencies throughout the life of the projects as required.

The Contractor shall have demonstrated experience and expertise in the public facilitation process to assist the public in meaningful participation in Disaster Recovery Programs and the Unified HMGP process.

The Contractor should have the adequate number of staff members and/or sub-Contractors with experience and qualifications in grant management, engineering design review, and/or Federal and State regulatory compliance.

3.2. Scope of Work

The Recovery Program is created pursuant to the FEMA Public Assistance Grant Program. The Public Assistance program is designated to provide supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations which qualify under specific provisions.

Contractor shall provide qualified personnel to perform services related to the recovery from disasters. These individuals shall have a working knowledge and experience with the FEMA Recovery Program and will seek to maximize Federal and State assistance to eligible Subgrantees. The Contractor shall have working knowledge of all FEMA Public Assistance and Individual Assistance Program regulations and policies. The Contractor shall also have working knowledge of Direct

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Administrative Cost (DAC) funding for program sustainability in accordance with FEMA rules, regulations and policies, whether written or implemented in practice.

The County reserves the right to negotiate with any successful proposer for any related or associated work/services not specifically listed in this solicitation or the specifications.

3.3. Disaster Recovery Financial Services

The primary scope of work to be provided to the County is listed below. However, the County reserves the right to request any of the services described in Exhibit A on an as needed basis. Costs for such requested services will be negotiated according to the unit prices contained in Exhibit B, the Contractor's bid proposal.

During the term of this contract, the Contractor shall provide all personnel, equipment, and resources necessary to assist the County in identifying and properly documenting (i) all emergency management and disaster recovery services provided, and all related costs incurred, by the County as a result of any declared and non-declared events, and (ii) all donations and volunteer services received by the County, in response to emergency management and recovery efforts ("Services"). The Services performed by the Contractor may, at the direction of the County, include, but not be limited to the following:

- a. Provide personnel to augment recovery capabilities for declared and non-declared events as needed by the County;
- b. If necessary, provide emergency planning, disaster recovery, mitigation planning and program management services required/requested by the County;
- c. Provide pre-trained specialists under the FEMA Public Assistance Program as needed (including experience with alternative procedures);
- d. Prepare with the State, FEMA and applicants the scope of work and cost estimates for recovery project worksheets using Category A through G as necessary, and prepare necessary documentation to support same;
- e. Collect, write and submit as necessary, direct cost worksheets along with documentation necessary to support the writing of Category Z project worksheets;
- f. Write requests for time extensions to FEMA;
- g. Participate in Joint Preliminary Damage Assessments with Federal, State, and local partners;
- h. Track and monitor Contractor's own time and activities by project, or as otherwise allowed by Federal guidance for direct administrative, indirect, and project management costs;
- i. Track progression of all project worksheet versions through closeout;
- j. Provide accurate, complete and timely invoices;
- k. Provide services in a professional manner at all times;
- l. Provide performance reports to the County when requested;
- m. Provide and gather supporting documentation for grant eligible projects and completing documentation required to receive reimbursement. Such responsibility includes, but is not limited to, processing Requests for Reimbursement, preparing Summaries of Documentation, preparing quarterly reports, performing small project validation, assisting with hazard mitigation application development, and assisting with closeout activities, requests for final inspection, and tracking and compiling Direct Administrative Costs (DAC) for reimbursement;

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- n. The Contractor shall remain on contract, unless otherwise notified, until the disaster has been closed out and all local, state, and federal audits have been completed.
- o. The Contractor shall have conducted a criminal back ground and driver's license check the upon the hire for any person used in fulfilling this Agreement. The Contractor must E-verify the employment status of their employees and will maintain the documentation in their files. The County reserves the right to remove or reject any contracted staff person at any time. In addition, any subcontractor initiated under this contract must be reported to the County. It is important to guarantee the safety of the County's employees. In addition, costs can significantly exceed if the contractor hires a subcontractor, so it is important that the County is aware;
- p. Time sheets for each contracted employee, including subcontractor employees, must accompany the submitted invoices. All time sheets must identify the employee and the position as authorized by this agreement;
- q. The Contractor shall provide only Direct Administrative Costs (DAC) eligible activities unless otherwise requested by the County. If the County requests a non-DAC eligible item, the Contractor must inform the County that such activities are non-reimbursable by FEMA. If the Contractor is to perform any non-DAC eligible activities without a request, the Contractor must inform the County prior to claiming such costs. Project Worksheets (PWs) submitted by the Contractor and unapproved by FEMA will be deemed unallowable costs under this agreement and subject to refund for the costs allocated to such project worksheet. In addition, should direct administrative costs obligations approved by FEMA for individual project worksheets be less than the amount the County reimbursed the Contractor for the same project worksheet, the difference may be subject to refund back to the County. This provision shall survive the term of the contract and the County is entitled to seek all necessary relief in the enforcement of this provision.
- r. The Contractor shall have experience in transitioning cost recovery services from another entity with minimal disruption of services. During a potential transition period the contractor shall meet all Public Assistance deadlines as well as comply with any audit and closeout requirements. These requirements extend to current or potential incidents that may occur prior to the contract award.

3.4. Emergency Operations Center (EOC) Support

The Contractor shall provide staff to fill roles in the Emergency Operations Center (EOC) within the NIMS/ICS structure of the County on an as needed basis, including the Finance/Administration, Operations, Planning, and Logistics Sections as reflected in the following:

- o **Finance/Administration Section:**
 - Tracking and documenting disaster-related expenses to ensure FEMA compliance.
 - Managing financial documentation and reporting for grant eligibility and reimbursement, including Direct Administrative Costs (DAC).
 - Preparing, submitting, and monitoring **Project Worksheets (PWs)** for FEMA reimbursement and ensuring timely closeout of financial records.
- o **Operations Section:**
 - Providing project specialists to assist with ongoing coordination of response activities and operational needs.
 - Supporting EOC task forces or specialized units with technical or administrative expertise.

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- **Planning Section:**
 - Collecting, organizing, and tracking documentation, including equipment usage and personnel time during response and recovery operations.
 - Preparing **situation reports, resource tracking logs**, and updates for decision-makers.
 - Participating in **Joint Preliminary Damage Assessments (PDA)** with federal, state, and local partners.
- **Logistics Section:**
 - Supporting procurement processes to ensure FEMA compliance with all purchasing and contracting requirements.
 - Documenting and tracking equipment and supply usage throughout the incident.

The contractor will provide **on-site support at the EOC, staging areas, field locations, and warehouses** as required. They must maintain a flexible staffing approach to meet changing operational demands and ensure continuity of services throughout all phases of the disaster lifecycle.

3.5. Contractor Requirements and Additional Scope of Work

Contractor shall not provide any Services until receiving a written notice to proceed from the County. Provision of Services will be based on task orders, signed by the Parties, which describe the Services to be provided and specify, with respect to the persons providing those Services, the number, position descriptions, hourly rates, and total hours to be expended. Each task order shall also specify the FEMA Reimbursement Activity, and the total task order cost.

The Contractor must comply with all FEMA procurement and contracting requirements, including compliance with the Additional Federal Terms and Conditions (Attachment A), FEMA's Super Circular (79. Fed. Reg. 75871) and with 2 CFR, Part 200.317 through Part 200.326.

In addition, as needed, the contractor should be capable to meet all of the County's needs including, but not limited to, the following:

1. Provide disaster recovery, mitigation planning and program management services required/requested by the County
2. Prepare Project Worksheets and Detailed Damage Inspection Reports as required or needed
3. Make project eligibility determinations, research and maintain documentation to support eligibility
4. Coordinate with the State and Federal Agencies
5. Work with local government staff to prepare timely Hazard Mitigation Grant Program (HMGP) grant applications
6. Conduct public meetings to assist homeowners with the program requirements
7. Prepare project Scope of Work and budget
8. Comply with all grant program mandates and documentation requirements
9. Conduct financial tracking of program funds and payments
10. Develop and submit quarterly progress reports to the County and State

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11. Assist and facilitate local government staff with the Public Assistance (PA), HMGP, Community Development Block Grant (CDBG) and Economic Development Administration (EDA), Fire Management Assistance Grant program (FMAG) processes
12. Provide in-progress reviews as required to keep the County informed on project progress
13. Prepare Project Worksheet closeout packages
14. Review all procurement to ensure FEMA eligibility
15. Track all disaster related expenses and maintain support documentation to justify each expenditure
16. Assist with integrating mitigation actions into the recovery process, specifically with the use of Section 406 hazard mitigation funds.
17. Obtain data base access to all FEMA and State of Florida Disaster Recovery, specifically FEMA Grants Portal and Florida PA.
18. Provide grant management advice to the County related to FEMA, Federal, or State agency pass-through grants. The Contractor will review the County's and/or County's' current record-keeping strategy for documentation. The Contractor may be required to provide the County with pre-disaster assistance in an effort to assess what requirements are needed within the County to prepare for gathering the needed expenditure data, assign required disaster liaison, and/or any other pre-disaster preparation that may be required. Proposer will assist the affected departments to develop a standard guideline as part of their emergency plans on how reimbursement expenditures are recorded, what type of documentation should be maintained, and provide any other associated services that may be directly related to support recovery costs and reimbursement from appropriate agencies.

3.6. Program Staff Augmentation List

The Contractor shall provide the following staff positions during the resultant contract:

- **Contract Manager** - Provide guidance and supervision of contracted staff. Ensure all rules, policies and guidelines are adhered to in accordance with State and Federal regulations. Oversee the project management of contracted purchase orders and act as liaison to the State's Program and Contract Managers. Responsible for quality control, performance reporting, providing the Division the status of projects, and coordinating with the State Public Assistance Officer, Deputy Public Assistance Officer, State Individual Assistance Officer, and Deputy Individual Assistance Officer when requested.

Although not an express requirement for the submission of a bid, the Division expects that, at the time of contract performance, the Vendor will fill this position with an individual who has a minimum of three years' experience working directly with the FEMA's Public Assistance Program, at least one of which is in a management role supervising field staff and working under the guidelines of the Federal Emergency Management Agency in a response capacity.

- **Program Manager** - Provide supervision of Project Specialists, provide information to the State's Program and Contract Manager, establish and maintain quality control, provide technical support, monitor and report status of projects. Knowledgeable and experienced with FEMA rules and regulations, able to work with State, Federal and local officials and be customer service oriented.

Although not an express requirement for the submission of a bid, the Division expects that, at the time of contract performance, the Vendor will fill this position with an individual who has a minimum of two years' experience working directly with FEMA's Public Assistance Program, at least one of which is in a management role supervising field staff and working under the guidelines of the Federal Emergency Management Agency in a response capacity.

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- **Project Specialist** - Develop project worksheets, gather documentation from Subgrantees, determine eligibility of Sub grantee's work, assist in project applications, and provide programmatic assistance to Subgrantees. Knowledgeable of grants management, FEMA rules and regulations, able to work with State, Federal and local officials and be customer service oriented. Assists in the advancement and monitoring of Recovery projects, Stafford Act Appeals, financial monitoring and reporting, and recovery logistics. Prepare and upload project documentation and prepare status tracking reports of projects. Must have the ability to perform administrative assignments in an accurate and efficient manner.

Although not an express requirement for the submission of a bid, the Division expects that, at the time of contract performance, the Vendor will fill this position with an individual who has a minimum of one year of experience working directly with FEMA's Public Assistance Program.

3.7. Budget

The budget shall be limited to the most current cost reimbursement amount eligible for FEMA Direct Administrative Costs.

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4. Solicitation Instructions

4.1. Submitting Questions

Questions shall be submitted directly through the County's online e-Procurement Portal at <https://procurement.opengov.com/portal/leoncounty>. **DO NOT Email inquiries.**

Each respondent shall examine the solicitation documents carefully, including the forms and agreement; and, no later than the last day for questions listed in schedule of events, shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error discovered in the solicitation, including the agreement. The County will prepare a written response to each written question, comment, and recommendation that is delivered to the County prior to the deadline listed in the schedule of events. The County's written responses will be posted to this solicitation. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of respondent. Each respondent shall be deemed to have waived all questions, comments, and recommendations that are not submitted to the County in compliance with this section.

4.2. Addenda To Solicitation

Addenda to this solicitation will be posted to the solicitation on the e-Procurement Portal at <https://procurement.opengov.com/portal/leoncounty>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered vendors (those vendors who have been registered as receiving a proposal package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

4.3. Proposal Deadline

Proposals shall be electronically submitted (uploaded) to the solicitation on the County e-Procurement portal (<https://procurement.opengov.com/portal/leoncounty>) no later than the Opening Date (Thursday, December 19, 2024 at 2:00 pm), as identified in the Schedule of Events, to be considered.

4.4. Receipt and Opening of Proposals

Proposals will be opened publicly at the time and place stated in the Timeline. When the specified time has arrived no proposals received thereafter will be considered. At the time fixed for the opening of proposals, the tabulation sheet will be made public and will be posted on the Purchasing Division website at: <https://procurement.opengov.com/portal/leoncounty>.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records disclosure until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier. If the County rejects all Proposals submitted in response to this RFP, the rejected Proposals remain exempt from public records disclosure until the County posts an intended decision or until the County withdraws the

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reissued Proposal. Proposals received by the County pursuant to this RFP will not remain exempt for longer than twelve (12) months after the County rejects such Bids.

4.5. Timely Delivery

It is the respondent's responsibility to assure that the proposal is submitted at the proper time and location. Electronic submissions will not be allowed through the County's e-Procurement portal once the deadline has passed.

4.6. Preparation Costs

The County is not liable for any costs incurred by respondents prior to the issuance of an executed contract.

4.7. Preparation of Proposal

Any material submitted to the County that Respondent 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 Respondent is required to also provide an unredacted copy of the redacted information as part of the Proposal. If a third party submits a request to the County for records designated as Trade Secret Materials by a Respondent, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Respondent. By submitting a Proposal, Respondent 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.

4.8. Reservation of Rights

The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.

4.9. Award of RFP and Protest

Award shall be made to the responsive, responsible vendor whose proposal is determined in writing to be the most advantageous to Leon County, taking into consideration the evaluation factors set forth in the Request for Proposals. The County reserves the right to award to one or more proposers whatever is in the best interest of the County. In accordance with Section 287.05701(3), Florida Statutes, in determining whether a bidder is responsible, the County will not request documentation of or consider a bidder's social, political, or ideological interests, nor give preference to a bidder based on such interests. No other factors or criteria shall be used in the evaluation criteria that are not included in the Request for Proposal. The County reserves the right to waive any minor irregularity in proposals and to make an award in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at:

<https://procurement.opengov.com/portal/leoncounty> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No.

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96-1, Purchasing Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Any award recommendation may be protested on the grounds of irregularities in the specifications, procedure, or the evaluation of the proposal. Such notice of an intent to protest shall be made in writing to the Purchasing Director within 72 hours after receipt of the intended recommendation of award and the protestor shall file a formal written bid challenge within 10 days after the date in which the notice of intent of bid protest has been submitted. The notice of protest shall contain at minimum: the name of the Protestor; the Protestor's address and phone number; the name of the Protestor's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest. Failure to file a notice of an intent to protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section.

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5. Required Certifications

5.1. Licenses and Certifications

The respondent shall be responsible for obtaining and maintaining throughout the contract period any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the proposal. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the proposal being determined as non-responsive.

5.2. Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statute for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

5.3. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.

5.4. Unauthorized Alien(s)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

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5.5. Employment Eligibility Verification

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.

5.6. 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.

5.7. 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.

RFP Title: DISASTER RECOVERY CONSULTANT SERVICES
Proposal Number BC-2025-003
Opening Date: December 19, 2024, 2:00 pm

5.8. 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.

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.

5.9. Local Preference in Purchasing and Contracting

- A. Preference in requests for proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, additional points may be awarded to the total score for a local preference, as follows:
1. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth below, shall be given a preference in the amount of five percent.
 2. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth below, shall be given a preference in the amount of three percent.
 3. For the purposes of this section, "home office" shall mean a business's principal office or headquarters constituting the center for administration and policymaking.
- B. Local business definition. For purposes of this section, "local business" shall mean a business which:
1. Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 2. Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and
 3. Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
- C. Certification. Any vendor claiming to be a local business as defined herein, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements set forth above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications. The purchasing agent shall have the sole discretion to determine if a vendor meets the definition of a "local business."

6. Selection Process

6.1. Evaluation Committee

The County Administrator shall appoint an Evaluation Committee composed of either three members or five members who will review and evaluate all proposals received on time.

Meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted on the Purchasing Division website at: <https://procurement.opengov.com/portal/leoncounty> and in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays).

6.2. Scoring and Ranking

Evaluators will independently score each responsive proposal based upon the points given in the Scoring Sheet utilizing the Evaluation Criteria Matrix. If applicable, the scores will be provided by the Purchasing Division for both Price/Cost and Local preference.

Proposals will be ranked using the ordinal ranking process. First, each evaluator will score proposals based upon the points given in the Scoring Sheet utilizing the Evaluation Criteria contained herein. Then each evaluator will utilize ordinal ranking to rank each proposal. These rankings will be averaged to determine the final ranking of proposals.

6.3. Award

Award shall be made to the responsive, responsible offeror whose proposal is determined in writing to be the most advantageous to Leon County, taking into consideration the evaluation factors set forth in the Request for Proposals. The County reserves the right to award to one or more proposers whatever is in the best interest of the County. No other factors or criteria shall be used in the evaluation criteria that are not included in the Request for Proposal. The County reserves the right to waive any minor irregularity in proposals and to make an award in whole or in part when either or both conditions are in the best interest of Leon County.

7. Minority, Women, Small Business (MWSBE) Enterprise

7.1. Overview for Projects with Federal Funding Without a Specific MWSBE Goal

There is no Minority and Women Business Enterprise aspirational target prescribed for this solicitation. Each Proposer is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Each Proposer must take the following affirmative steps to ensure these firms are used when possible:

1. Place qualified small, minority, and woman-owned business on solicitation lists;
2. Assure that such business are solicited when they are potential sources;
3. Divide total requirement, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses;
4. Establish delivery schedules, where requirements permits, which encourage such business to respond; and
5. Use service and assistance from such organization as SBA, Minority Business Development Agency of the Department of Commerce.

Proposers that require assistance or guidance with these MBE, WBE, SBE, and DBE requirements should contact Darryl Jones, Deputy Director for the Tallahassee/Leon County Office of Economic Vitality by telephone (850) 300-7567 or by email DJones@oevforbusiness.org. Alternate contacts are MWSBE Coordinators LaTanya Raffington, and Shanea Wilks by email at lrffington@oevforbusiness.org and swilks@oevforbusiness.org.

RFP Title: DISASTER RECOVERY CONSULTANT SERVICES
Proposal Number BC-2025-003
Opening Date: December 19, 2024, 2:00 pm

8. Insurance Requirements

8.1. Overview

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

The awarded Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

RFP Title: DISASTER RECOVERY CONSULTANT SERVICES
Proposal Number BC-2025-003
Opening Date: December 19, 2024, 2:00 pm

9. Terms and Conditions

9.1. Standard Terms and Conditions

The terms and conditions associated with this solicitation are as set forth in the Agreement contained in the "Attachments" section of this solicitation. After the proposal award the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the proposal specifications.

9.2. 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.

9.3. Purchases By Other Public Agencies

With the consent and agreement of the successful vendor(s), purchases may be made under this solicitation by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

9.4. Penalties

PROPOSALS MAY BE REJECTED AND/OR BIDDER(S)/PROPOSERS DISQUALIFIED FOR THE FOLLOWING REASONS:

- A. Failure to perform according to contract provisions.
- B. Conviction in a court of law of any criminal offense in connection with the conduct of business.
- C. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
- D. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
- E. Other reasons deemed appropriate by the Board of County Commissioners.

10. Ethical Business Practices

10.1. 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.

10.2. 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.

10.3. 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.

RFP Title: DISASTER RECOVERY CONSULTANT SERVICES
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 Opening Date: December 19, 2024, 2:00 pm

11. Evaluation Criteria

Actual rating for each criteria may range from zero (lowest rating) to the maximum rating points for that criteria

Proposals will be evaluated and ranked on the basis of the following considerations:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Corporate Background/Executive Summary	0-5 Points	15 <i>(15% of Total)</i>
2.	Business Experience	0-5 Points	20 <i>(20% of Total)</i>
3.	Resources and Key Project Personnel	0-5 Points	20 <i>(20% of Total)</i>
4.	Project Approach	0-5 Points	25 <i>(25% of Total)</i>
5.	Agency Cost Respondents must complete the Fee Schedule attachment. The respondent with the lowest grand total cost will receive 15 points. Respondents with greater grand total costs will receive fewer points, on a pro-rata basis, using the formula below. $(L / P) \times 15$ Where: L = Lowest fee proposed P = Proposer's Fee	Points Based	15 <i>(15% of Total)</i>

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 Opening Date: December 19, 2024, 2:00 pm

<p>6.</p>	<p>Local Preference Points for Local Preference will be awarded as follows:</p> <ul style="list-style-type: none"> A. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of five percent (five (5) points out of the 100 maximum points allowed); and B. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of three percent (three (3) points out of the 100 maximum points allowed); and C. All other individuals or firms shall be given zero (0) points for Local Preference. <p>For the purposes of this section, "home office" shall mean a business's principal office or headquarters constituting the center for administration and policymaking.</p>	<p>0-5 Points</p>	<p>5 <i>(5% of Total)</i></p>
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RFP Title: DISASTER RECOVERY CONSULTANT SERVICES
Proposal Number BC-2025-003
Opening Date: December 19, 2024, 2:00 pm

12. Submittals

12.1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

Please confirm
*Response required

12.2. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Section 287.087, Florida Statutes. See section titled Drug-Free Workplace Requirements for details.

Please confirm
*Response required

12.3. Scrutinized Company Certification*

As required by Section 287.135(5) Florida Statutes, I certify that the firm is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

Please confirm
*Response required

12.4. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

I certify that this firm has coverage is in place at the required levels or, if awarded, coverage will be in place at the required levels.

Please confirm
*Response required

12.5. Proposal Response Cover Sheet with Signature*

Please ensure the document has a manual signature.

*Response required

12.6. RFP Response - Company Information Overview - Tab 1*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. Firm name or Joint Venture, business address and office location, telephone number.

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- B. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.
- C. Address of the office that is to perform the work.
- D. Federal Identification Tax Number or Social Security Number.
- E. The age of the firm, brief history, and average number of employees over the past five years.
- F. Present size of firm, nature of services offered, and breakdown of staff by discipline.
- G. Provide the total number of professionals in your organization and the estimated number of professionals and working hours of these professionals, to be assigned to this project at peak.

*Response required

12.7. RFP Response - Relevant Experience - Tab 2*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

Include a reference list of clients to whom the Proposer has provided services like those being proposed by the County. Only include the specific experience of the Proposer, not individual employees' past experiences.

- A. List the current Disaster Recovery Consultant clients and year service began.
- B. List the clients/projects which best illustrate the experience of the firm and current staff which is being assigned to this project. List no more than 10 projects, which were completed within the last five (5) years. This list must include your five largest client references.
 - 1. Name and location of the client/project
 - 2. The nature of the firm's responsibility on this project
 - 3. Client's representative name, address and phone number
 - 4. Date project was completed or is anticipated to be completed
 - 5. Fee for this project
 - 6. Project manager and other key professionals involved and specify the role of each
- D. List any contracts/projects that have been cancelled within the last 5 years and provide the reason for cancellation.

*Response required

12.8. RFP Response - Resources and Key Project Personnel - Tab 3*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

The Proposer shall describe the organizational structure proposed for this scope of work. The Proposer shall include the number of experienced staff that will be working on this project. Provide a brief resume of all staff included on the organizational chart. Experience and training relevant to this RFP must be specific in each resume. Make sure to include the staff member's experience with disaster recovery consultant services. The resume should include but, not be limited to the following:

- A. Name & title
- B. Job assignment for other projects

RFP Title: DISASTER RECOVERY CONSULTANT SERVICES
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- C. Percentage of time to be assigned full time
- D. How many years with this firm?
- E. How many years with other firms?
- F. Experience
 - 1. Types of projects
 - 2. Size of projects (dollar value and scope of project)
 - 3. What was the specific project involvement?
- G. Education
- H. Training
- I. Active registration (s), if applicable
- J. Other experience and qualifications that are relevant to this project

It should be understood that it is the intent of Leon County to insist that those indicated as the project team in the RFP response actually execute the project.

*Response required

12.9. RFP Response - Project Approach - Tab 4*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

Describe how you would approach this project and outline the specific services to be provided. At a minimum, include the following:

- A. Describe your initial Public Assistance support work.
- B. Describe how you recover money from FEMA.
- C. Provide a copy of a current contract for the services described herein.
- D. Include a narrative description and/or organizational chart outlining the methods of operation, operational structure, and services to be provided by the Proposer. This description should fully and completely demonstrate the Proposer's intended methods for servicing the requirements. Proposers are also encouraged to provide any other pertinent information that will assist the County in evaluating the proposed method of operation.

Proposer is to provide in sufficient detail to allow the County to evaluate how Proposer's management and operating plan will achieve the goal of providing disaster recovery financial services. This section should also include a narrative description of:

1. Reports submitted to the County to support task orders and invoicing, including any daily/weekly/monthly work plans and log, timesheets for staff solely assigned or assigned to multiple projects, and/or cross-referenced time and task records for estimated and actual work.
2. Methods to estimate and reconcile actuals to original, amended and actual plans for maintaining Direct Administrative Cost (DAC) requirements of FEMA.

RFP Title: DISASTER RECOVERY CONSULTANT SERVICES
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Opening Date: December 19, 2024, 2:00 pm

3. Reports to provide clarity on County records and duties, as compared to contractor work products and duties, with reference to timelines, deadlines and DAC planning over the term of the storm closeout, audit and acceptance.

*Response required

12.10. Fee Structure - Tab 5*

Please download the below documents, complete, and upload.

Please complete the fee table by inputting the cost for each deliverable. The Vendor/Contractor shall provide all labor and other resources necessary to provide the supplies, equipment, and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in table, inclusive of all travel, equipment, materials, and any other related expenses (e.g., insurance and permits, overhead and fringe benefits, profit).

EVALUATION POINTS FOR COST WILL BE CALCULATED ON THE GRAND TOTAL COST.

Sample Project: Category 4 Hurricane, causing approximately \$20 million in wind-related damages.

- [Fee Schedule.pdf](#)

*Response required

12.11. Additional Forms to Fill Out and Submit - Tab 6*

Submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see [Attachments](#) for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Respondent and Team Summary Form
- Affidavit Immigration Laws
- Equal Opportunity and Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information & Applicable Licenses/Registrations
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)
- Affidavit In Compliance with Section 787.06(13), F.S.

*Response required

12.12. Federal Terms & Conditions - Tab 7*

Please download the below document, complete, and upload.

- [Additional Terms and Condit...](#)

*Response required



Leon County
Procurement

Melanie Hooley, Purchasing Director
1800-3 North Blair Stone Road, Tallahassee, FL 32308

[HAGERTY CONSULTING, INC.] RESPONSE DOCUMENT REPORT

RFP No. BC-2025-003

[Disaster Recovery Consultant Services](#)

RESPONSE DEADLINE: December 19, 2024 at 2:00 pm

Report Generated: Friday, January 24, 2025

Hagerty Consulting, Inc. Response

CONTACT INFORMATION

Company:

Hagerty Consulting, Inc.

Email:

development@hagertyconsulting.com

Contact:

Katie Freeman

Address:

1618 Orrington Ave., Suite 201
Evanston, IL 60201

Phone:

(847) 492-8454

Website:

www.hagertyconsulting.com

Submission Date:

Dec 19, 2024 12:56 PM (Eastern Time)

ADDENDA CONFIRMATION

Addendum #1

Confirmed Dec 18, 2024 4:27 PM by Katie Freeman

Addendum #2

Confirmed Dec 18, 2024 4:27 PM by Katie Freeman

QUESTIONNAIRE

1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

Confirmed

2. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Section 287.087, Florida Statutes. See section titled Drug-Free Workplace Requirements for details.

Confirmed

3. Scrutinized Company Certification*

As required by Section 287.135(5) Florida Statutes, I certify that the firm is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

Confirmed

4. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

I certify that this firm has coverage is in place at the required levels or, if awarded, coverage will be in place at the required levels.

Confirmed

5. Proposal Response Cover Sheet with Signature*

Please ensure the document has a manual signature.

Proposal_Response_Cover_Sheet_Hagerty_Consulting.pdf

6. RFP Response - Company Information Overview - Tab 1*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. Firm name or Joint Venture, business address and office location, telephone number.
- B. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.
- C. Address of the office that is to perform the work.
- D. Federal Identification Tax Number or Social Security Number.
- E. The age of the firm, brief history, and average number of employees over the past five years.
- F. Present size of firm, nature of services offered, and breakdown of staff by discipline.
- G. Provide the total number of professionals in your organization and the estimated number of professionals and working hours of these professionals, to be assigned to this project at peak.

BC-2025-003_Proposal_Hagerty_Consulting.pdf
BC-2025-003_Tab_1_Hagerty_Consulting.pdf

7. RFP Response - Relevant Experience - Tab 2*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

Include a reference list of clients to whom the Proposer has provided services like those being proposed by the County. Only include the specific experience of the Proposer, not individual employees' past experiences.

- A. List the current Disaster Recovery Consultant clients and year service began.
- B. List the clients/projects which best illustrate the experience of the firm and current staff which is being assigned to this project. List no more than 10 projects, which were completed within the last five (5) years. This list must include your five largest client references.
 1. Name and location of the client/project
 2. The nature of the firm's responsibility on this project
 3. Client's representative name, address and phone number
 4. Date project was completed or is anticipated to be completed
 5. Fee for this project
 6. Project manager and other key professionals involved and specify the role of each
- D. List any contracts/projects that have been cancelled within the last 5 years and provide the reason for cancellation.

BC-2025-003_Tab_2_Hagerty_Consulting.pdf

8. RFP Response - Resources and Key Project Personnel - Tab 3*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

[HAGERTY CONSULTING, INC.] RESPONSE DOCUMENT REPORT
RFP No. BC-2025-003
Disaster Recovery Consultant Services

The Proposer shall describe the organizational structure proposed for this scope of work. The Proposer shall include the number of experienced staff that will be working on this project. Provide a brief resume of all staff included on the organizational chart. Experience and training relevant to this RFP must be specific in each resume. Make sure to include the staff member's experience with disaster recovery consultant services. The resume should include but, not be limited to the following:

- A. Name & title
- B. Job assignment for other projects
- C. Percentage of time to be assigned full time
- D. How many years with this firm?
- E. How many years with other firms?
- F. Experience
 - 1. Types of projects
 - 2. Size of projects (dollar value and scope of project)
 - 3. What was the specific project involvement?
- G. Education
- H. Training
- I. Active registration (s), if applicable
- J. Other experience and qualifications that are relevant to this project

It should be understood that it is the intent of Leon County to insist that those indicated as the project team in the RFP response actually execute the project.

BC-2025-003_Tab_3_Hagerty_Consulting.pdf

9. RFP Response - Project Approach - Tab 4*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

Describe how you would approach this project and outline the specific services to be provided. At a minimum, include the following:

- A. Describe your initial Public Assistance support work.
- B. Describe how you recover money from FEMA.
- C. Provide a copy of a current contract for the services described herein.
- D. Include a narrative description and/or organizational chart outlining the methods of operation, operational structure, and services to be provided by the Proposer. This description should fully and completely demonstrate the Proposer's intended methods for servicing the requirements. Proposers are also encouraged to provide any other pertinent information that will assist the County in evaluating the proposed method of operation.

Proposer is to provide in sufficient detail to allow the County to evaluate how Proposer's management and operating plan will achieve the goal of providing disaster recovery financial services. This section should also include a narrative description of:

1. Reports submitted to the County to support task orders and invoicing, including any daily/weekly/monthly work plans and log, timesheets for staff solely assigned or assigned to multiple projects, and/or cross-referenced time and task records for estimated and actual work.
2. Methods to estimate and reconcile actuals to original, amended and actual plans for maintaining Direct Administrative Cost (DAC) requirements of FEMA.
3. Reports to provide clarity on County records and duties, as compared to contractor work products and duties, with reference to timelines, deadlines and DAC planning over the term of the storm closeout, audit and acceptance.

BC-2025-003_Tab_4_Hagerty_Consulting.pdf

10. Fee Structure - Tab 5*

Please download the below documents, complete, and upload.

[HAGERTY CONSULTING, INC.] RESPONSE DOCUMENT REPORT
RFP No. BC-2025-003
Disaster Recovery Consultant Services

Please complete the fee table by inputting the cost for each deliverable. The Vendor/Contractor shall provide all labor and other resources necessary to provide the supplies, equipment, and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in table, inclusive of all travel, equipment, materials, and any other related expenses (e.g., insurance and permits, overhead and fringe benefits, profit).

EVALUATION POINTS FOR COST WILL BE CALCULATED ON THE GRAND TOTAL COST.

Sample Project: Category 4 Hurricane, causing approximately \$20 million in wind-related damages.

- [Fee Schedule.pdf](#)

BC-2025-003_Tab_5_Hagerty_Consulting.pdf

11. Additional Forms to Fill Out and Submit - Tab 6*

Submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see [Attachments](#) for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Respondent and Team Summary Form
- Affidavit Immigration Laws
- Equal Opportunity and Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information & Applicable Licenses/Registrations
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)

[HAGERTY CONSULTING, INC.] RESPONSE DOCUMENT REPORT
RFP No. BC-2025-003
Disaster Recovery Consultant Services

- Affidavit In Compliance with Section 787.06(13), F.S.

BC-2025-003_Tab_6_Hagerty_Consulting.pdf

12. Federal Terms & Conditions - Tab 7*

Please download the below document, complete, and upload.

- [Additional Terms and Condit...](#)

BC-2025-003_Tab_7_Hagerty_Consulting.pdf

13. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If necessary, please upload a redacted copy of your submittal.

No response submitted

PROPOSAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Melanie Hooley
Purchasing Director

Carolyn Cummings, Chair
Leon County Government

This solicitation response is submitted by the below named firm/individual by the undersigned authorized representative.

BY Hagerty Consulting, Inc.
(Firm Name)

(Authorized Representative)
Katherine G. Freeman
(Printed or Typed Name)
ADDRESS 1618 Orrington Avenue, Suite 201
Evanston, IL, 60201
EMAIL ADDRESS katie.freeman@hagertyconsulting.com
TELEPHONE 847-492-8454 x119
FAX 847-859-1710

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated 12/06/2024 Initials KF
Addendum #2 dated 12/09/2024 Initials KF
Addendum #3 dated _____ Initials KF

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Tab 1 – Company Information Overview

Company Information Overview

Hagerty Consulting, Inc. (Hagerty) is pleased to offer our qualifications to Leon County (the County) to support the County with its Disaster Recovery Consultant Services needs under Proposal Number BC-2025-003.

Hagerty has over 20 years of experience providing strategic, financial, and programmatic expertise to state and local government partners to support their efforts to successfully identify, secure, and manage disaster recovery funding. Hagerty professionals have supported our clients through the largest and most complex disaster response and recovery efforts in the United States (US) including Hurricanes Michael, Matthew, Katrina, Rita, Sandy, and Ian; the Deepwater Horizon oil spill; the Camp, Woolsey, and Hill wildfires; and the Novel Coronavirus (COVID-19) pandemic.

Hagerty is not an engineering or accounting firm that also supports disaster recovery – recovery is our primary business line and the foundation of Hagerty. Our approach successfully enables our clients to claim eligible costs, minimize appeals, reduce administrative burden, and prepare for closeout. **Hagerty has proven capability in billion-dollar stimulus and recovery program management, with more than \$95 billion in federal funds under our support.**

Hagerty's Expertise has been Leveraged to Meet Emerging Cost Recovery Needs Specific to Various Disasters



We are national in our footprint, with a focus on providing response and recovery support within Florida. Hagerty's Florida team continues supporting every active significant disaster and catastrophe event including the most recent and historic back-to-back hurricanes Helene and Milton. Hagerty has provided continued support over the last six plus years to Panama City, Bay County, and over a dozen other local jurisdictions and non-profits in their long-term recovery from Hurricane Michael and every other disaster that has impacted the panhandle since. Based on the stellar reputation Hagerty earned supporting these jurisdictions through their Hurricane Michael recovery, Lee County along with multiple municipalities sought and continue

to receive Hagerty’s assistance for Hurricanes Ian, Nicole and Milton; Palm Beach County with Hurricane Nicole; and Miami-Dade County with Hurricane Irma, the COVID-19 pandemic response, and the Surfside Building Collapse, among others. Hagerty’s Florida team has supported this active project portfolio with their wholistic emergency management needs, ranging from pre- and post-disaster planning, immediate response staff augmentation, and recovery and mitigation support with over 20 different grant opportunities. Hagerty’s reputation as being the best to have by your side on your worst day resulted in Pinellas, Sarasota, and Manatee Counties turning to Hagerty to be on-site before or immediately after for Hurricanes Helene and Milton.

Hagerty’s team knows Leon County. Hagerty has supported Leon County since Hurricane Michael and has continued to provide Leon County assistance through today. By selecting Hagerty, the County will retain their talented team of recovery experts that have an unmatched level of in-depth knowledge, expertise, and understanding of the County’s ongoing recovery efforts. Since March 2020, we have been a trusted partner supporting recovery efforts following:

- » Hurricane Michael
- » COVID-19 pandemic
- » Hurricane Idalia
- » The May 10th tornadoes
- » Hurricane Debby
- » Hurricane Helene

For nearly five years, our engagement with the County has been strategically tailored to address evolving needs and to support the County with your specific needs for each disaster you have faced.

As a returning partner to the County, Hagerty’s objective is to continue to offer best-in-class services that not only consider the direct impact of the disaster on the County, but also identify opportunities to build capability and capacity. Our goal is to increase the County’s resilience to withstand the impact of the next disaster and recover stronger. We greatly appreciate the consideration of the County, and we look forward to continuing to serve as your partner in recovery.

Requested Information

Please find the information requested under Tab 1 in the solicitation below.

A. Firm name or Joint Venture, business address and office location, telephone number.

Firm Name	Hagerty Consulting, Inc.
Business Address and Office Location	1618 Orrington Avenue, Suite 201 Evanston, IL 60201
Telephone Number	847-492-8454

B. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.

This project will not be a joint venture.

C. Address of the office that is to perform the work.

Work for this project will be performed from Hagerty's office in Tallahassee, Florida located at:

113 S Monroe St., 1st Floor

Tallahassee, FL 32301

D. Federal Identification Tax Number or Social Security Number.

Federal Identification Number: 37-1431085

E. The age of the firm, brief history, and average number of employees over the past five years.

Founded in 2001, Hagerty is an emergency management and homeland security consulting firm dedicated to creating disaster resilient communities by helping our clients choose the best way forward in times of change, uncertainty, or crisis. Shortly following Hagerty's founding, we were asked to support NYC in recovering from the terrorist attacks of September 11th. Since then, Hagerty has supported disaster recovery operations following every major disaster in the US. As Hagerty has grown, so have our service offerings and capabilities. With a presence in the State of Florida and across the US broadly, Hagerty professionals have supported over **750** projects for a wide range of clients, with direct experience supporting disaster recovery at all levels of government and in the private sector.

Over the past five years, Hagerty has had an average of 482 employees.

F. Present size of firm, nature of services offered, and breakdown of staff by discipline.

Hagerty's internal organizational structure consists of four Divisions: Preparedness, Mitigation, Response, and Recovery. These divisions combine to provide comprehensive emergency management support to clients like the County. Hagerty offers significant capability and capacity to support any task order. In addition to the personnel identified in this proposal, Hagerty draws from over 400 full-time professionals and more than 1,000 independent consultants.

At the time of proposal submission, Hagerty has the following number of employees within the following roles:

- » Administration, Operations, and Leadership – 51
- » Preparedness – 50
- » Recovery – 207
- » Response – 95

G. Provide the total number of professionals in your organization and the estimated number of professionals and working hours of these professionals, to be assigned to this project at peak.

Hagerty draws from over 400 full-time professionals and more than 1,000 independent consultants.

The total number of Hagerty consultants mobilized to support the County will depend on the type of support the County requests from Hagerty. However, for example, Hagerty provided 67 full-time (cap of 50 hours per week) response, recovery, and mitigation consultant professionals at the peak of support to Lee County after Hurricane Ian.

Tab 2 – Relevant Experience

Relevant Experience

Hagerty has played direct roles in many of the nation’s top 10 costliest disasters, including: supporting NYC after Superstorm Sandy and the September 11th terrorist attacks; supporting the City of New Orleans following Hurricane Katrina; and supporting the California Governor’s Office of Emergency Services in ongoing response to and recovery from the Camp and Woolsey Fires to name a few. We specialize in creating beneficial, innovative solutions for our clients’ most complex recovery problems, and are skilled at providing these solutions in compliance with federal, state, and local regulations and policies. When disaster strikes, with devastation, the opportunity presents itself to engage in holistic community planning to enable the impacted area to build back more resiliently and in line with their recovery priorities.

Hagerty is well established in the State of Florida – we have long-term relationships with communities across the State and with the Florida Division of Emergency Management (FDEM). Our extensive work across the State demonstrates Hagerty’s understanding of the unique geographic and community-based considerations; the emergency management response structures and capabilities of the State; as well as the state, local, county, and non-governmental partners that FDEM supports.

Hagerty’s Local Presence

Hagerty’s clients in Florida are supported from our office in Tallahassee and the more than **55** professionals we have working across the State.

Requested Information

Please find Hagerty’s responses to the information requested under Tab 2 in the solicitation below.

A. List the current Disaster Recovery Consultant clients and year service began.

Please find a list of Hagerty’s current Disaster Recovery Consultant clients in the table below.

Title	Client	Project Dates
Nebraska Department of Economic Development (DED) Community Development Block Grant Disaster Recovery (CDBG-DR) Support	Nebraska DED	August 2021 to December 2024
Beech Mountain Hurricane Helene Recovery	Beech Mountain, North Carolina	October 2024 to December 2024
Gulf Shores Disaster Recovery and Response	Gulf Shores, Alabama	January 2024 to December 2024
Pinellas County Comprehensive Disaster Recovery Management Services	Pinellas County, Florida	January 2020 to January 2025

Title	Client	Project Dates
Sarasota County Emergency Operations Center (EOC) Augmentation	Sarasota County, Florida	August 2024 to January 2025
Leon County Disaster Recovery Consultant Services	Leon County, Florida	February 2020 to February 2025
Lake County On-Call Disaster Cost Recovery and Related Frant and Project Management Service	Lake County, Florida	February 2020 to February 2025
City of Bradenton Hurricane Helene and Milton Cost Recovery	City of Bradenton, Florida	November 2024 to February 2025
New York City Emergency Management (NYCEM) Master Service Agreement	NYCEM	March 2022 to March 2025
Palm Beach County Disaster Management and Administrative Services	Palm Beach County, Florida	March 2022 to March 2025
Bay Haven Disaster Management Recovery	Bay Haven Chartered Academy	March 2019 to March 2025
Village of Estero Disaster Management Services	Village of Estero, Florida	April 2023 to March 2025
CAREs Recovery	Chemical Addictions Recovery Effort, Inc.	April 2021 to April 2025
Horry County Disaster Recovery Standby Support	Horry County, South Carolina	May 2021 to May 2025
Nebraska Public Assistance (PA), Individual Assistance (IA), and Hazard Mitigation Grant Program (HMGP) Assistance	State of Nebraska	June 2020 to June 2025
County of San Diego As-Needed Financial Cost Recovery Consultation Services	San Diego County, California	February 2021 to June 2025
Oregon Health and Science University Recovery Support	Oregon Health and Science University	March 2021 to June 2025
Montana PA/Hazard Mitigation Assistance (HMA) Grant Management	State of Montana	September 2023 to June 2025
Austin Texas Winter Storm Uri Cost Recovery Services	Austin, Texas	October 2024 to June 2025

Title	Client	Project Dates
Central Maine Healthcare Corporation COVID-19 Recovery Support	Central Maine Healthcare Corporation	June 2020 to June 2025
Village of Estero Grants Management Services	Village of Estero, Florida	June 2023 to June 2025
Montgomery County, Texas All-Hazards Emergency Management	Montgomery County, Texas	June 2023 to July 2025
Nassau County On-Call Disaster Management	Nassau County, New York	September 2020 to August 2025
First Presbyterian Church Comprehensive Disaster Recovery and Grant Management	First Presbyterian Church of Panama City, Inc.	March 2020 to August 2025
Miami-Dade County Cost Recovery Services	Miami-Dade County, Florida	September 2020 to September 2025
Aultman Health Foundation COVID-19 Cost Recovery	Aultman Health Foundation	September 2022 to September 2025
Charlotte COVID-19 Recovery Advisory Support	Charlotte, North Carolina	March 2020 to September 2025
George Washington University Disaster Recovery Services	George Washington University	November 2021 to September 2025
Diocese of Ponce Standby Disaster Recovery and Resilience Support	Diocese of Ponce	November 2020 to November 2025
Diocese of Mayaguez Standby Disaster Recovery and Resilience Support	Diocese of Mayaguez	January 2021 to November 2025
FDEM Hurricane Ian Recovery Support	FDEM	December 2022 to November 2025
Los Angeles County Strategic Planning, Performance Measurement, and/or Process Improvement Services	Los Angeles County, California	July 2017 to December 2025
Bonita Springs Federal Emergency Management Agency (FEMA) PA Services	Bonita Springs, Florida	January 2023 to December 2025
Texas Department of State Health Services (DSHS) COVID-19 Response and Recovery	Texas DSHS	September 2020 to December 2025

Title	Client	Project Dates
City of Panama City Beach Disaster Recovery Services	Panama City Beach, Florida	December 2018 to December 2025
Bonita Springs Grant Writing and Support Services	Bonita Springs, Florida	January 2024 to January 2026
North Carolina IA/PA Personnel Contract	State of North Carolina	April 2023 to April 2026
Palm Beach County School District Professional Emergency Management Services	Palm Beach County School District	June 2023 to June 2026
NYC Office of Management and Budget (OMB), Disaster Recovery Consulting Services	NYC OMB	October 2023 to September 2026
Dallas County Comprehensive Disaster Recovery, Grant Management, and Pre- and Post-Disaster Planning	Dallas County, Texas	October 2021 to October 2026
Los Angeles County American Rescue Plan Act (ARPA) Support Services	Los Angeles County, California	December 2022 to December 2026
Archdiocese of San Juan Comprehensive Disaster Recovery and Grant Management	Archdiocese of San Juan	December 2023 to December 2026
Calhoun Liberty Hospital Disaster Recovery Services	Calhoun Liberty Hospital Association	January 2024 to January 2027
Colorado Homeland Security and Emergency Management Hazard Mitigation and Emergency Operations Plan	Colorado Department of Public Safety	March 2022 to February 2027
City of Port St. Lucie Emergency Management Recovery/Response Services	City of Port St. Lucie, Florida	February 2024 to February 2027
Salt River Project Consulting Services	Arizona	February 2024 to February 2027
Cape Coral Disaster Management and Administrative Services	City of Cape Coral, Florida	June 2021 to June 2027
Chatham County Emergency Management	Chatham County, Georgia	June 2022 to June 2027
Massachusetts Standby Support	Commonwealth of Massachusetts	October 2022 to September 2027

Title	Client	Project Dates
City of Panama City Disaster Recovery Services	City of Panama City, Florida	September 2023 to September 2027
South Carolina Emergency Management Division (SCEMD) Disaster Recovery Support	SCEMD	September 2022 to September 2027
City of Asheville Disaster Recovery Services	City of Asheville, North Carolina	October 2024 to October 2027
Manatee County Grant Writing and Program Administration	Manatee County, Florida	February 2024 to February 2028
North Central Texas Council of Governments (NCTCOG) Grants Management and Consulting Services	NCTCOG	October 2023 to September 2028
Bay County Disaster Recovery Consulting Services	Bay County, Florida	December 2018 to December 2028
Lane County, Oregon Grant Writing and Preparation Services	Lane County, Oregon	March 2024 to December 2028
Maryland Department of Emergency Management (MDEM) COVID-19 FEMA PA and ARPA	MDEM	July 2024 to July 2029
Volusia County Cost Recovery and Management Services	Volusia County, Florida	July 2024 to July 2029
Lee County Disaster Management Services	Lee County, Florida	December 2019 to December 2029
SalusCare Hurricane Ian Recovery	SalusCare, Inc.	January 2023 to December 2029
Diocese of Arecibo Comprehensive Disaster Recovery and Grant Management Services	Diocese of Arecibo	June 2024 to Ongoing
Diocese of Caguas Comprehensive Disaster Recovery and Grant Management Services	Diocese of Caguas	June 2024 to Ongoing
Diocese of Fajardo-Humacao Comprehensive Disaster Recovery and Grant Management Services	Diocese of Fajardo-Humacao	June 2024 to Ongoing

B. List the clients/projects which best illustrate the experience of the firm and current staff which is being assigned to this project. List no more than 10 projects, which were completed within the last five (5) years. This list must include your five largest client references.

Hagerty knows there is no better evidence of our capability to support the County than the references offered by our current and previous clients. Hagerty offers the following references as examples of work that best align with the disaster recovery needs of the County. These references serve as a sample of our past performance. Should the County require any additional information about our past performance, Hagerty will happily provide that additional information upon request.

CITY OF PANAMA CITY, FLORIDA, DISASTER RECOVERY CONSULTANT SERVICES

1. Name and location of the client/project	City of Panama City, Florida
2. The nature of the firm’s responsibility on this project	Hagerty’s services include the development, management, and reimbursement of federal and state grants including FEMA PA, Hazard Mitigation 404 and 406, CDBG-DR, Flood Mitigation Assistance (FMA), Building Resilient Infrastructure and Communities (BRIC), Resilient Florida, State Appropriations and State Revolving Fund. Today, with the help of Hagerty, the City has successfully secured nearly \$350 million in disaster grant funding to rebuild a stronger and more resilient community.
3. Client’s representative name, address and phone number	Jared Jones, Assistant City Manager 501 Harrison Avenue, Panama City, FL 32401 850-872-3010
4. Date project was completed or is anticipated to be completed	December 2018 to December 2023
5. Fee for this project	\$16,300,000
6. Project manager and other key professionals involved and specify the role of each	Project Executive: Tanya Shannon Project Manager: Amber Guy Recovery Consultant: Nicole Ward Senior Engineer (HMGP): Jason Ressler Senior Advisor: Brock Long

LEE COUNTY, FLORIDA, COMPREHENSIVE RESPONSE AND RECOVERY SUPPORT

1. Name and location of the client/project	Lee County, Florida
2. The nature of the firm’s responsibility on this project	Hagerty supported Lee County’s response and recovery from Hurricane Ian, including FEMA PA cost recovery. Hagerty mobilized staff prior to Hurricane Ian’s landfall and mobilized 67 response and recovery consultants at the peak

	period providing a range of support from EOC logistics, debris call center support for public information distribution, recovery policy support and PA project formulation, mitigation project identification, grant funding identification and application development, and general advisory services to County leadership as they navigated their long-term recovery. To date, the Hagerty team has formulated over 100 projects with a total estimated project cost of \$280 million – \$180.7 million of which has already been obligated by FEMA and largely paid out by FDEM.
3. Client’s representative name, address and phone number	Lucy Cancel, Management Analyst 2675 Ortiz Avenue, Fort Myers, FL 33901 239-533-2437
4. Date project was completed or is anticipated to be completed	September 2022 to December 2024
5. Fee for this project	\$12,290,436
6. Project manager and other key professionals involved and specify the role of each	Project Executive: Tanya Shannon PA Team Lead: Rick Hill Response Lead: Lee Mayfield CDBG-DR Senior Advisor: Stan Gimont HMGP/Mitigation Lead: Jason Ressler Mitigation Consultant: Claudia Hill

MIAMI-DADE COUNTY, FLORIDA, SURFSIDE BUILDING COLLAPSE COST RECOVERY

1. Name and location of the client/project	Miami-Dade County, Florida
2. The nature of the firm’s responsibility on this project	Hagerty supported Miami-Dade County with FEMA PA policy advisory support, coordination with municipalities related to mutual aid, and provided overall FEMA PA cost recovery support associated with the Surfside building collapse.
3. Client’s representative name, address and phone number	Charles Cyrille, Emergency Management Coordinator 9300 NW 41st St, Miami, FL 33178-2414 305-468-5426
4. Date project was completed or is anticipated to be completed	June 2021 to June 2022
5. Fee for this project	\$1,367,720
6. Project manager and other key professionals involved and specify the role of each	Project Executive: Tanya Shannon PA Team Lead: Rick Hill

CALHOUN LIBERTY HOSPITAL ASSOCIATION, DISASTER RECOVERY ADMINISTRATIVE SERVICES

1. Name and location of the client/project	Calhoun Liberty Hospital Association Blountstown, Florida
2. The nature of the firm’s responsibility on this project	Hagerty has supported Calhoun Liberty Hospital with its recovery from Hurricane Michael, including the management of FEMA PA, CDBG-DR, Rural Hospital, State Appropriations, New Market Tax Credit, and HMGP funding.
3. Client’s representative name, address and phone number	Christinia Jepsen, Project Executive 20370 NE Burns Ave, Blountstown, FL 32424 402-686-4095
4. Date project was completed or is anticipated to be completed	February 2019 to January 2024
5. Fee for this project	\$1,200,000
6. Project manager and other key professionals involved and specify the role of each	Project Executive: Tanya Shannon Project Manager: Amber Guy Recovery Consultant: Nicole Ward Mitigation Lead: Jason Ressler

NEW YORK CITY OFFICE OF MANAGEMENT AND BUDGET, GRANTS MANAGEMENT AND COST RECOVERY

1. Name and location of the client/project	New York City Office of Management and Budget New York, New York
2. The nature of the firm’s responsibility on this project	Hagerty has supported NYC with cost recovery and federal program compliance for approximately \$29 billion, including FEMA PA and HMA; CDBG-DR; and State and Local Fiscal Recovery Funds funding for recoveries spanning from Hurricane Sandy through COVID-19.
3. Client’s representative name, address and phone number	Stephen Beckage, Assistant Director 255 Greenwich Street, 8 th Floor, New York, NY 10007 212-788-1432
4. Date project was completed or is anticipated to be completed	January 2013 to September 2023
5. Fee for this project	\$135,100,000 (Multiple Contracts)
6. Project manager and other key professionals involved and specify the role of each	N/A

MARYLAND DEPARTMENT OF EMERGENCY MANAGEMENT, COST RECOVERIES AND MANAGEMENT

1. Name and location of the client/project	Maryland Department of Emergency Management Statewide
2. The nature of the firm’s responsibility on this project	Hagerty has been working with the State of Maryland to provide comprehensive response and recovery support for the COVID-19 pandemic. Hagerty collaborated with the State to identify more than \$1.85 billion in PA Program costs – which is estimated to rise to \$2 billion. Of that amount, nearly \$900 million has already been obligated by FEMA. In January of 2021 a small team was deployed to develop a staffing plan for mass vaccination sites and rapidly expanded to over 70 professionals to support the launch and management of Maryland’s COVID-19 vaccination effort. As vaccine demand was met, staff transitioned to support the rollout of State managed mobile vaccination effort to provide highly targeted clinics to high risk and hard to reach communities across the State.
3. Client’s representative name, address and phone number	Marcia Deppen, Director of Consequence Management 7229 Parkway Drive, Suite 200 Hanover, MD 21076 410-517-3600
4. Date project was completed or is anticipated to be completed	March 2020 to June 2024
5. Fee for this project	\$94,318,138 (Multiple Contracts)
6. Project manager and other key professionals involved and specify the role of each	N/A

C. List any contracts/projects that have been cancelled within the last 5 years and provide the reason for cancellation.

Hagerty has not had any contracts or projects cancelled within the last five years.

Tab 3 – Resources and Key Project Personnel

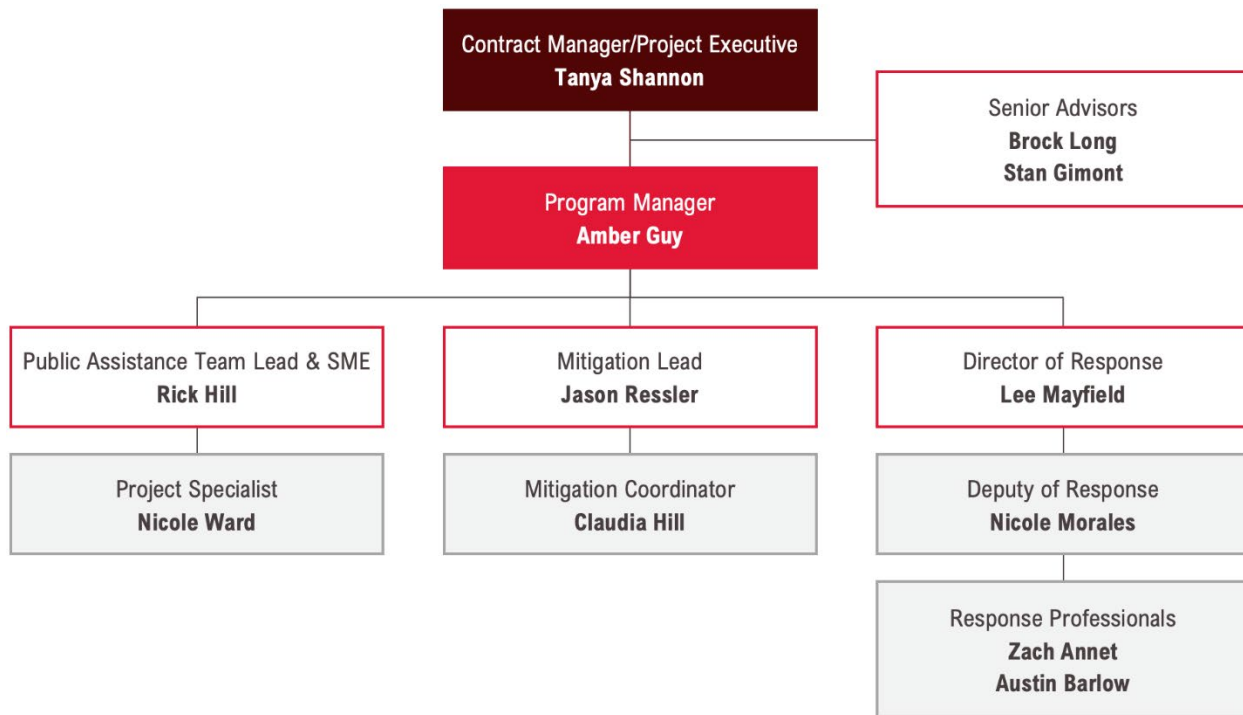
Resources and Key Project Personnel

Hagerty's internal organizational structure consists of four Divisions: Preparedness, Mitigation, Response, and Recovery. These Divisions combine to support clients like the County, particularly where our clients are looking for significant strategic and planning guidance. **We call this the One Hagerty approach.**

At Hagerty, the leadership of the firm is directly involved in key staffing decisions to ensure our management teams have the requisite experience as well as the intangible ingredients necessary to create a team with synergy. As we recognize that the success of any project is directly related to the people assigned to it, we ensure, to the greatest extent possible, that all key team members are committed to working on the project and seeing it through to completion.

To execute on the scope of services requested by the County, Hagerty proposes the 12 member team presented below and will tailor our staffing plan to meet the County's resource needs with qualified individuals from our pool of over 400 full-time employees and more than 1000 independent consultants. **Hagerty will adapt the amount of time key and support staff are dedicated to Leon County depending on the severity of disaster impacts, the number of disasters simultaneously impacting the County, and the level of support the County requests from Hagerty.**

Resumes of proposed personnel, containing the additional information requested by the County, have been included as an attachment to this section.



Tanya Shannon

Contract Manager / Project Executive



Education

- » Master of Public Administration, Florida State University, 2013
- » Graduate Certification in Emergency Management and Homeland Security, Florida State University, 2013
- » Bachelor of Arts in International Relations and Religious Studies, University of California, Davis, 2010

Years with Hagerty

- » 6

Percentage of Time to be Assigned

- » Up to 25%

Relevant Highlights

- » Coordinated the cost recovery strategy for a large metropolitan local jurisdiction for COVID-19 totaling over \$1.3 billion of FEMA and *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act) funding
- » Developed strategy to train over 5,000 PA, Mitigation, and EHP assets including FEMA staff and US Army Corps of Engineers (USACE) for Hurricanes Florence, Michael, Harvey, and Irma in coordination with senior leadership from PA cadre management and field leadership

Professional Biography

Ms. Tanya Shannon is a dynamic leader and subject matter expert with over 15 years of emergency and crisis management experience in the federal, state, local, non-profit, and private sectors. She has and continues to serve as a senior advisor to senior government officials at the local, state, and federal level, supporting officials navigate disaster response, initial recovery, and long-term recoveries, while simultaneously managing large operations with forethought and comprehensive recovery expertise. Ms. Shannon serves as the Project Executive for local jurisdictions throughout the State of Florida (FL) and other areas overseeing recoveries from natural disasters and Novel Coronavirus (COVID-19). While serving within FEMA Headquarters Senior Leadership, she developed the strategy and oversaw the implementation of training and increasing FEMA PA cadre readiness training 5,000+ FEMA, state, and local staff on FEMA PA, the “New Model” process, and FEMA’s new Grants Portal. She supported the setup of PA operations on 116 declared disasters nationwide from 2016 to 2018 coordinating training and strategic planning support for FEMA and state/territory field leadership. She managed a team of over 70 PA instructors imbedded in field operations providing training and technical assistance to FEMA, recipient, and sub-recipient assets.

Prior to her work in traditional emergency management, Ms. Shannon Director of the Survivors of Human Trafficking Program providing crisis management and case management assistance to survivors of human trafficking and other victims of crimes.

Relevant Professional Experience

Project Executive | Leon County, Disaster Recovery Support | Hagerty Consulting, Inc.

- » **Value:** \$4,375,000 | **Scope:** Disaster recovery support including FEMA PA and Community Development Block Grant Disaster Recovery (CDBG-DR).

Project Executive | Hurricane Sally and Michael Recovery, Panama City, Florida | Hagerty Consulting, Inc.

- » **Value:** \$16,322,688 | **Scope:** Provide expertise to augment the City’s capabilities to receive the maximum recovery funding from FEMA and the State of Florida.

Tanya Shannon

Contract Manager / Project Executive



Project Executive | Panama City Beach, Florida, Disaster Recovery Services | Hagerty Consulting, Inc.

» **Value:** \$1,965,040 | **Scope:** Provide federal disaster grant management consulting services.

Project Executive | Cape Coral, Florida, Hurricane Ian Response and Recovery Support | Hagerty Consulting, Inc.

» **Value:** \$4,891,338 | **Scope:** Provide response and recovery support as a result of Hurricane Ian.

Project Executive | Miami-Dade County COVID-19 Recovery | Hagerty Consulting, Inc.

- » **Value:** \$10,979,610 | **Scope:** Provide continued work for COVID-19 cost recovery and appeals support for previous disasters.
- » Developed the cost recovery strategy for the County in their financial recovery from COVID-19. This included an analysis of the 19 different grants the client was receiving from federal sources, working with the 20+ department heads to identify the best use of funds in line with leadership priorities, and designing then implementing programs to distribute Coronavirus Relief Funds (CRF) to the public for eligible uses.
- » Oversaw the distribution of \$100 million of CRF funding to municipalities within the client's jurisdiction to reimburse eligible expenses and coordinating the distribution of \$25 million of CRF to cover overdue rent for targeted populations.

Employment History

Hagerty Consulting, Inc., Deputy Director – Recovery Division, 2019 to Present

FEMA, Public Assistance Training Section Chief, 2016 to 2019

FEMA, Assistant Reservist Program Manager, 2016

Center for Disaster Risk Policy at Florida State University, Program Coordinator, 2013 to 2016

Government of India – Indian Institute of Public Administration, Researcher, 2013

Opening Doors, Inc., Director, Survivors of Human Trafficking Program. 2008 to 2012

Opening Doors, Inc., Intern Coordinator, 2008

Amber Guy

Program Manager



Education

- » Associate of Arts, Indian River State College
- » Fire Science Arson Investigator Technical Certificate, Hillsborough State College

Training and Certifications

- » FEMA Preliminary Damage Assessment (PDA) Certificate
- » FEMA Incident Command System (ICS) 100, 200, 700, 800 Certificates
- » FEMA Emergency Planning ICS-00235 Certificate
- » FEMA ICS-15 Special Events Contingency Planning Certificate
- » FEMA Emergency Support Function (ESF) #7 to 11 Certificates
- » FEMA FQS Coach Evaluation Certificate
- » FEMA Incident Workforce Academy FEMA Incident Workforce Academy (FIWA) 602 & 603 Certificates

Years with Hagerty

- » 5

Percentage of Time to be Assigned

- » Up to 95%

Professional Biography

Ms. Amber Guy is a disaster professional with 16 years of experience. She serves as the Project Manager for multiple jurisdictions and private-non-profit agencies overseeing recovery efforts from natural disasters and the Novel Coronavirus (COVID-19). With expertise in the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program, Ms. Guy has supported 17 presidentially declared disasters. She served on FEMA’s National New Delivery Model team and was selected as the first female Task Force Lead for the initial full scale New Delivery Model disaster in Jefferson City, Missouri. Ms. Guy has authored Section 428 Public Assistance Alternative Procedures (PAAP) briefings for the House Committee on Transportation and Infrastructure and co-wrote the FEMA Section 428 PAAP Recovery Policy for Hurricanes Florence and Michael. She served on the FEMA policy advisory committee and subcommittee for Stafford Act Section 705 policy development. In addition to her PA training, Ms. Guy has extensive experience serving as a media and congressional point of contact.

Relevant Professional Experience

Project Manager | Leon County, Disaster Recovery Support | Hagerty Consulting, Inc.

- » **Value:** \$4,375,000 | **Scope:** Disaster cost recovery support including FEMA PA across multiple disasters.

Project Manager | Hurricane Michael and Sally Recovery, Panama City, Florida | Hagerty Consulting, Inc.

- » **Value:** \$16,322,688 | **Scope:** Provide expertise to augment the City’s capabilities to receive the maximum recovery funding from FEMA and the State of Florida.
- » Directly supported in recovery from Hurricanes Michael and Sally managing FEMA PA, Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), US Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR), Hazard Mitigation Grant Program (HMGP), and Florida Housing Finance Coalition Hurricane Housing Recovery Program funding.
- » Coordinated the successful implementation of Florida Local Cost Share Waiver grant offsetting a local municipality’s 12.5 percent cost share resulting in an estimated \$16 million cost savings.

Amber Guy

Program Manager



- » Managed implementation of a county-wide Hurricane Michael housing recovery program, including development of a comprehensive multi-jurisdictional action plan, an extensive community outreach strategy, and compliance and reporting guidance/requirements following more than \$40 million in state HUD funding for housing programs.
- » Developed a successful application for HUD CDBG-DR Voluntary Home Buyout Grant, General Infrastructure Grant and Hometown Revitalization Grant totaling more than \$41 million in public infrastructure funding to support Panama City's recovery from Hurricane Michael.
- » Managed the successful appeal of FEMA Determination Memos valued at over \$5 million to defend the eligibility of local implementation of the Private Property Debris Removal (PPDR) Program and infrastructure rebuilding.
- » Coordinated detailed policy analysis of HUD CDBG-DR and Florida Department of Economic Opportunity (DEO) eligibility, reporting, and compliance requirements, including FEMA PA and HMGP local match requirements.

Project Manager | Calhoun Liberty Hospital Association, Disaster Recovery Administrative Services | Hagerty Consulting, Inc.

- » **Value:** \$1,185,000 | **Scope:** Manage state and federal grant management processes for disaster recovery.

Project Manager | SalusCare, Inc., Hurricane Ian Disaster Management Assistance | Hagerty Consulting, Inc.

- » **Value:** \$50,000 | **Scope:** Provide recovery support to SalusCare, Inc. for Hurricane Ian.

Project Manager | Bay Haven Charter Academy, Disaster Management Recovery | Hagerty Consulting, Inc.

- » **Value:** \$250,000 | **Scope:** Support the oversight, management, and administration of post-disaster grant funding.

Employment History

Hagerty Consulting, Inc., Manager – Recovery Division, 2019 to Present

FEMA, Task Force Leader, Public Assistance, 2014 to 2019

FEMA, Public Affairs Specialist, 2005 to 2014

Rick Hill

Public Assistance Team Lead and Subject Matter Expert



Training and Certifications

- » FEMA Training:
 - » Public Assistance (PA) I
 - » PA II
 - » PA Crew Lead
 - » Debris Management
 - » Hazard Mitigation
 - » Cost Estimating Format
 - » Field Operations Pocket Guide
 - » Sandy Recovery Improvement Act – Application
 - » Public Assistance Alternative Procedures
 - » FEMA Management Institute – “New” PA Procedures and Central Processing Center Utilization

Years with Hagerty

- » 4

Percentage of Time to be Assigned

- » Up to 90%

Relevant Highlights

- » 25 years of disaster recovery experience
- » Familiar with the use of national policy in the form of Title 2 and Title 44 of the Code of Federal Regulations, FEMA Public Assistance Program Policy and Guide.

Professional Biography

Mr. Rick Hill is a disaster recovery professional with over 40 years of experience including fifteen years of experience supporting clients in Federal Emergency Management Agency (FEMA) grant programs, including the Public Assistance (PA) Program, in both emergency management and disaster recovery. Mr. Hill’s experience with Hagerty Consulting, Inc. includes serving as a subject matter expert, including supporting clients with the evolving policy surrounding the Novel Coronavirus (COVID-19) and expediting the site inspection process to the Applicant Driven Site Inspection Process. Mr. Hill is trained and experienced in the application of the FEMA process focusing on Grants Portal utilizing the Consolidated Resource Center for project development. Mr. Hill’s management and leadership abilities are learned through experience in government as a FEMA Technical Assistance Contractor (TAC), a manager for large corporate entities, and as a small business owner.

Relevant Professional Experience

Recovery Manager | Lee County, Florida, Hurricane Ian Recovery | Hagerty Consulting, Inc.

- » **Value:** \$6,041,198 | **Scope:** Provide Lee County with Hurricane Ian recovery support.
- » Worked with County administrators, department directors, and fiscal managers to prepare, submit and validate 107 Federal Emergency Management Agency (FEMA) projects valued at \$256 million. This included six major debris projects valued at more than \$150 million.
- » Applied FEMA’s new debris guidance to accelerate the funding and validating process, which assisted the closeout of these projects in under two years.

Subject Matter Expert | Miami-Dade County, Florida, COVID-19 Cost Recovery | Hagerty Consulting, Inc.

- » **Value:** \$10,979,610 | **Scope:** Provide continued work for COVID-19 cost recovery and appeals support for previous disasters.
- » Served as the FEMA PA Recovery Lead, preparing 35 FEMA projects valued at \$494 million to support the County’s PA efforts to fight the pandemic.
- » Supported the County in identifying other FEMA-eligible purchases or activities that were submitted and approved by FEMA.

Rick Hill

Public Assistance Team Lead and Subject Matter Expert



Recovery Manager | Miami-Dade County, Florida, Hurricane Irma Appeals Support | Hagerty Consulting, Inc.

- » **Value:** \$1,909,900 | **Scope:** Provide support to Miami-Dade County for open disasters.
- » Served as the FEMA PA Lead assigned to assist Miami-Dade County in submitting seven first appeals for negative FEMA determinations for the County's Hurricane Irma recovery. Appeals were prepared in an accelerated schedule, submitted on time, and the County recovered over \$13 million in funding.

FEMA Policy Advisor | Hurricane Harvey Recovery | NISTAC

- » **Value:** N/A | **Scope:** N/A
- » Served as a Policy Advisor to the PA Group Supervisor (PAGS) at the Corpus Christi, TX Branch.
- » Worked with the Program Delivery Managers (PDMGs), and Task Force Leaders (TFLs) identifying potential areas of complication and/or controversy.
- » Provided procedural paths forward for specific situations utilizing FEMA policy and regulation.
- » Prepared issue papers advising on controversial issues, providing recommendations based on current FEMA program and policy as it applies to specific applicant eligibility issues.

Critical Infrastructure Advisor | Hurricane Harvey Recovery | NISTAC

- » **Value:** N/A | **Scope:** N/A
- » Served as a Technical Specialist focusing on major hospitals and medical facilities damaged by Hurricane Harvey.
- » Made recommendations and guidance to PDMGs, TFLs, and PAGS regarding complicated Category B, Emergency Protective Measures, and Force Account Labor issues common in medical facilities.
- » Advised and worked with PAGS, Deputy Infrastructure Branch Director, and the Infrastructure Branch Director on eligibility issues arising in the Branch 2, Houston/Harris County, Texas, area including the application of Section 428 funding and the implementation of the PAAP Direct Administrative Cost initiative.

Disaster Recovery Program Manager | Hurricane Sandy Recovery | New York City Health and Hospitals Corporation

- » **Value:** N/A | **Scope:** N/A
- » Ensured disaster reconstruction contracts complied with the FEMA Project Worksheets (PWs) SOWs.
- » Served as the final reviewer of pay and closeout packages for state submission, prepared amendment requests addressing specific project worksheet SOW changes. Developed a Category B project worksheet/invoice/payment reconciliation process still in use by New York City Health and Hospitals Corporation.

Employment History

Hagerty Consulting, Inc., Recovery Manager, 2020 to Present

Rostan Consultants, LLC, Senior Consultant, 2020

FEMA, NISTAC TAC Policy Advisor, Critical Infrastructure Advisor, Public Assistance Crew Lead, 2016 to 2020

New York City Health and Hospitals Corporation, Recovery Program Manager, 2015 to 2016

FEMA, NISTAC TAC PA Project Specialist/PACL, Project Specialist/Program Policy Advisor, Closeout Specialist, PA Crew Leader, Project Officer, 2006 to 2014

Nicole Ward

Project Specialist



Education

- » Master of Sustainable Development Practice, University of Florida
- » Bachelor of Arts, Political Science, James Madison University

Years with Hagerty

- » 5

Percentage of Time to be Assigned

- » Up to 100%

Relevant Highlights

- » Six years of experience in analytics
- » Technical skills in ArcGIS and QGIS

Professional Biography

Ms. Nicole Ward is a dedicated program analyst who performs analytics duties through research, analysis, and evaluation to provide managers with information for strategic decision-making on the programmatic aspects of disaster recovery. As a Senior Recovery Associate with Hagerty Consulting, Inc. (Hagerty), she has provided multiple clients, with disaster recovery expertise to receive the maximum recovery funding from the Federal Emergency Management Agency (FEMA) and the State of Florida. In her current role, she has provided expertise in FEMA's PA Program, damage inventory development, site inspections, recovery transition meetings, 406 Hazard Mitigation, state financial grant systems, and more. Ms. Ward previously worked with FEMA as a program support specialist where she created evaluation assessments for PA field leadership and supporting PA through tracking project timelines.

Relevant Professional Experience

Recovery Consultant | City of Panama City, Florida, Disaster Recovery | Hagerty Consulting, Inc.

- » **Value:** \$16,322,688 | **Scope:** Provide expertise to augment the City's capabilities to receive the maximum recovery funding from FEMA and the State of Florida.
- » Supported City leadership and engaged the citizenry to develop a Long-Term Recovery Plan to make the City the premier location in the Florida Panhandle.
- » Developed engagement events with the public to identify how people want to build back their city, taking advantage of the FEMA 428 alternative procedures to remove severely damaged buildings that were not being fully utilized to create more green spaces and community areas.

Project Manager | Chemical Addictions Recovery Effort, Inc., Disaster Recovery Support | Hagerty Consulting, Inc.

- » **Value:** \$200,000 | **Scope:** Provide appeals and recovery support to Chemical Addictions Recovery Effort, Inc.

Project Manager | Poarch Band of Creek Indians, COVID-19 Support | Hagerty Consulting, Inc.

- » **Value:** \$2,000,000 | **Scope:** Provide support services related to the COVID-19 pandemic and Hurricane Sally.

Nicole Ward

Project Specialist



- » Supported the Poarch Band of Creek Indians Tribal Government in navigating their long-term recovery cost landscape by providing support and resources to the Tribal Government for emergency operations center (EOC) management and support resources, pandemic operational support, public health and medical subject matter expertise, logistical section leadership, planning, data management, geographic information system (GIS), non-congregate sheltering, and other response and operational activities as requested by the Tribal Government.
- » Managed federal grants and administration tasks to apply for, manage, and closeout federal funding available through programs including but not limited to FEMA Individual Assistance (IA) and PA, Housing and Urban Development, Community Development Block Grant, the *Coronavirus Aid, Relief, and Economic Security Act*, *Families First Act*, Health and Human Services, Small Business Administration, and the Centers for Disease Control.

Employment History

Hagerty Consulting, Inc., Recovery Associate, 2019 to Present

FEMA, Program Support Specialist, 2019

FEMA Center for Domestic Preparedness, Program Analyst, 2018 to 2019

FEMA, Data Integration Specialist, 2017 to 2018

Humanitarian OpenStreetMap Team, Information Manager, 2017

CRS Uganda, Monitor and Evaluation Officer, 2017

Office of US Congressman Ted Yoho, Congressional Intern, 2016

Jason Ressler, PE, CFM

Mitigation Lead



Education

- » Master of Engineering, University of Florida, 2012
- » Bachelor of Science, Civil Engineering, University of Florida, 2011
- » Bachelor of Science, Biological Engineering, University of Florida, 2011

Training and Certifications

- » Florida Board of Professional Engineers, 82395
- » Certified Floodplain Manager, Association of State Floodplain Managers, 40071

Years with Hagerty

- » 5

Percentage of Time to be Assigned

- » Up to 95%

Relevant Highlights

- » Benefit-Cost Analysis (BCA) and Mitigation Economic Analysis
- » Floodplain Management / NFIP Program Management
- » Water Resources / Watershed and Storm Water Management; over 5,000 hours of Hydrologic and Hydraulic (H&H) modeling experience
- » Software Skills: SWMM, PCSWMM, ICPR3, ICPR4, HEC-HMS, HEC-RAS, MikeSHE, ArcGIS, AutoCAD, Civil3D, FEMA BCA 5.3/6.0

Professional Biography

Mr. Jason Ressler is an emergency management professional and engineer with 12 years in the field and expert knowledge in water resource and floodplain management. He is a member of the Association of State Floodplain Managers and has served as the Water Resources Engineer for several complex projects through his work at CDM Smith, Inc. Since 2019, he has worked with Hagerty Consulting, Inc. (Hagerty) where he has assisted in post-disaster mitigation work for a variety of public and private contracts. Mr. Ressler has taken a leadership role in delivering funding and planning for present and future resilience projects regarding stormwater management, water treatment, and hydrologic modeling for infrastructure. He understands Federal Emergency Management Agency's (FEMA) Public Assistance (PA) programs under Sections 406 and 404 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act) and has applied training to many successful projects.

Relevant Professional Experience

Mitigation Assessment Specialist | California Governor's Office of Emergency Services, Surge Capacity Staffing | Hagerty Consulting, Inc.

- » **Value:** \$90,000,000 | **Scope:** Provide surge capacity staffing to the California Governor's Office of Emergency Services (Cal OES).
- » Provided technical assistance guidance to local jurisdictions on behalf of the State agency including reviews of Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance grant subapplications, technical monitoring, and review of programmatic and BCA documents.
- » Conducted monitoring of more than 20 Hazard Mitigation grants through project implementation. Led kickoff meetings and provided technical program assistance for quarterly reports, scope of work and budget changes, time extension requests, and project closeouts.

Subject Matter Expert | Lee County, Florida, Disaster Recovery and Mitigation | Hagerty Consulting, Inc.

- » **Value:** \$998,886 | **Scope:** Provide mitigation program assistance to Lee County.
- » Led mitigation team in developing mitigation projects under Sections 404 and 406 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act). Total submission under DR-4673 (Florida Hurricane Ian) is over \$320 million.

Jason Ressler, PE, CFM

Mitigation Lead



Engineer / Scientist | Panama City, Florida, Post-Disaster Mitigation | Hagerty Consulting, Inc.

- » **Value:** \$16,322,688 | **Scope:** Provide expertise in the operations of the FEMA PA program including hazard mitigation.
- » Mitigation and resiliency team lead and mitigation subject matter expert in charge of mitigation activities for nine separate jurisdictions.
- » Coordinated a team of professionals to secure funding for resiliency projects under FEMA 404 and 406 programs with total awarded funding exceeding \$120 million.

Subject Matter Expert | Gulf Shores, Alabama, Disaster Management Recovery | Hagerty Consulting, Inc.

- » **Value:** \$500,000 | **Scope:** Provide recovery support to Gulf Shores, Alabama.
- » Reviewed data and collected documentation to determine eligible costs under FEMA PA programs and Sections 406 and 404 of the Stafford Act.
- » Continues to serve as project manager to coordinate staffing for reimbursement requests under FEMA PA and manage grants under the HMGP for Hurricane Sally.

Senior Engineer | Calhoun Library Hospital Authority, Disaster Recovery Consulting | Hagerty Consulting, Inc.

- » **Value:** \$1,185,000 | **Scope:** Support state and federal grant management processes.
- » Provided input and planning expertise for post-Hurricane Michael relief for Calhoun Library Hospital (CLH).
- » Met with CLH executives to determine needs alongside FEMA allocations and budget for the \$600,000 scope for reimbursement.

Water Resources Engineer | FEMA Regions II, III, IV, IX, Headquarters | CDM Smith, Inc.

- » **Value:** N/A | **Scope:** N/A
- » Technical reviewer and quality control evaluator for mitigation applications applied for under Flood Mitigation Assistance and Pre-Disaster Mitigation programs.
- » Lead reviewer for Hazard Mitigation Technical Assistance Program for DR-4273 (West Virginia Severe Storms, Flooding, Landslides, and Mudslides), DR-4085/DR-4086 (New York Hurricane Sandy/New Jersey Hurricane Sandy).
- » BCA software instructor.

Water Resources Engineer | Pinellas Park Water Management District | CDM Smith, Inc.

- » **Value:** N/A | **Scope:** N/A
- » District engineer for special drainage district including oversight of design and construction of capital improvement projects, long range facilities planning, and representation of Pinellas Park Water Management District to the public and to municipal and federal agencies.

Employment History

Hagerty Consulting, Inc., Manager, Mitigation Division, 2019 to Present

CDM Smith, Inc., Water Resources Engineer, 2013 to 2019

Claudia Hill

Mitigation Coordinator



Education

- » Bachelor of Science, Business Administration, University of Texas at Tyler, 2011

Training and Certifications

- » ASFPM Certified Floodplain Manager, 2016

Years with Hagerty

- » 2

Percentage of Time to be Assigned

- » Up to 95%

Relevant Highlights

- » Possesses over eight years of experience as a project manager of disaster recovery programs
- » Developed and implemented HMA programs worth over \$100 million in mitigation projects
- » Expert in FEMA mitigation policy regulations and compliance

Professional Biography

Ms. Claudia Hill is a project manager of disaster recovery programs; providing excellent case management support, financial support, and managerial expertise year-over-year for more than eight years. Her primary focus has involved developing insurance subrogation programs, application development, and the implementation of Hazard Mitigation Assistance (HMA) programs worth more than \$100 million in mitigation projects. She is an expert in managing client relations, while continuing to strategize how their communities can become more resilient. Throughout the course of her career, she has been responsible for managing multiple projects simultaneously; developing project budgets and proposals; and maintaining a consistent record of success in project execution and maintaining client relationships through customer services. Ms. Hill is a competent Federal Emergency Management Agency (FEMA) Benefit Cost Analysis (BCA) analyst, and she is well-versed in FEMA mitigation policy regulations and compliance. She possesses knowledge of the disaster preparedness, recovery, and response process as a detail-oriented project and budget manager. Ms. Hill is a Certified Floodplain Manager with the Association of State Floodplain managers (ASFPM), and she completed her Bachelor of Science in Business Administration at the University of Texas at Tyler.

Relevant Professional Experience

Hazard Mitigation Assistance Advisor | California Governor's Office of Emergency Services Statewide Disaster Surge Staffing | Hagerty Consulting, Inc.

- » **Value:** \$90,000,000 | **Scope:** Provide surge capacity staffing to the California Governor's Office of Emergency Services (Cal OES).
- » Provides technical advice and strategic mitigation support to Cal OES and their sub applicants by preparing programmatic requests for information, reviewing BCAs, and discussing mitigation projects with sub applicants on feasibility and eligibility.
- » Provides support for subapplicants and Cal OES for grant management.

Recovery Consultant | Lee County Health and Human Services, Florida, Hurricane Ian Mitigation Program | Hagerty Consulting, Inc.

- » **Value:** \$998,886 | **Scope:** Provide mitigation program assistance to Lee County.

Claudia Hill

Mitigation Coordinator



- » Assisted in outreach, subapplication development and BCA development for Lee County resulting in a \$10 million project subapplication.

Project Manager | Puerto Rico Department of Housing, Community Development Block Grant – Mitigation | Hagerty Consulting, Inc.

- » **Value:** \$4,701,942 | **Scope:** CDBG-MIT grant management services.
- » Leads team of Senior Hagerty professionals in the delivery of technical assistance on program guidelines for their infrastructure, housing, and planning programs.
- » Provides subject-matter expertise and guidance in FEMA mitigation programs and alignment with the United States Department of Housing and Urban Development Community Development Block Grant Program – Mitigation and the Puerto Rico Department of Housing program design.

Project Manager | Post-Disaster Programs | Tetra Tech, Inc.

- » Supported recovery efforts by setting up internal controls and program design.
- » Led and managed the team to develop and implement an insurance cost recovery program, recovering over \$30 million for the State of California in duplication of benefits.
- » Assisted clients by strategizing mitigation measures and submitting over \$100 million in Hazard Mitigation Grant Programs, Flood Mitigation Assistance Uniform Relocation Assistance funds for residential elevations, acquisitions, saferooms, and drainage projects.
- » Performed BCA calculations as required for grant applications in version 6.0 and 5.8.
- » Completed and built teams for project start-up to fulfill task orders that also includes staff hiring, implementing performance improvement plans as needed, reviewing staff performance evaluations, and assigning project-related duties.

Employment History

Hagerty Consulting, Inc., Senior Managing Associate – Recovery, 2022 to Present

Tetra Tech, Inc., Project Manager, 2016 to 2022

Tetra Tech, Inc., Financial Recovery Specialist, 2014 to 2016

UTMB Health, Financial Analyst, 2013

Easy Gardner Products, Financial Analyst, 2012 to 2013

New York Life Long-Term Care, Policy Production Analyst/Medical Information Unit Specialist, 2010 to 2011

CMC America, Financial Data Analyst, 2009

Christus Health Hospital, Decision Support and Reimbursement Analyst, 2009 to 2011

Lee Mayfield, CEM

Director of Response



Education

- » Master of Public Administration and Policy, Florida State University, 2008
- » Graduate Certificate, Emergency Management and Homeland Security, Florida State University, 2008
- » Bachelor of Science, Business Administration – Economics, University of Florida, 2004

Training and Certifications

- » Certified Emergency Manager (CEM)
- » Emergency Management Accreditation Program (EMAP) Manager

Years with Hagerty

- » 3

Percentage of Time to be Assigned

- » 100% when needed

Relevant Highlights

- » Program Committee Chair, Florida Governor's Hurricane Conference, 2021 to Present
- » Bob Lay Emergency Management Award, Florida Governor's Hurricane Conference, 2018
- » Chad Reed Emergency Manager of the Year Award, Florida Emergency Preparedness Association, 2017

Professional Biography

Mr. Lee Mayfield is a proven emergency management leader with more than 15 years of experience in disaster planning, response, and recovery, specializing in state and local coordination, training and exercise, mass care, evacuation prioritization, and crisis response.

Prior to joining Hagerty Consulting, Inc. (Hagerty) as Director of Response, Mr. Mayfield served as the Director of Public Safety and Emergency Management for Lee County, Florida, where he oversaw the county's response to and recovery from Hurricane Irma in 2017. This event included the largest evacuation in the area's history as well as the largest single-county sheltering operation within the State of Florida. Following Hurricane Irma, he coordinated a multi-jurisdictional effort, applying for and securing approximately \$40 million in Hazard Mitigation Grant Program (HMGP) funding.

Mr. Mayfield has led numerous emergency response operations associated with a wide variety of natural and man-made hazards. These include a significant cyber incident; numerous severe flooding and tropical weather events; and, most recently, the Novel Coronavirus (COVID-19) pandemic. Prior to his local government service, Mr. Mayfield worked for the Florida Division of Emergency Management (FDEM) in a variety of positions including as a state regional coordinator focused as a liaison between counties. In this role, he responded to events including the Deepwater Horizon Oil Spill, repatriation of United States (US) citizens from Haiti post-earthquake, numerous severe weather incidents, and National Special Security Events (NSSEs).

Relevant Professional Experience

Director of Response | Hurricanes Helene and Milton, Multiple Clients Response Staffing and Management | Hagerty Consulting, Inc.

- » **Value:** N/A | **Scope:** N/A
- » Provided leadership for all of Hagerty's hurricane season response staffing projects across Florida and North Carolina.
- » Initiated new projects and led the mobilization of over 60 emergency management professionals across multiple projects.

Lee Mayfield, CEM

Director of Response



Emergency Management Subject Matter Expert | California Department of Public Health Surge Capacity Staffing | Hagerty Consulting, Inc.

- » **Value:** \$202,000,000 | **Scope:** Provide surge capacity staffing support to the California Department of Public Health (CDPH).
- » Provided operational and project management leadership and support to COVID-19 response project based in Southern California.
- » Supported the overall build-out of a response staff augmentation team to include Incident Management Team (IMT) and field-based emergency management professionals.
- » Managed an initial team of professionals in support of the CDPH COVID-19 mission and priorities.

Director | Lee County, Florida Public Safety and Emergency Management

- » **Value:** N/A | **Scope:** N/A
- » Co-led Department of Public Safety and oversaw the Division of Emergency Management serving a community of 800,000; interfaced daily with senior County and State leadership.
- » Coordinated day-to-day public safety/emergency management priorities, including budget oversight.
- » Served as Director/Incident Commander for all Emergency Operations Center (EOC) activations and as primary public/media spokesperson for emergency management day to day and during EOC activations, including as emergency management lead on all Hurricane Irma response and recovery efforts.
- » Coordinated numerous planned and unplanned events/incidents to include Very Important Person (VIP) visits, large public events, flooding, severe weather, wildfires, hurricanes, and public health events.
- » Served as Local Mitigation Strategy (LMS) Working Group Chair post-Hurricane Irma, leading county-wide efforts to develop, vet, apply for, and implement approximately \$40 million of grant opportunities.
- » Coordinated with county leadership on all other emergency management grant opportunities.

Employment History

Hagerty Consulting, Inc., Director of Response, 2021 to Present

Lee County, Florida Public Safety and Emergency Management, Director, 2017 to 2021

Lee County, Florida Public Safety and Emergency Management, Planning Chief/Manager, 2014 to 2017

Collier County, Florida Bureau of Emergency Services/Emergency Management, Emergency Management Coordinator/Emergency Operations Center Operations Chief, 2011 to 2014

FDEM – Response Bureau, Regional Coordinator, 2009 to 2011

FDEM – Response Bureau, Operations Officer, 2008 to 2009

FDEM – Preparedness Bureau, Comprehensive Emergency Management Plan and Florida Catastrophic Planning Project Lead, 2007 to 2008

Nicole Morales

Deputy Director of Response



Education

- » Graduate Certificate, Intelligence and National Security, University of Maryland, 2012
- » Bachelor of Arts, International Conflict and Security, The George Washington University, 2010

Training and Certifications

- » Active Attack Integrated Response Training, Advanced Law Enforcement Rapid Response Training, 2019
- » Homeland Security Exercise and Evaluation Program (HSEEP), FEMA, 2017
- » FEMA Incident Command System (ICS) 100, 200, 300, 400, and 700

Years with Hagerty

- » 7

Percentage of Time to be Assigned

- » 100% when needed

Relevant Highlights

- » Served in incident command roles for multiple disaster responses
- » Background in federal and state-level disaster recovery projects
- » Experience in planning for projects across the country

Professional Biography

Ms. Nicole Morales currently serves as a strategic advisor to local and state governments responding to natural disasters, man-made disasters, and humanitarian crises. In her role as Deputy Director at Hagerty Consulting, Inc. (Hagerty), she leads multi-disciplinary teams in Emergency Operations Center (EOC), Command Center, and field-based environments. Ms. Morales has demonstrated her response and recovery expertise for numerous clients, including the State of California, associated with recovery operations following the Camp Fire and more recent support associated with the Novel Coronavirus (COVID-19).

In addition to her extensive work in response operations, Ms. Morales has an extensive background in disaster preparedness. During her tenure at Hagerty, she has supported more than 30 local and state preparedness initiatives, including plans, trainings, and exercises on active threats; mass care, sheltering, and evacuations; incident management; community outreach and engagement; and disaster recovery and resilience.

Prior to joining Hagerty, Ms. Morales helped the Federal Emergency Management Agency (FEMA) develop national-level plans. These included plans for all-hazards response operations, nuclear and radiological incidents, large-scale evacuations, and catastrophic power outages to coordinate the federal government's response to natural disasters and man-made incidents. Ms. Morales also supported the United States (US) Department of State (DOS) where she served as a national security policy analyst within the Office of Weapons of Mass Destruction Terrorism (WMDT) responsible for developing multilateral trainings and exercises to strengthen the ability of other nations to respond to acts of terrorism.

Relevant Professional Experience

Emergency Management Subject Matter Expert I | California Department of Public Health, Surge Capacity Staffing | Hagerty Consulting, Inc.

- » **Value:** \$202,000,000 | **Scope:** Provide surge capacity staffing support to the California Department of Public Health.
- » Serving as a Strategic Advisor to the State of California on two social services missions that involve non-congregate sheltering, mass care operations, and COVID-19 medical components (e.g., testing, vaccination, medical screenings) for vulnerable populations.

Nicole Morales

Deputy Director of Response



- » Responsible for policy development and analysis; strategic planning; and operational planning for current and contingency operations.
- » Designated as Deputy Incident Management Team (IMT) Lead for operation. Serving as on-site Project Manager to provide oversight and support for more than 20 response professionals mobilized in support of these missions.

Deputy Project Manager for Response | Florida Division of Emergency Management, Hurricane and COVID-19 Co-Response | Hagerty Consulting, Inc.

- » **Value:** \$27,985,909 | **Scope:** Provide support to FDEM associated with COVID-19 and three hurricanes.
- » Provided oversight and direction for more than 75 professionals conducting planning, legal, finance, reporting, and technology operations for the COVID-19 response.
- » Supported Emergency Support Function (ESF) 5 (Plans) with the development of plans, public messaging, training materials, and operational tools (e.g., checklists).
- » Developed plans and protocols for non-congregate sheltering and provided incident management and operational support for non-congregate sheltering activations for three hurricanes.

Project Manager | Massachusetts Emergency Management Agency, State Disaster Recovery Plan | Hagerty Consulting, Inc.

- » **Value:** \$128,000 | **Scope:** Development of a State Disaster Recovery Plan.
- » Led the development of a State Disaster Recovery Plan to guide the Commonwealth of Massachusetts' short- and long-term recovery operations.

Deputy Project Manager | Alameda County Public Health Department, Medical/Health Shelter Toolkit | Hagerty Consulting, Inc.

- » **Value:** \$137,084 | **Scope:** Support developing and implementing a medical/health shelter toolkit.
- » Led the development of a behavioral health concept of operations and toolkit for the implementation of medical and behavioral health services to support the delivery of medical and behavioral health services in a general population shelter.

Employment History

Hagerty Consulting, Inc., Deputy Director of Response, 2021 to Present

Hagerty Consulting, Inc., Deputy Director of Preparedness, 2017 to 2020

Booz Allen Hamilton, Associate, 2009 to 2017

US Department of State, Bureau of Democracy, Human Rights, and Labor Analyst, 2008 to 2009

Center for Civilians in Conflict, Research and Advocacy Analyst, 2007 to 2008

State of Louisiana, Office of Federal Relations Legislative Analyst, 2006 to 2007

Zach Annett

Response Professional



Education

- » Bachelor of Science, Political Science and International Affairs, Florida State University, 2015
- » Emergency Management and Homeland Security Certificate, Florida State University

Training and Certifications

- » Federal Emergency Management Agency (FEMA) Professional Development Series
- » Homeland Security Exercise and Evaluation Program, L-146

Years with Hagerty

- » 3

Percentage of Time to be Assigned

- » 100% when needed

Relevant Highlights

- » Experience in effective communication methods during emergency events
- » Emergency Planning
- » Exercise Development and Evaluation

Professional Biography

Mr. Zach Annett is an emergency professional with over seven years of experience preparing for and responding to emergency events, including Hurricanes Irma, Matthew, and Hermine. Mr. Annett has focused his career supporting regions to prepare and plan for disasters. He has developed and updated multiple plans for cities and counties in the State of Florida, including the Comprehensive Emergency Management Plans (CEMPs) and Local Mitigation Strategies for Jackson and Wakulla Counties. Mr. Annett also served in the Florida State Emergency Operations Center (SEOC) as the State Watch Office Communications Operator and State Duty Officer. Mr. Annett has also led the planning, facilitation, and evaluation of numerous exercises.

Relevant Professional Experience

Managing Associate | Florida Division of Emergency Management, Hurricane Ian Response | Hagerty Consulting, Inc.

- » **Value:** \$4,626,721 | **Scope:** Provide response support at the State Emergency Operations Center (SEOC) for Hurricane Ian.
- » Supported the Operations Section in the SEOC response to catastrophic impacts caused by Hurricane Ian.
- » Assisted with the implementation and coordination of barge missions to and from inaccessible barrier islands to deliver life safety and critical infrastructure resources.
- » Contributed to the development of a letter to the Federal Emergency Management Agency (FEMA) that successfully extended the 100% federal reimbursement of emergency costs for an additional 30 days.

Managing Associate | Amtrak | Hagerty Consulting, Inc.

- » **Value:** \$135,200 | **Scope:** Provide project management support services to Amtrak.
- » Provide project management support and technical expertise to the Amtrak Emergency Management Division to complete planning and preparedness activities across the Amtrak system.
- » Analyzed Amtrak's Corrective Action Program database to identify stakeholder engagement opportunities and policy and procedure updates for 120 corrective actions.

Zach Annett

Response Professional



Big Bend Healthcare Coalition Coordinator | Apalachee Regional Planning Council

- » **Value:** N/A | **Scope:** N/A
- » Supported local healthcare facilities and emergency response organizations responding to the COVID-19 Pandemic through surge and alternate care site planning, vaccination planning, and resource acquisition.
- » Collaborated with stakeholders throughout the Coalition's region of seven counties to research and develop training, exercise, and planning opportunities to strengthen the healthcare sector's emergency preparedness capabilities.
- » Organized the gathering of healthcare partners within the Coalition's region to discuss, promote, and assist with the development of hazard vulnerability assessments, supply chain mitigation strategies, and other emergency preparedness plans and activities.

State Duty Officer | Florida State Emergency Operations Center

- » **Value:** N/A | **Scope:** N/A
- » Served as the State Duty Office over multiple operational periods during level 1 activation of the State Emergency Operations Center during Hurricane Irma.
- » Monitored the status of incoming EM Constellation Missions by communicating with various Emergency Support Functions.

State Watch Office Communications Operator | Florida Division of Emergency Management

- » **Value:** N/A | **Scope:** N/A
- » Reviewed and updated the State Watch Office Continuity of Operations Plan while maintaining, testing, and training internal partners on its equipment.
- » Provided warning and notifications to county, local, and state officials regarding incidents of hazardous materials, severe weather, search and rescue information, nuclear power plant incidents, and other natural or man-made emergencies.
- » During Hurricane Matthew, operated as a State Watch Office Communications Operator over multi-operations periods during both level 1 and level 2 activations of the State Emergency Operations Center.
- » Issued watches, warnings, and notifications of all hazards for local, county, and state partners for Hurricanes Matthew and Hermine.

Employment History

Hagerty Consulting, Managing Associate, 2021 to Present

Apalachee Regional Planning Council, Emergency Planning Program Manager, 2019 to 2021

Apalachee Regional Planning, Big Bend Healthcare Coalition Coordinator, 2019 to 2023

Apalachee Regional Planning, Local Emergency Planning Committee Coordinator, 2017 to 2019

Florida Division of Emergency Management, State Watch Office Communications Operator, 2016 to 2017

Austin Barlow, CEM, MPA

Response Professional



Education

- » Master of Public Administration, Emergency Management Policy, The George Washington University
- » Bachelor of Arts, Psychology, Sociology, and Emergency and Environmental Management, University of Delaware

Training / Certifications

- » Certified Emergency Manager (CEM)
- » Homeland Security Exercise and Evaluation Program
- » Federal Emergency Management Agency (FEMA) Emergency Management Institute, Professional Development Series
- » Tableau Fundamentals
- » Design Thinking and Service Design Fundamentals

Years with Hagerty

- » 3

Percentage of Time to be Assigned

- » 100% when needed

Professional Biography

Mr. Austin Barlow is an emergency preparedness and response project manager with a background that includes disaster fieldwork, employment in support of all levels of government, and formal training and education in the development and implementation of emergency management policy. Mr. Barlow has led and supported national-scale projects, programs, and technologies, with a focus on managing complex emergency response programs, strengthening whole community partnerships, addressing vulnerabilities, and building critical capabilities.

Mr. Barlow is an impactful innovator, leader, and mentor within the emergency management industry. He is a CEM and supports the International Association of Emergency Managers Emerging Technologies Committee. Mr. Barlow's work in resilience-building includes building capabilities for both adversarial threats (e.g., cyber disruption preparedness) and natural hazards. It is his mission to help make the world a safer place and empower people to keep it that way.

Relevant Professional Experience

Chief of Staff / Project Manager | Washington, DC, Office of Migrant Services | Hagerty Consulting, Inc.

- » **Value:** \$5,886,176 | **Scope:** Provide migrant mission support.
- » Led support to organization and implementation of the District's migrant services program; to include advisement to Program Manager on strategic priorities, plans, policies, procedures, and operational approach.
- » Managed and coordinated with Section Chiefs and staff to achieve objectives and build programmatic structures within a dynamic humanitarian response environment.
- » Led support to development of service provider scopes of work to reflect District priorities and OMS programmatic requirements.

Deputy Incident Management Team Lead | California Governor's Office of Emergency Services | Hagerty Consulting, Inc.

- » **Value:** \$202,000,000 | **Scope:** Provide surge capacity staffing support.
- » Supported the state-led efforts to manage the reception and delivery of feeding, lodging, medical, and transportation services to people migrating into the United States.

Austin Barlow, CEM, MPA

Response Professional



- » Advised the Department of Social Services Incident Management Team Lead on operational and policy decisions in support of strategic goals, within a joint-command leadership structure.
- » Managed and coordinated with Section Chiefs to achieve objectives and sustain mission effectiveness within a complex environment that had frequent challenges related to personnel and processes.

Project Manager | California Department of Motor Vehicles | Hagerty Consulting, Inc.

- » **Value:** \$200,000 | **Scope:** Support development of a continuity of operations and continuity of government program and plan.
- » Provided project management support to the California Department of Motor Vehicles with strengthening the continuity of operations program through stakeholder coordination, assessment of capabilities, development of a change management and business resumption plans, and delivery of training and exercise events.

Project Manager and Lead Planner | District of Columbia Water and Sewer Authority's Office of Emergency Management | Hagerty Consulting, Inc.

- » **Value:** \$24,960 | **Scope:** Support strategic plan development and various planning updates.
- » Provided leadership and project management support to the District of Columbia Water and Sewer Authority's Office of Emergency Management with the development of an updated strategic plan, standard operation procedures, and all-hazards initial response playbook.

Lead Planner | Washington Metropolitan Area Transit Authority Exercise Series | Hagerty Consulting, Inc.

- » **Value:** \$741,126 | **Scope:** Provide and conduct a multi-year series of exercises.
- » Provided leadership with the design, development, and execution of intra-agency, inter-agency, and multi-jurisdictional exercises that build capabilities across the region to support operational communications and coordination requirements in response to complex transportation and mass casualty incidents.

Employment History

Hagerty Consulting, Inc., Senior Managing Associate, 2021 to Present

Booz Allen Hamilton, Associate/Mid-Level Exercise Planner, 2018 to 2021

Booz Allen Hamilton, Senior Consultant/Junior Exercise Planner, 2017 to 2018

Booz Allen Hamilton, Consultant/Exercise Analyst, 2015 to 2016

American Red Cross, National Response Coordination Center (NRCC) Liaison & Disaster Cycle Services Intern, 2015

New York City Emergency Management, 'Ready New York' Planner and Speaker, 2013 to 2014

AmeriCorps National Civilian Community Corps (NCCC) FEMA Corps, Field Team Leader, 2012 to 2013

University of Delaware Office of Emergency Management, Emergency Preparedness Intern, 2011 to 2012

University of Delaware Disaster Research Center, Research Assistant, 2010 to 2012

American Red Cross, Emergency Management Intern, 2009

Brock Long

Senior Advisor



Education

- » Executive Leadership Program, US Naval Postgraduate School/Center for Homeland Defense and Security
- » Master of Public Administration/Government Public Management (MPA), Appalachian State University
- » Bachelor of Science, Criminal Justice, Appalachian State University

Years with Hagerty

- » 11

Percentage of Time to be Assigned

- » As needed

Relevant Highlights

- » Executed the National Flood Insurance Program (\$1.3 trillion exposure/5 million policy holders) and implemented innovative reinsurance capital market concepts that saved taxpayers approximately \$1 billion during Hurricane Harvey
- » Former Alabama State Coordinating Officer for all state declared disaster events and recovery operations
- » Served as Former Administrator of the Federal Emergency Management Agency
- » Served as Former Director of the Alabama Emergency Management Agency

Professional Biography

Mr. William “Brock” Long, former Administrator of the Federal Emergency Management Agency (FEMA), has more than 20 years of experience assisting and supporting local, state, and federal governments to build robust emergency management and public health preparedness programs nationwide. He specializes in strategic planning, Homeland Security Exercise and Evaluation Program exercises, evacuation, public safety, recovery management, and response coordination. He has supported the development of resiliency planning and long-term recovery efforts to assist cities, counties, states, and the US at-large as leaders prepare for continued weather events.

As the FEMA Administrator, Mr. Long served as the nation’s principal advisor to the President, responsible for coordinating the entire array of federal government resources down through 50 states, 573 tribal governments, and 16 island territories to assist with executing disaster preparedness, mitigation, response, and recovery. Prior to this role, he served as the Director of Alabama’s Emergency Management Agency, where he acted as the State Coordinating Officer for 14 disasters, including eight Presidential, six state declared events, and two events of national significance. Concurrently, he served on the FEMA National Advisory Committee advising the sub-committee for response and recovery. He has a deep understanding of North Carolina, as both a resident of the state and through his support of Wake County and the University of North Carolina Asheville.

Relevant Professional Experience

Executive Level Advisor | Florida Division of Emergency Management, Novel Coronavirus Response Support | Hagerty Consulting, Inc.

- » **Value:** \$27,985,909 | **Scope:** Provide support to the Florida Division of Emergency Management (FDEM) associated with COVID-19.
- » Provided support for FDEM in response to COVID-19 including developing community-based test site procedures, supporting mass care and feeding efforts throughout the state, and assisting with the creation of a non-congregate shelter program.

Administrator | Federal Emergency Management Agency

- » **Value:** N/A | **Scope:** N/A
- » Directed the US Fire Administration, The Center for Domestic Preparedness, Emergency Management Institute, and National Domestic Preparedness Consortium.

Brock Long

Senior Advisor



- » Responsible for establishing and improving competencies of officials within public safety at all levels of government charged with protecting against, responding to, and recovering from emergencies.
- » Led 21,000 diverse and dedicated public servants and executed a multi-billion-dollar operating budget (\$15.9 billion annual appropriation/more than \$44 billion Disaster Relief Fund).
- » Coordinated the federal government's response to over 144 Presidentially declared disasters and 112 wildfires, including three of the nation's most devastating hurricanes and 5 of the worst wildfires ever experienced.
- » Spearheaded the inclusive design process and implementation of FEMA's first "Whole Community" five-year strategic plan.
- » Implemented the "Not on My Watch" campaign and established the Office of Professional Responsibility to combat and eradicate sexual harassment and improper hiring practices while reinforcing equal rights and ensuring a safe and diverse workforce environment.
- » Rapidly transformed the agency's business enterprise by implementing innovative Community Lifeline and FEMA Integration Team concepts to strengthen private/public partnerships, and to permanently embed full time staff within state and tribal governments to better meet constituent needs.
- » As the direct result of 12 influential Congressional testimonies, Congress passed the *Disaster Recovery Reform Act* that made Pre-Disaster Mitigation a national priority, provided meaningful changes to the FEMA workforce, and bolstered state and local emergency management capability.
- » Executed the National Flood Insurance Program (\$1.3 trillion exposure/5 million policy holders) and implemented cutting-edge reinsurance capital market concepts that saved taxpayers approximately \$1 billion during Hurricane Harvey.
- » On behalf of the White House, ensured continuity for the entire Executive Branch of government, and preserved the nation's ability to make sure government mission essential functions continue regardless of any threat or emergency.

Director | Alabama Emergency Management Agency / Deputy Director | Alabama Department of Homeland Security

- » **Value:** N/A | **Scope:** N/A
- » Appointed as the Governor's Authorized Representative and State Coordinating Officer for eight Presidential, six state declared disaster events, including executing the state's response to the H1N1 pandemic flu threat. Mr. Long also served as the state's lead COOP advisor for pandemic flu events.

Employment History

Hagerty Consulting, Inc., Executive Chairman, 2019 to Present

Federal Emergency Management Agency, Administrator, 2017 to 2019

Hagerty Consulting, Inc., Executive Vice President, 2011 to 2017

Alabama Emergency Management Agency, Director, 2008 to 2011

Beck Disaster Recovery, Inc., Southeast Regional Director, 2007 to 2008

Federal Emergency Management Agency, Hurricane Program Manager, 2001 to 2006

Georgia Emergency Management Agency, Statewide Planner/School Safety Coordinator, 1999 to 2001

Stan Gimont

Senior Advisor



Education

- » Senior Managers in Government Program, Harvard Kennedy School of Government, 2012
- » Master of Science, Real Estate, Johns Hopkins University, 1997
- » Master of Public Administration, George Washington University, 1987
- » Bachelor of Arts, George Washington University, 1983

Years with Hagerty

- » 5

Percentage of Time to be Assigned

- » As needed

Relevant Highlights

- » Extensive experience working with HUD including 17 years managing disaster recovery and community development programs
- » 11 years as career member of US Government Senior Executive Service
- » Recipient of the Presidential Rank Award (Meritorious Level)
- » Project responsibilities have included managing teams of more than 140 staff and more than \$90 billion of supplemental appropriations after disasters
- » Directly involved in setting policy for CDBG Program

Professional Biography

For 32 years, Mr. Stan Gimont was at the center of the United States (US) Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. After beginning his career as a Presidential Management Intern, Mr. Gimont dedicated his federal career to HUD and the CDBG Program. He served as Director or Deputy Director of several HUD programs, including the Section 108 Grant Program, the Entitlement Communities Program, CDBG – Disaster Recovery (CDBG-DR), and the Neighborhood Stabilization Program.

Mr. Gimont was at the center of policy development and change at HUD and edited every CDBG-DR Federal Register Notice between 2008 and 2019. Mr. Gimont is an experienced manager of personnel and funds. As Deputy Assistant Secretary at HUD, he was responsible for 140 staff members, \$4 billion of annual appropriations, and \$90 billion of supplemental appropriations following disasters.

Since joining Hagerty Consulting, Inc. (Hagerty) in late 2019, Mr. Gimont has been providing subject matter expertise and advisory support to clients seeking assistance in administering CDBG-DR and – Mitigation (CDBG-MIT) funding, as well as programs authorized and funded under the *Inflation Reduction Act*, the *Infrastructure and Investment Jobs Act* (IIJA), the *American Rescue Plan Act* (ARPA), and the *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act).

Relevant Professional Experience

Senior Advisor | Lee County, Florida, Hurricane Ian Recovery Task Force | Hagerty Consulting, Inc.

- » **Value:** \$2,213,560 | **Scope:** Provide technical assistance for the Lee County Recovery Task Force.
- » Assists Task Force with long-term recovery planning efforts and provides strategic advice related to CDBG-DR and mitigation funding streams.
- » Provides guidance on development of unmet and mitigation needs assessments in support of County's CDBG-DR Action Plan.

Project Executive | Montgomery County, Texas, Community Development Block Grant – Mitigation Application Development | Hagerty Consulting, Inc.

- » **Value:** \$251,240 | **Scope:** CDBG-MIT application development support.
- » Supported the preparation of six total CDBG-MIT applications for funding, including four drainage projects and two infrastructure projects.

Stan Gimont

Senior Advisor



Lead Author | Community Development Block Grant – Disaster Recovery/Mitigation “Bootcamp” Manual, Council of State Community Development Agencies | Hagerty Consulting, Inc.

- » **Value:** \$47,304 | **Scope:** Develop a disaster recovery curriculum for states involved in managing CDBG, CDBG-DR, and CDBG-MIT funds.
- » Drafted and edited an over 300-page manual for the Council of State Community Development Agencies (COSDA) to use in training state staff on CDBG-DR/MIT programs.
- » Manual addresses CDBG-DR/MIT historical context, interaction with the Federal Emergency Management Agency (FEMA), eligible activities, national objectives, cross-cutting issues, action plan development, development of policies and procedures, and best practices.
- » Also prepared “digital archive” of key documents and website to support program administration at state level.

Senior Advisor | Pennsylvania Department of Community and Economic Development, Community Development Block Grant - Disaster Recovery Funding | Hagerty Consulting, Inc.

- » **Value:** \$482,731 | **Scope:** Develop an Unmet Needs Assessment and Action Plan.
- » Advised the Department of Community and Economic Development (DCED) on preparation of the CDBG-DR Action Plan for recovery actions related to damage from flooding caused by remnants of Hurricane Ida.
- » Provided strategic guidance on HUD requirements and policy issues.

Subject Matter Expert | Puerto Rico Department of Housing, Community Development Block Grant – Mitigation Program | Hagerty Consulting, Inc.

- » **Value:** \$4,701,942 | **Scope:** CDBG-MIT grant management services.
- » Provided interpretive guidance on HUD requirements and expectations related to use of \$8.2 billion of CDBG-MIT funding in support of broad scope of infrastructure and economic development programs.

Employment History

Hagerty Consulting, Inc., Senior Advisor for Community Recovery, 2019 to Present

United States Department of Housing and Urban Development (US HUD), Deputy Assistant Secretary for Grant Programs, 2016 to 2019

US HUD, Director, Office of Block Grant Assistance, 2008 to 2016 (Deputy Director 2006-2008)

US HUD, Director, Entitlement CDBG Program, 2004 to 2006

US HUD, Deputy Director, Section 108 Loan Guarantee Program, 2002 to 2004

US HUD, Multifamily Housing Specialist, 2001 to 2002

US HUD, Senior Financial Analyst, 1993 to 2001

US HUD, CPD Specialist, 1989 to 1993

US HUD, Presidential Management Intern, 1987 to 1989

Tab 4 – Project Approach

Project Approach

Hagerty will confidently provide comprehensive services to the County that address all aspects of disaster response and recovery. It is important to note that the specific services and schedule will be coordinated with the County in the event of contract activation and/or associated with a specific task order. The following provides additional detail regarding Hagerty's understanding of the specific support that the Hagerty team will provide in the weeks, months, and years to come, depending on the needs of the County.

A. Describe your initial Public Assistance support work.

If Hagerty is selected to continue service to Leon County, upon contract execution, Hagerty will set up a kickoff meeting to review our current work including Hurricanes Idalia, Debby, and Helene along with the May 10th tornado event. Under the County's direction, Hagerty will continue collaboration efforts with the County's Program Delivery Manager (PDMG) and/or FDEM's auditing firm to attain project obligation and reimbursement for completed work. Hagerty will continue working with the County, FEMA, FDEM, and FDEM's contractors to ensure timely processing of projects to obligation and requests for reimbursement (RFRs).

Preliminary Damage Assessments

Upon activation of our services for a new disaster, Hagerty will provide immediate support to the County with the state initial damage assessment (IDA) and subsequently, the joint FEMA, state, and local preliminary damage assessment (PDA) process for a Major Disaster Declaration if needed. If Hagerty and the County are able to develop a Cost Recovery Plan prior to a disaster event, Hagerty will work with the County to implement the procedures outlined within the Damage Assessment section within that Plan. If a Cost Recovery Plan has not been developed, during the IDA and PDA process, Hagerty will develop the damage list and estimated initial projected expenditures for FEMA Categories A-G work utilizing the Grants Portal Damage Inventory Spreadsheet.

Hagerty's Approach Emphasizes Collaboration

As directed, Hagerty professionals can represent the County at key meetings with local, regional, state, and federal stakeholders. Meeting with these stakeholders early on will allow us to develop a common understanding of key issues, avoid conflict, and work collaboratively.

In alignment with the County's needs, Hagerty's team may:

- » Develop and establish operational timelines, strategies, and priorities in collaboration with the County's departments, FDEM, and FEMA;
- » Participate in joint FEMA and County meetings, briefings, and field surveys;
- » Prepare and obtain incident related geographical, demographic, insurance, and historical documentation;
- » Participate in formulating initial repair/replacement cost estimates and identifying special considerations;

- » Support the development, reconciliation, maintenance, and update of the IDA and PDA Reports; and
- » Obtain, analyze, and gather field documentation (including relevant records, such as timekeeping, photographs of damaged elements, and assignment records) to extract pertinent information.

During this time Hagerty can mobilize experienced cost estimators who will work in close collaboration with the County, state, and federal damage assessment teams to ensure that damaged buildings are being accurately assessed for severity of damage and costs to bring back to pre-disaster condition. Hagerty will be in continued communication and interaction with the damage assessment teams to ensure accuracy throughout the recovery process.

Applicant Briefings and Request for Public Assistance

Once a Presidential Declaration has been made, Hagerty will support the County during applicant briefings by FDEM, and in the development and submission of the Request for Public Assistance (RPA) and supporting documentation through Grants Portal and Florida PA system (FloridaPA). The use of the Grants Portal Damage Inventory Spreadsheet during the IDA and PDA process will enable the County to be ahead of FEMA's expectations by having a first draft at both the Exploratory Call and Recovery Scoping Meeting to ensure FEMA understands the comprehensive needs of the County. All conversations with the designated FEMA PDMG, and any other FEMA official, will be documented anticipating the high FEMA turnover of PDMGs.

Expedited Projects

Hagerty understands that cash flow is critical after a disaster, especially when debris operations can exceed \$100 million after catastrophic events. After a disaster event, Hagerty can quickly put together a Category A Expedited Project by working with the County's Debris Hauler and Monitor. Hagerty has successfully submitted a Category A Expedited Project within a day after receiving the Hauler and Monitor's estimates and County debris site permits. To develop the Category B Expedited Project for response costs, Hagerty will need simple information, such as the number of staff responding and average salary, as well as a list of executed Purchase Orders to develop and submit the Expedited Project for Category B. In recent disasters, FDEM has set up an email process to submit Expedited Projects. Hagerty has extensive experience packaging these Expedited Projects in the way that FDEM and FEMA wants to receive them that expedites the payout of funding to the County to support the County's initial recovery. As was the case after Hurricane Ian, Hagerty's clients typically are the first local governments to receive paid out Expedited Projects.

Exploratory Call and Recovery Scoping Meeting

Hagerty will support the County in navigating the continuous changes to the FEMA PA processes and Grants Portal system, as our extensive network across the US gives us the advantage of frequently being aware of changes to FEMA’s process prior to FEMA field assets being trained or briefed. FEMA’s PDMG will be responsible for scheduling the Exploratory Call and the Recovery Scoping Meeting.

It is important to note that the Recovery Scoping Meeting triggers the 60-day regulatory timeline to identify all damages. Hagerty has experience in writing the Damage Inventory in such a way to give maximum flexibility with project formulation and create wiggle room if additional damages are identified after the 60-day deadline. Our team will also review whether the grouped damages are comprehensive and reflective of the actual impact to a specific facility. If any damage is identified after the 60-day deadline, Hagerty will assist the County in reporting the additional damage to FDEM and FEMA by preparing and submitting a Late Damage Inventory Request.

These timeframe expectations are set by FEMA; however, they can vary significantly depending on the availability of FEMA staff and the individual assigned to the County. Hagerty’s professionals will provide support to the County at every step, as outlined below.

Scaling the Hagerty Team’s Support
Hagerty’s Project Manager and Project Executive will be constantly assessing with the County the need for additional Hagerty staff on site or remotely, the need for specialized support for a specific task, or if staff are no longer needed. Hagerty will scale to meet the needs of the County.

The PA Delivery Timeline



Logical Grouping of Projects, Site Inspections, and Essential Elements of Information Completion

Hagerty will work with the PDMG to logically group projects in the best interest of the County. Projects should be formulated to match the County's long-term recovery plans, construction plans, and how documentation is already organized. Hagerty will consider any potential future grants that may become available and how they can be layered with FEMA PA to maximize the County's recovery and minimize local cost share. It takes expertise, knowledge, tactical decision-making, and programmatic acumen to obtain all the funding that an applicant is entitled to receive. This includes coordination across multiple disaster programs, almost all of which require an application to the responsible federal agency.¹ Hagerty understands these programs and the policies and regulatory requirements that govern cost estimating, engineering design review, project cost accounting, insurance, hazard mitigation, floodplain management, and Environmental and Historic Preservation (EHP) requirements. All these factors must be carefully considered when grouping damages into PA projects. We will achieve success for the County by developing robust and fully compliant applications to minimize ineligibility determinations and limit common issues that arise in the administration of the PA Program. Additionally, Hagerty will work with various federal and state agencies to leverage funding streams to minimize the need for local funds necessary to meet cost share requirements of the PA Program.

Hagerty has extensive experience completing the FEMA site inspection documentation and coordinating with FEMA to ensure all damages are captured. We will coordinate with the PDMG to schedule site inspections for minimally damaged facilities if site inspectors are available. It is Hagerty's experience that FEMA has been overextended for quite some time and as a result, activities such as site inspections can be delayed due to the lack of available site inspectors. To solve this issue if it occurs, Hagerty has developed an **Applicant-Driven Site Inspection** process utilizing the County's staff or licensed engineers and architects contracted with the County to complete the FEMA site inspection documentation. To complete this process, Hagerty will assess the factors of each disaster (e.g., availability of qualified site inspectors, level of damages to the County, and type of damages) to advise what strategy will result in the most efficient and expeditious recovery for the County.

Simultaneously, as site inspections are occurring, Hagerty will continue to collect documentation and information from the various County departments to populate the Essential Elements of Information (EEl)s sections and the scope survey questions fields within Grants Portal. We have a clear understanding of how the Consolidated Resource Centers (CRCs) like to see documentation organized and the typical naming convention utilized. Hagerty will organize all documentation in this manner to expedite reviews and minimize Requests for Information (RFIs); in addition to coordinating with both FEMA and FDEM to ensure all time extensions are submitted well in advance of deadlines.

¹ There are more than 60 federal programs that provide funding to recover from disasters. Each program brings with it its own administrative requirements, and often the policies and regulations between programs do not align.

Florida Recovery Obligation Calculation

Since the County's implementation of Florida Recovery Obligation Calculation (F-ROC) in 2024, Hagerty has worked closely with County staff to streamline and simplify the use of the F-ROC program's standardized forms. Our innovative approach integrates importing readily available County payroll reports and detailed contractor documentation into the F-ROC forms resulting in a more automated completion of F-ROC forms and reducing administrative complexity. This approach accelerates the preparation and submission of emergency work projects within FEMA's Grants Portal, enabling faster approvals and more efficient recovery operations. Hagerty's goal is to meet FDEM F-ROC requirements while minimizing any changes to how the County operates to reduce confusion at the individual employee level.

B. Describe how you recover money from FEMA.

Establishing processes to ensure productivity, quality, and performance are essential to effective emergency management and grant administration. For over a decade, Hagerty professionals have been focused on helping our clients implement recovery programs in compliance with all federal regulations. By working closely with staff at various departments, Hagerty assists the County with capturing known, eligible PA costs. At the same time, Hagerty explores all available funding streams to derive the best funding mix for all local projects. This will have the added benefit of reducing duplication of benefits (DOB) risk down the line, as all costs will be captured and associated with a funding source.

In cases where policy interpretations or insurance reductions affect the project, Hagerty will prepare the County to defend itself with comprehensive project packages. Hagerty will track all FEMA processing of the grants via Grants Portal including scope of work (SOW) and cost estimate validation, insurance reductions, hazard mitigation plan review, and all other process steps enabling intervention at the point any decision is made not in the best interest of the County as well as advocate if any project is stalled at any process step. Even after obligation of an initial version of a project, if costs are still being incurred or new costs are identified, Hagerty will work to amend the previously obligated project to ensure the County is being reimbursed for all eligible costs.

In addition to compliance reviews, Hagerty's professionals will continuously monitor projects, allowing our team to examine versions, categories, obligations, and expenditures while offering the County an overall snapshot of the PA Program. Monitoring versions, obligations, and expenditures is critical to compliance with overall PA Program regulations and advancing recovery activities based on available funding. We will also work with the County staff to establish a streamlined payment process by developing mutually agreeable documentation requirements, aligned with FEMA and existing County practices.

Hagerty, additionally, has extensive experience in submitting RFRs from FDEM via FloridaPA. Hagerty's clients from Hurricane Michael were some of the first to submit Expedited Projects under FDEM's new policies and procedures. In Hagerty's experience, this requires continued tracking and advocacy with each project to ensure that dollars are released to the Applicant incrementally rather than waiting for 100 percent validation which may take months on large projects.

Requests for Reimbursement from FDEM

Prior to project obligation by FEMA, Hagerty will coordinate with FDEM's designated contractor for Tallahassee to identify a single point of contact for all the County's projects. For Hurricane Michael, Hagerty initially experienced that a different individual was assigned to each project which led to inconsistency between contacts and prevented a full understanding of an individual applicant's recovery. Identifying a single Point of Contract (POC) has streamlined communication between FDEM's contractor and the other applicants Hagerty is serving. Hagerty will inform FDEM's contractor when projects will soon be obligated and provide any necessary context for the project to enable a more efficient validation process.

After obligation, Hagerty will submit an RFR for the percentage of the funds permitted based on the County's F-ROC score immediately, per FDEM's process of incremental release of funds established after Hurricane Michael. It is Hagerty's experience that constant contact and advocacy is needed in order to ensure this initial percentage of funds is released in a timely matter and the validation of the documentation for the remaining dollars available is prioritized. Hagerty will advocate for regular reporting from FDEM's contractor on the status of their validation of obligated projects and advocate for FDEM's contractor to submit comprehensive Validation Information Requests if needed, rather than incremental asks.

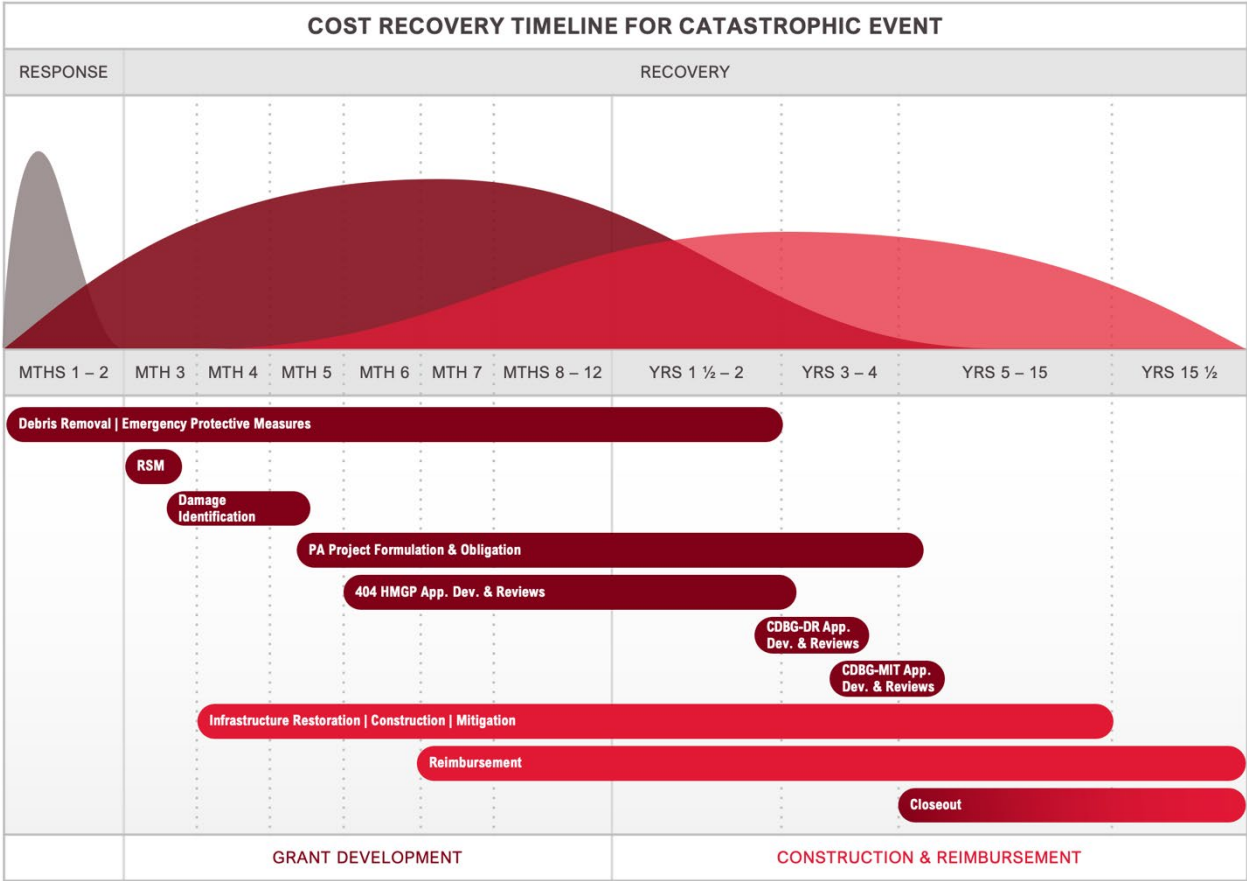
At times, in order to ensure the timely payout of reimbursements, Hagerty has had to seek intervention from FDEM's Recovery Bureau to ensure the implementation of new policies and procedures by FDEM's contractors. Hagerty will advocate so that every project has this individualized attention to enable timely validation and pay outs on reimbursement requests.

C. Provide a copy of a current contract for the services described herein.

Please find our current contract with the County for a similar scope of services attached at the end of Tab 4.

D. Include a narrative description and/or organizational chart outlining the methods of operation, operational structure, and services to be provided by the Proposer.

Hagerty takes a comprehensive approach to make available all types of assistance the County may need navigating the response, initial recovery, and long-term recovery from a natural or manmade disaster. The Hagerty Contract and Program Manager will work with the County to identify what their needs are, discuss the approach and staff needed to address those needs, and mobilize a customized team based on the identified needs and level of support. Hagerty's customized level of support can vary from "phone a friend" for light as needed support in certain areas to mobilization of an over 60-person team on-site to provide hands on assistance in a wide range of areas. The type of support Hagerty can provide can vary from disaster to disaster depending on the impacts of the event and the capacity and bandwidth of County staff to be able to perform certain functions.



The approach outlined below is an example of a comprehensive service approach that Hagerty performed for jurisdictions such as Lee County and Cape Coral after Hurricane Ian. This approach includes:

1. Pre-Disaster Cost Recovery Planning
2. Pre-Landfall Deployments
3. EOC Support: Response
4. EOC Support: Initial Recovery Programs Policy and Implementation Support
5. PA and Federal Highway Administration – Emergency Relief (FHWA-ER) Programs Cost Recovery
6. Long-term Recovery Visioning, Grant Mapping, and Application
7. Comprehensive and Unified Hazard Mitigation Assistance Programs and other Mitigation Programs Support
8. Grant Management and Closeout
9. Overall Management and Operating Plan

1. Pre-Disaster Cost Recovery Planning

Hagerty recommends that the County develop a Cost Recovery Plan to identify the roles and responsibilities of the different departments and County positions if a disaster were to occur to maximize and expedite reimbursement of disaster costs. A well-designed pre-disaster comprehensive Cost Recovery Plan is a method to build capacity to recover costs effectively.

The cost recovery planning process will include an evaluation of relevant documentation and tracking systems to identify the gaps of disaster recovery capabilities, including but not limited to:

- » Equipment tracking systems;
- » Existing plans;
- » Relevant ordinance and policies; and
- » Financial and payroll tracking systems.

Based on the results of the evaluation, Hagerty will provide recommendations scaled to the County's needs on how to improve or align recovery, mitigation, and resilience strategies, processes, and projects with current local, state, and federal regulations, and ensure that cost recovery complies with FDEM's F-ROC.

Hagerty's comprehensive cost recovery planning process will provide the County with a consolidated and unified approach to coordinate with FEMA PA to streamline damage identification, project development, and FEMA and FDEM coordination. Hagerty can scale the development of a Cost Recovery Plan to the County's desire and can incrementally look at different areas and develop a plan and procedures or simply consult on what County staff can then address internally as staff time and the County's budget permits.

2. Pre-Landfall Deployments

Hagerty maintains constant awareness of potential disasters throughout the country, but particularly tracks all tropical developments that may impact the US and its territories. If a hurricane or any type of disaster looks like it may impact the County, Hagerty will reach out to the designated County POCs to identify any potential needs.

If a pre-landfall emergency declaration is made by the President of the US activating the PA Program, or if it is clear the disaster will be a catastrophic event, Hagerty recommends that a Response subject matter expert (SME) and/or Recovery SME be deployed to support the County pre-, during, and immediately after the event.

Hurricane Ian Pre-Landfall Deployments

Hagerty deployed Recovery SMEs to the Lee County and Cape Coral EOCs two days prior to landfall. Hagerty SMEs imbedded with the Finance/Admin. Sections (or their equivalents) and provided 24/7 on-site support. **Lee County received over \$18 million in paid reimbursements within two weeks of landfall.**

There are several PA policy questions, emergency procurement justification development, debris removal operations policy questions, documentation collection support, in time reviews, coordination with FDEM and FEMA, and Expedited Project development that can be done in those early days that can help set the County up for relatively quicker reimbursement for millions of dollars spent during the response.

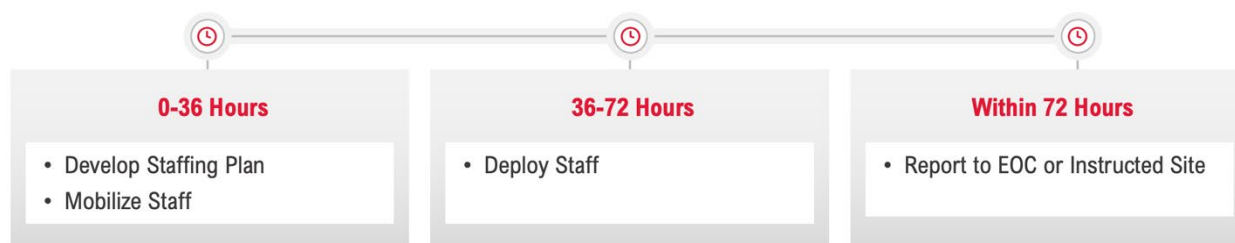
3. Emergency Operations Center Support: Response

Hagerty understands that the first 72 hours of a response can make a critical difference as it relates to preservation of life, safety of individuals involved, and life sustaining operations for predicted, no notice, imminent, and occurring disaster events. Many of our staff have government experience managing EOCs, Joint Field Offices, and forward operating Incident Command posts during disasters. Our services to the

County will include response support and advisory services. As an emergency management and homeland security consulting firm, Hagerty is structurally agile to meet the ongoing response needs of our clients. We accomplish this through a combination of full-time professionals supplemented by a nationwide Response Cadre composed of practitioners who augment our personnel and supplement our team to meet client needs.

Upon activation Hagerty will deploy a “first-in” team. These key team members will work directly with the County to rapidly deploy additional emergency management response professionals in line with the County’s needs and to fit the size and scope of the specific mission. As the initial response phase evolves, Hagerty’s designated Project Manager will lead the effort to adjust staffing based on response needs, including demobilizing personnel as appropriate.

Schedule for Personnel Deployment and Implementation



To ensure a proper response for staff augmentation task orders issued from the County, Hagerty will seek to meet with the County prior to a disaster to understand known staff augmentation needs and gaps. Hagerty will maintain and deploy a cadre of experienced staff ready to fulfill known senior, mid-level, and junior roles within the command-and-control structure. Among other tasks, our team can assist the County to:

- » Ensure coordination and integration of federal, state, local, and other municipal, private-sector, and non-governmental organization partners.
- » Maximize efficient utilization of resources needed for effective incident management and critical infrastructure/key resources protection and restoration.
- » Establish and maintain incident management communications and situational awareness across jurisdictions and between the public and private sectors.
- » Facilitate emergency mutual aid and emergency support to municipal governments.
- » Coordinate the transition from response to recovery in field operations.

Hagerty's Emergency Response Staff Augmentation Capabilities:

<ul style="list-style-type: none"> » All hazards risk analysis and threat evaluation 	<ul style="list-style-type: none"> » Hazardous materials, including chemical, biological, radiological, nuclear, and explosives
<ul style="list-style-type: none"> » Incident action planning 	<ul style="list-style-type: none"> » Mutual aid, resource typing, and mission ready package support and management

» Transportation and evacuation	» Comprehensive Emergency Support Function subject matter expertise
» Alert notification and warning order communication	» Accounting documentation of expenses, requests for assistances, and event management
» Life safety evacuation and shelter-in-place decision assistance	» Initial impact and preliminary damage assessments
» Mass care (sheltering, feeding, pet sheltering, bulk distribution)	» Emergency power assessment
» Access and Functional Needs considerations	» Continuity of Operations, Continuity of Government, and business continuity planning
» Life sustaining logistical resource support (commodity movement and point of distribution management)	» Interfacing with the inter-governmental stakeholders (local, state, and federal government)

4. Emergency Operations Center Support: Initial Recovery Programs Policy and Implementation Support

INITIAL RECOVERY ADVISORS

Recovery starts when Response starts. With total recovery costs regularly exceeding \$100 million for County governments, there are several PA policies that may inform County response operations and how they will be implemented to increase the likelihood that the costs incurred during the response is reimbursed by FEMA or other federal agencies after the disaster is long over. As mentioned above, there are several PA policy questions, emergency procurement justification development, debris removal operations policy questions, documentation collection support, in time reviews, coordination with FDEM and FEMA, and Expedited Project development that can be done in those early days that can help set the County up for relatively quicker reimbursement for millions of dollars spent during the response.

Having the Hagerty initial Recovery Advisors within the EOC as part of the EOC's Finance/Administration Section enables Hagerty to have a thorough understanding of the response operation to better formulate PA projects in the future, and also helps Hagerty identify and prevent potential cost recovery issues before costs are incurred or the County is too far into the response.

Outside of FEMA PA, Hagerty Recovery Advisors can assist County Leadership to articulate their specific needs to FDEM, FEMA, and other state and federal agencies to more effectively advocate for the needed resources. These resources may include the activation of different FEMA IA programs, support that can be provided by the United States Army Corp of Engineers, increases of federal cost share, expediting different

types of support from the State or FEMA, and special disaster specific guidance to enable special allowances under FEMA PA policy due to the unique challenges on that disaster (e.g., debris disaster specific guidance on Hurricanes Ian and Milton enabling pick up of typically non-eligible trash and household waste due to the increased public health hazard the waste presents).

PRELIMINARY DAMAGE ASSESSMENTS

Hagerty's approach to preliminary damage assessments are outlined within Project Approach Section A. above.

However, if the total impacts of the disaster are catastrophic and it is obvious that the County's threshold will be exceeded, Hagerty can support the County in making the case to FDEM and FEMA that PDAs are not necessary and will delay the response and recovery to the disaster by taking people and resources away from the response operations. Hagerty has been successful in developing this case through photographs of significantly damaged infrastructure and the inclusion of a narrative outlining the total estimated amount of damages minus insurance proceeds for the PA declarations, as well as the estimated total impact to residences for the IA declaration.

MAXIMIZING 1206 IMPLEMENTATION AND REIMBURSEMENT

In 2018, the Disaster Recovery and Reform Act Section 1206 expanded PA eligibility to include costs related to residential, private sector, and public sector permitting, substantial damage determinations, code enforcement, and public education and outreach under Category G. This is a severely underutilized aspect of the PA program where in early 2024, only 14 projects have been obligated to date. Hagerty at this time is working with several clients to develop plans on how to maximize reimbursement under 1206 and has formulated and submitted multiple projects to PA.

In addition to supporting the PA project formulation of costs incurred that are eligible under 1206, Hagerty can work with County departments to:

- » Identify eligible costs and identify mechanisms to track those eligible costs as they are incurred (e.g., staff time processing permits related to the disaster).
- » Develop a staffing plan for the anticipated surge in work for eligible activities (e.g., processing permits, conducting substantial damage estimates, code enforcement activities) to support request for resources within FDEM Mission Requests.
- » Track documentation collection for substantial damage estimates and do quality assurance/quality control (QA/QC) for completeness for FEMA National Flood Insurance Program (NFIP) audits.
- » Develop and implement public outreach and communications strategy to meet FEMA NFIP expectations, including information to reduce risk of unscrupulous contractors taking advantage of homeowners as they navigate their individual recoveries.
- » Develop dashboards to track the County's recovery to inform County leadership and the County commission on progress and wait times for permitting and other County responsibilities in catastrophic events.

- » Identify and communicate resources available to homeowners as they rebuild, especially in cases where homes are substantially damaged.

FEMA INDIVIDUAL ASSISTANCE PLANNING AND INITIAL IMPLEMENTATION

Hagerty understands that IA Program support can come in many forms and that communities often face great challenges:

- » Understanding all the different programs within IA that can be activated;
- » Advocating for programs to be activated that are not automatically turned on;
- » Communicating and educating survivors on what resources are available and how to access them as programs are activated;
- » Streamlining County and City permitting and other processes to enable mobile housing units brought in by FEMA and FDEM; and
- » Utilizing information collected by FEMA to inform County long-term recovery planning.

Structurally, disaster programs to support individuals and households deliver a suite of services through IA Programs and complementary federal, state, local, and non-governmental programs. In support of the County, our professionals may engage in the following tasks:

- » **Recovery Advisory Support:** Hagerty consultants can provide advisory support to County leadership and staff explaining the different programs available and could be made available if requested by FDEM and activated by FEMA.
- » **Develop Advocacy Letters to State and Federal Partners:** Hagerty can work with County staff to collect necessary information and data to explain the need for additional programs to be activated or resources to be provided to meet County needs.
- » **Development of Outreach and Public Awareness Campaigns:** Hagerty can support alert notification and community outreach to educate the public on the different types of support that can be provided to assist re-entry and the transition of individuals and households from shelters, through temporary housing, and into permanent housing.
- » **Support Operational Planning:** While FEMA takes the lead on the procurement and placement of mobile housing units as part of the FEMA Transportable Temporary Housing Units, the County will be a key partner to streamline the permitting process to enable placement, identifying and communicating any local ordinances that will impact how mobile housing units will be placed, and identifying potential locations for group sites. Hagerty can work with the County to develop operational plans that can be communicated to FEMA to make all efforts to expedite mobile housing unit placements for survivors to reside in.
- » **Prepare Comprehensive Reports:** In collaboration with federal, state, and non-governmental partners, Hagerty can support reporting to assess housing demand, unmet needs, and types and volume of IA Program services by cross-referencing data with all available FEMA and non-governmental systems.

PUBLIC INFORMATION PERTAINING TO RECOVERY PROGRAMS

Information dissemination is key after a disaster. Normal county call lines typically see a dramatic increase in calls from the public as individual survivors are trying to navigate their individual recoveries. Hagerty has worked with Counties after catastrophic events to establish call lines where survivors can call for specific questions to minimize calls on other lines disrupting County operations. After significant events, Hagerty clients have found the different types of call lines useful to inform the public:

- » Debris (e.g., when will debris be picked up and how should they sort their debris)
- » Substantial damages (e.g., what is the substantial damage assessment process)
- » Permitting (e.g., when will a permit be processed and what permits need to requested)

5. Public Assistance and Federal Highway Administration – Emergency Relief Program Cost Recovery

While the FEMA PA and FHWA-ER Program processes on paper can seem straight forward, when actively engaged in specific aspects of recovery, understanding the unique considerations and nuances of the FEMA PA and FHWA-ER Programs become critical for the County. Scoping, cost estimating, leveraging shared and layered funding, identifying mitigation opportunities, developing improved and alternative SOWs, responding to RFIs, and addressing audits are all issues that need to be proactively managed and addressed through the project formulation and beyond. Hagerty's approach to supporting the FEMA PA and FHWA-ER Programs are founded on experience working directly with recipients and subrecipients across the US to develop grants and administer the program.

DEPLOYMENT OF QUALIFIED PERSONNEL

A fundamental component to successful recovery is to first understand how the disaster has impacted the area, and based on those impacts, determine the right skill sets and associated level of support to address the recovery from those impacts. In initiating a recovery program with our clients, Hagerty's Project Management Team (PMT) will establish expectations early regarding how to estimate outcomes of the recovery process; implement regular communication so that the client has a clear understanding of project status; and regularly track issues and potential mitigation strategies so they can be identified and addressed quickly.

As work orders or project authorizations are issued by the County, we will review the requirements against the capabilities in our cadre to identify the most skilled consultants to successfully deliver in the identified engagement. Hagerty understands that any substitution of staff members assigned to the engagement will be discussed with the County, and no action will be taken without the County's permission.

SUPPORT DEVELOPMENT OF THE COUNTY'S DISASTER RECOVERY TEAM

It is Hagerty's goal to work ourselves out of a job and to build up the capacity of our clients to advocate for themselves before FEMA and FDEM. At the start of the recovery process, Hagerty will work with the Client POC established by the County and provide training and technical assistance to them, and other County staff as requested. For catastrophic events where the recovery process is anticipated to take many years, Hagerty

has provided examples of how other clients have structured their recovery teams with internal staff, what training was provided to those staff, and what key highly technical roles and tasks Hagerty played throughout the recovery, while transitioning other responsibilities to that recovery team over time as staff are on boarded and trained. Hagerty often finds it helpful for our clients to speak with other jurisdictions that have experienced what they are now going through and connected other Hagerty clients (e.g., Panama City or Miami-Dade leadership) with them to discuss planning considerations related to and outside of cost recovery.

FEMA PUBLIC ASSISTANCE SCOPING AND COSTING KEY CONSIDERATIONS

The PA Program Delivery Process has seven phases:

- » Phase I: Applicant Coordination and Evaluation
- » Phase II: Impacts and Eligibility
- » Phase III: Scoping and Costing
- » Phase IV: Final Reviews
- » Phase V: Obligation and Recovery Transition
- » Phase VI: Project Monitoring and Amendments
- » Phase VII: Final Reconciliation and Closeout

Hagerty's approach to PA Phase I, Phase II, and Phase V is addressed within the Project Approach Section A and B earlier within this proposal. Hagerty's approach to Phase VI and VII is captured below within Grants Management and Closeout.

It is critical that the SOW developed for projects are accurate, clearly written, and complete. Our multi-disciplinary team knows federal disaster recovery programs, design standards, consensus-based codes specifications and standards, Florida Building Code, and appropriate construction methods to support the County with the development of accurate scopes of work.

To save on costs to the County as well as reduce competing scopes and cost estimates, on standard projects Hagerty typically will ask FEMA to complete the initial draft of the scope of work and cost estimate. Since FEMA staff are located throughout the country, it is Hagerty's experience that FEMA staff are not fully familiar with the higher standard set by the Florida Building Code (e.g., replacement of roof is necessary if 25 percent or more of the roof is damaged). Hagerty consultants will review the FEMA developed scope of work and cost estimate to identify if any additional Florida Building Code requirements need to be included and if any costs are missing from the cost estimate.

Additional Dollars Due to Hagerty

Hagerty identified over \$15 million in additional eligible costs not captured within FEMA's first draft of Panama City's PA projects after Hurricane Michael.

Hagerty always looks for opportunities to add value. Our objective, in collaboration with the County, is to maximize eligibility and promote resilient reconstruction. As Hagerty supports the County with project scoping, our professionals will account for important considerations, as further detailed below.

Key Considerations Associated with Project Scoping, Cost Estimating, and Compliance Reviews

Focus	Key Considerations
<p>Cost Estimation Accuracy</p>	<p>Accurate cost estimates are critical to account for all possible costs, streamline grant/project closeout, and avoid unnecessary appeals.</p> <p>Cost estimation is even more critical to maximize funding resources if the County elects to do an Alternate or Improved Project under normal Alternate Procedures or FEMA PA's Section 428 Program. The cost estimation that is developed will be capped and locked during Phase IV Final Reviews. Hagerty has an in-depth understanding of FEMA's Cost Estimating Format and will work with the County to ensure all assumptions and considerations are consistent and applicable to the actual conditions of the County. This includes identifying local costs which most likely exceed RSM means unit costs, the standard reference for FEMA PA costing specialists, in a post-disaster environment.</p> <p>Hagerty will work with the County to identify who will develop the Cost Estimate: FEMA, Hagerty, or an architecture and engineering firm engaged to complete repairs or replacement. Hagerty can support the architecture and engineering partners to ensure the cost estimate provides the level of detail FEMA will require. If FEMA is developing the cost estimate, Hagerty can review these estimates to ensure all eligible costs are included.</p>
<p>Hazard Mitigation Projects</p>	<p>Hazard mitigation is critical to increasing resilience. Hagerty is adept at supporting our clients to proactively identify projects with potential mitigation measures that could ultimately double the dollars available under FEMA PA under FEMA PA's Mitigation provisions outlined within Section 406 of the Stafford Act. Our overall goal will be to support identification of Section 406 opportunities to ensure the maximum amount of funding is allocated to increase resilience.</p> <p>Mitigation can be added to infrastructure, even if the majority of the repair to the building is covered by insurance. Hagerty's Mitigation Engineers have extensive experience working with local governments to define their mitigation goals and budget limitations (recognizing there is still local cost share on mitigation costs) and formulating Hazard Mitigation Proposals to be attached to FEMA PA projects to increase the jurisdictions overall resiliency.</p>
<p>Special Considerations</p>	<p>Special considerations, such as EHP reviews and in-depth insurance policy analysis are critical throughout the project development process. As Hagerty supports the County focused on insurance, we will keep an eye to compliance with regulations, assisting the County throughout the insurance adjustment process to ensure insurance is maximized, and ensure there are no DOBs. These considerations must be kept in mind immediately after a disaster, so the County does not engage in work that is later deemed ineligible. Our team will proactively account for and document any special considerations to prevent or mitigate any eligibility issues.</p>
<p>Section 428 Alternative Procedures, Alternate Projects, and Improved Projects</p>	<p>Sometimes Hagerty clients do not want to build back what they had but want FEMA PA funding to be directed to current goals to reflect the needs of the community today. FEMA Section 428 and the allowance of Alternate or Improved Projects allows applicants to redirect the dollars that would have been provided to repair what they had towards a different or larger project. If this is the case after a disaster, Hagerty PA SMEs will work with the County to identify their overall recovery goals and priorities and work with FEMA and FDEM to make the necessary notes within Grants Portal to allow the County to redirect dollars towards the County's overall recovery goals.</p>

Focus	Key Considerations
<p>Navigating Eligibility and Appeals</p>	<p>Hagerty excels at the identification and resolution of eligibility, policy, reimbursement, and overall grant management issues related to the FEMA PA Program, and our strategic process to do so differentiates Hagerty from our competition. Upon activation of our services, Hagerty will:</p> <ul style="list-style-type: none"> » Complete a risk assessment of projects, damages, and claims to identify and prioritize high-risk, high-dollar, and soon-to-be-started projects; » Develop resolution strategies that eliminate or reduce the risk of federal non-compliance, adverse audit findings, ineligibility determinations, and disallowance of funding; and » Develop a multi-tiered QA/QC review process of all projects which also accounts for issues that impact other funding sources. <p>Hagerty will always provide an honest opinion on cost eligibility under the PA Program and will advise the County against submitting costs we do not think will be determined to be eligible. Hagerty finds that the “let’s see what happens” approach – submitting all costs versus only those likely to be eligible – results in more negative determinations where FEMA lumps eligible costs within their determination regarding the ineligible costs. We do not believe this is in the best interest of the County and will focus our efforts to protect the County and result in the greatest potential return.</p> <p>Hagerty’s leading core principle is to maintain integrity in all that we do. Hagerty has on multiple occasions advised a client to not pursue an appeal on a FEMA negative determination, and request that the client not issue a task order for Hagerty to perform this work as we did not think there was a significant probability where any appeal could be successful. It is Hagerty’s goal to avoid the appeal process whenever possible. We do so through (1) continuous communication with FEMA; (2) escalation of persistent issues within FEMA and FDEM leadership; and (3) outlining eligibility arguments in writing clearly to the CRC Specialist assigned to the project to ensure no misunderstanding occurs when information is relayed through the PDMG.</p> <p>If FEMA does issue a negative determination, Hagerty will provide the County with a written assessment on the likelihood of an appeal’s success. If the County decides to pursue the appeal, Hagerty will mobilize Hagerty’s leading subject matter experts and appeals writers to develop the strongest case possible in effort to secure a full or partial reversal of FEMA’s original determination. Upon submission of the appeal to FDEM, Hagerty will track the appeal to ensure the State submits the appeal to FEMA within the required timeframe. Hagerty will continue to track that appeal, answer any RFIs, and regularly inquire regarding its status until formal notification is made.</p>

FEDERAL HIGHWAY ADMINISTRATION – EMERGENCY RELIEF PROGRAM

If Hagerty is activated to support FHWA-ER Cost Recovery, Hagerty would schedule a meeting with the Department of Public Works to discuss operational priorities and temporary repairs. A key consideration under FHWA-ER is that unique to this funding stream is that the County can only do temporary repairs to prior to FHWA and Florida Department of Transportation (FLDOT) approving the Detailed Damage Inspection Report (DDIR); FHWA-ER and FLDOT have a very specific definition of “temporary repairs” (e.g., only one streetlight can be repaired going in each direction).

Hagerty will work with the County to establish:

1. Cost tracking processes for temporary repairs.
2. Determine repair priorities to establish the order that repairs will be made.
3. Develop damage assessment process identifying if the County or Hagerty will develop the DDIR.
4. Identify any mitigation opportunities.
5. Establish DDIR and process tracking dashboard to track DDIR development, submission, and processing by FLDOT and FHWA.

6. Long-Term Recovery Visioning, Grant Mapping, and Application

As soon as the County staff personnel are able to dedicate time after the response, Hagerty will seek to meet with County leadership and Department leads to identify recovery priorities and large-scale projects in order to maximize the potential grant opportunities to support the County in its recovery. Additionally, this visioning exercise will go beyond the damages directly caused by the disaster where the projects may be projects that were priorities prior to the disaster but the need for the capital improvement may have been further highlighted by the disaster (e.g., countywide stormwater drainage projects).

Hagerty's Federal Funds Management Portfolio has also helped clients supplement disaster recovery funding streams with non-disaster dollars for community development, disaster planning, and workforce development. Hagerty consultants have supported a range of clients nationwide on all federal funding from recent years, including the *Coronavirus Aid, Relief, and Economic Security Act*, ARPA, *Infrastructure Investment and Jobs Act*, and the *Inflation Reduction Act*. Throughout engagements supporting grants management related to federal funding, our professionals use their extensive subject matter expertise in the federal grants landscape to match client priorities with available financial assistance.

Hagerty consultants will work with the County to go through the following disaster recovery and resiliency planning process:

- » **Task 1:** Define unmet needs, specific projects, and priorities.
- » **Task 2:** Conduct a fund mapping exercise to map disaster and non-disaster specific grants that match the County's unmet needs, specific projects, and priorities.
- » **Task 3:** Develop a Plan of Action to include a finalized delivery schedule that incorporates the grant application development, grant submission, and monitoring and compliance activities.

7. Comprehensive and Unified Hazard Mitigation Assistance Programs and Other Mitigation Programs Support

Through FEMA, the federal government provides hazard mitigation funding through HMA programs, including HMGP, to help state and local communities protect residents and infrastructure in the event of a disaster. Hagerty is extensively experienced in managing and implementing hazard mitigation grants for all programs, including crafting strategies to leverage support through both funding streams. Our strategy will include evaluating each program, in addition to combining HMA and PA Section 406 hazard mitigation funding to identify the most efficient outcome for the County.

FEMA HMA PROGRAMS

Hagerty can provide expert level technical advisory services related to FEMA HMA grant programs, such as BRIC, FMA, and HMGP. Hagerty offers a cradle-to-grave strategy and coordination from project kickoff through project implementation, project monitoring and compliance, project closeout, audit monitoring, and waitlist management/project reallocation strategy. Upon award of this contract, Hagerty will use the following approach to identify and maximize the best opportunities for hazard mitigation projects:

- » **Identifying, developing, and evaluating opportunities for hazard mitigation projects.** Through in-depth technical assistance and project analysis, Hagerty will assist the County and stakeholders to effectively perform comprehensive property risk analyses to gather information and triage the cost effectiveness of potential projects. This process helps prioritize time and resources by focusing on the most viable applications. We will group projects according to the grant type and/or break each category down further to align with grant-specific categories, such as HMGP Planning, Five Percent Initiative Projects, if allowed by FDEM, or other specific HMA programs.
- » **Application development and benefit-cost analysis (BCA) Support.** In designing and operating mitigation programs, Hagerty adds significant value through pre-application strategy development and project scoping. Technical assistance offered by Hagerty will be structured to address the largest issues states and subapplicants face in the grant development process. Usually, the BCA is the biggest issue and reason why HMA projects are not successful. Our experts understand how calculating the benefits for a project are critical and spend their time to perfect capturing that data in FEMA's BCA module 6.0. Hagerty will craft hazard mitigation proposals to capture the County's need for the projects; providing that information for the State to inform them of the County's intent to submit a project. For complex projects, Hagerty can also assist the County with project phasing. Phase I typically involves technical studies, engineering design, an in-depth BCA, permits, and EHP documents, while Phase II typically involves implementation. After application packages are completed, cost effective applications will be electronically submitted for the County via the FEMA GO system for FEMA FMA or BRIC grants, via FDEM system for FEMA HMGP grants. Additionally, Hagerty has supported a number of clients throughout Florida with public meetings, door to door outreach efforts utilizing local staff, and other information dissemination strategies to increase residential resilience and encourage participation in voluntary home buyout or elevation programs. Hagerty is ready to do what is needed to develop solid applications that will have minimal requests for information and relatively seamless processing through FDEM and FEMA.
- » **Project Implementation and Closeout.** Hagerty will work with the County, property owners, and field professionals to complete all mitigation work to spend federal grant dollars and eliminate risk to the County. Hagerty's professionals will leverage our technology-led tracking system to monitor projects - allowing our team to examine activities, obligations, and expenditures. We will also work with County staff to establish a streamlined payment process by developing mutually agreeable documentation requirements; aligned with FEMA and existing County practices. By structuring grant formulation and administration processes around the County's internal financial management systems and preparing

grant documentation consistently, we can facilitate a streamlined application, administration, and closeout process.

Hagerty excels at working with our clients in identifying, developing, and evaluating opportunities for comprehensive resiliency programs that reduce or eliminate risk from future events. In addition to supporting our clients to write and manage grants, our approach includes varied technical services that our projects might require, leveraging deep expertise in areas such as EHP, Geographic Information Systems mapping, cost estimating, and development of BCA. Over the past two years, our Mitigation Division has conducted over 1,372 subapplication programmatic reviews representing an estimated **\$11.3 billion** in total project costs inclusive of applicant and subapplicant-level clients across the country.

8. Grant Management and Closeout

In an effort to maintain an efficient operation, if Hagerty is tasked with supporting grant management and closeout, Hagerty will develop a singular grants management compliance team across all grant programs. This team will have access to subject matter experts if needed, however the team will utilize grant program specific checklists outlining the unique requirements of each disaster program to maintain compliance. This model not only maintains an efficient operation, but this model also streamlines DOB checks since the team has a holistic view of all disaster grant programs.

GRANT MANAGEMENT

The Hagerty team will establish standard operating procedures with the various departments involved with procurement, construction management, and tracking costs and payments. From the very beginning, Hagerty strives to prepare highly detailed, audit-ready projects that contain accurate information at a high level, but also the necessary supporting documentation to validate the information in the project. That effort, combined with thorough document management, has allowed Hagerty clients to avoid adverse audit findings and de-obligations.

Hagerty will coordinate with the County to ensure local, state, and federal procurement policies are followed and compliant with grant requirements and will assist in the development of emergency and exigency justifications where needed.

GRANT CLOSEOUT AND AUDITS

Recovering from a major disaster takes time. Closing out grants/projects in a timely manner is a step toward completing the recovery process. There are proactive steps that can be taken early to make grant/project closeout more efficient and compliant. By structuring grant formulation and administration processes around the County's internal financial management systems and preparing grant documentation consistently, we can facilitate a streamlined application and administration process that expedites recovery. Depending on the needs of the County, we are available to support the following grant/project closeout tasks:

- » Ensuring all damages and/or costs are accounted for, and that no cost overrun or underrun exists;
- » Developing project/grant completion reports and attestation of DOB forms, and initiating project closeouts;

- » Participating and/or facilitating as needed, final site inspections with FDEM or the respective state or federal agency; and
- » Conducting a final and complete cost reconciliation on all disaster or grant related costs to ensure all costs are accurately reflected within the County's financial system and provide clarity to the County on why certain costs were not able to be claimed for consideration during the next disaster response.

Hagerty will be available to assist with any audit during the term of the contract including Office of Inspector General audits, as well as the annual single audit required under 2 CFR Section 200. Hagerty has experience working with auditors, explaining the PA process as well as the controls put in place within the County to ensure compliance with all grant requirements.

9. Overall Management and Operating Plan

At the start of supporting the County, Hagerty will go over Hagerty's standard approach to providing transparency and information to the County on what Hagerty is working on, any issues identified, key achievements, and tracking of different types of costs (e.g., Hagerty costs, total PA project costs, expenses vs. reimbursements, etc.). During the kickoff and at any time during the recovery, the County can modify Hagerty's standard report, add reporting requirements, and/or develop new reporting requirements that Hagerty will abide by to provide the transparency the County needs.

REGULAR REPORTING

As part of Hagerty's overall operating plan, we emphasize the importance of clear and frequent communication throughout the entire recovery process. This includes establishing both a structured and on-demand reporting framework designed to provide the County with operational information on project activity, financial projections and obligations, and management cost estimates based on FEMA's revised 5 percent Category Z policy formally known as Direct Administrative Costs. Hagerty leverages a variety of reporting sources and tools, including FEMA's Grants Portal and FDEM's Florida PA website along with PowerBI and a host of Microsoft Office suite products to maintain transparent communication across all stakeholders. Hagerty's standard weekly reports include time estimations for the next two weeks and key accomplishments for the previous week enabling the County to cross reference time and tasks against Hagerty's monthly invoices which includes timesheets with daily activity descriptions and the number of hours worked each day.

OPERATING WITHIN CATEGORY Z MANAGEMENT COSTS AND OTHER GRANT ADMINISTRATIVE DOLLARS

Under federal grant programs, including FEMA's PA program, administrative or management costs are often reimbursed based on a percentage of the total project expenses or grant award. For example, FEMA's Category Z Management Costs specifically covers administrative costs related to the management of public assistance grants, and the reimbursement is capped at a fixed percentage of five (5) percent of the total obligated cost. These eligible costs include grant management, oversight, implementation, financial reporting, compliance monitoring, and project management.

Since FEMA restricts management funding, Hagerty works closely with our clients to maintain visibility of our ongoing cost recovery efforts in conjunction with estimated management funding based on FEMA requirements.

For FEMA PA, Hagerty will provide reports on a regular basis providing the best estimate of what the available Category Z five (5) percent of funding will be based on the current best estimate or validate total of each PA project. There are several factors outside of Hagerty’s and the County’s control that may and could dramatically impact this dollar amount throughout the recovery. This regular reporting of the best estimate of the Category Z Management Cost will help inform County decisions and the level of support requested to formulate projects.

RECOVERY OPERATIONAL PLANNING: IDENTIFYING ROLES AND RESPONSIBILITIES

During the project kickoff meeting between our PMT and key stakeholders from the County, the Project Manager will confirm the scope of services, estimated timeline, administrative expectations (e.g., reporting and invoicing), and create relationships to guide the project forward identifying roles and responsibilities between the County, Hagerty, and other potential vendors that may be involved with the cost recovery process (e.g., debris hauler and monitor). Upon receipt of the notice to proceed, our proposed **Program Manager, Amber Guy**, will work with the County to identify a date and time for this initial meeting.

Below is a common example of project phases and general timelines, though specifics will be agreed to with the County during the kickoff and subsequent meetings.

Task	Deadline for Completion	Dependencies
Kickoff Call or Meeting	T+ 24 hours	Or at discretion of County.
Establish POC and Deployment of Initial Team	T+ 24 hours	Or at discretion of County. Dependent on team’s ability to travel to EOC for a no notice event. Travel may not be appropriate depending on the type of event, such as a pandemic.
Establishment of Data Collection POC	T+ 48 hours	Dependent on team’s ability to travel to EOC for a no notice event or time to remotely set up communications and reinforce procedures established within the County’s plan.
Deployment of Additional Key Staffing	Ongoing – 48 hours from identification of need by County or approved recommendation from Hagerty	
Initial Damage Assessments	T+ 7 days to 2 weeks	May not be necessary if pre-disaster declaration made. Timeframe is dependent on the severity of the disaster.

Task	Deadline for Completion	Dependencies
Preliminary Damage Assessments	T+ 7 days to 1 month	Schedule is dependent on FDEM and FEMA.
RPA Submission	D**+ 1 week	
Exploratory Phone Call	D+ 4 weeks to 4 months	Dependent on FDEM and FEMA RPA processing, PDMG assignment, and PDMG scheduling.
Recovery Scoping Meeting	D+ 6 weeks to 5 months	Dependent on date Exploratory Call is completed and PDMG availability.
Completion of All Site Inspections	R****+ 0 weeks to 1 year 6 months	Dependent on if site inspections are required (not required for only A and/or B events), number of damaged sites, complexity of damages, availability of FEMA site inspectors, availability of architects and engineers, FEMA staff turnover, etc. Damage Description and Dimensions (DDD's) will be completed iteratively.
Completion of All EEIs	R+ 1 month to 1 year 7 months	Dependent on the availability of documentation, construction schedules, and quality of historical documentation (e.g. maintenance records). If the County is completing construction during the project formulation phase, EEI's can't be submitted until the project is ready for submission to the CRC. Development of scopes of work and cost estimates can't commence until after DDD's are codified if utilizing an Architect or Engineer to cost the project instead of the CRC. EEI's will be completed iteratively.
Project Eligibility Reviews	Ongoing at all times at every step	
Recommendations for use of 428 Program or Alternate/Improved Projects	Ongoing	Will occur prior to individual project submission to the CRC.
Completion of all SOWs and Cost Estimates (Applicant Provided SOWs and Cost Estimates)	R+ 2 months to 1 year 7 months	Dependent on the completion of DDD's, availability of documentation such as building plans and environmental testing reports, and construction schedules.
Request for Reimbursements or Request for Advance Payment for 428s Submitted	O****+ 1 week	Dependent on available proof of payment and if work has started. For 428 Advanced payments, dependent on availability of construction and payment schedule.

Tab 5 – Fee Structure

Fee Schedule

- Please complete the fee table below by inputting the cost for each deliverable. Evaluation points for cost will be calculated on the Grand Total Cost of the example work tasks described. The Vendor/Contractor shall provide all labor and other resources necessary to provide the supplies, equipment, and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in table, inclusive of all travel, equipment, materials, and any other related expenses (e.g., insurance and permits, overhead and fringe benefits, profit).

Sample Project: Category 4 Hurricane, causing approximately \$20 million in wind-related damages.

Deliverable #	Description	Time to Complete Deliverable	Deliverable Cost
1	Preparation with County of a Preliminary Damage Assessment including site information, description of damage and related cost impacts	3 weeks	\$10,925.00
2.	Preparation for and conducting with all PDA impacted County entities an Applicant Kickoff Meeting	1 week	\$1,170.00
3.	Project Formulation and Site Sheet preparation in first 60 days	50 Days	\$14,400.00
GRAND TOTAL COST			\$26,495.00

Deliverable #	Description	Time to Complete Deliverable	Deliverable Cost
4.	Category A-G Project Worksheets	By Task order	By Task order
5.	Category A-G Project Worksheet Documentation	By Task order	By Task order
6.	Hazard Mitigation Grant Program – project and application development	By Task order	By Task order
7.	Onsite (EOC, Warehouse, etc.) tracking and documentation of eligible costs and equipment usage during incident period	By Task order	By Task order

- Provide a fully loaded hourly rate for the key personnel to provide the provision of services outlined in this solicitation. All overtime and travel expenses are included in these rates. These costs are not additional to those Task Costs identified above and must be consistent with FEMA published allowable DAC titles and cost. Rates must be fully reimbursable by FEMA. Use additional pages as necessary.

Positions	Hourly Rate
Project Executive / Contract Manager	\$275
Senior Subject Matter Expert	\$245
Subject Matter Expert	\$225
Senior Program Manager	\$215
Project Manager	\$185
Recovery Consultant IV	\$205
Recovery Consultant III	\$185
Project Specialist	\$145
Recovery Consultant II	\$165
Recovery Consultant I/Recovery Specialist (Field)	\$135
Senior Administrator	\$85
Administrator	\$60

Tab 6 – Additional Forms to Fill Out and Submit

Additional Forms

Please find the additional forms requested by the County attached, including:

- » 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)
- » Affidavit In Compliance with Section 787.06(13), F.S.

RESPONDENT AND TEAM SUMMARY FORM

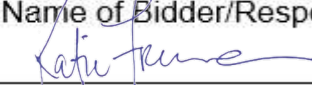
RESPONDENT: Hagerty Consulting, Inc.

SOLICITATION NUMBER: BC-2025-003 **DATE:** 12/19/2024

PROJECT TITLE: Disaster Recovery Consultant Services

Complete the following Table identifying **your firm or company** and **ALL subcontractors or subconsultants** you anticipate utilizing for purposes of responding to this solicitation. Use additional pages if needed.

Section A		RESPONDENT IDENTIFICATION																			
In the spaces provided below, list the firms and corresponding information. Use additional pages if needed.																					
Firm Name (Prime and Subcontractors) <i>*You MUST include your company or firm on Line 1</i>	Vendor Phone & Email	Total Dollar Amount of Services	Scope of Work	Indicate the Category that Best Describes Each Organization Listed																	
				Non-MWBE		Certified MWBE				Non-Certified MWBE											
				Non-Minority	Certified Small Business	African American	Asian American	Hispanic American	Native American	Non-Minority Female	African American	Asian American	Hispanic American	Native American	Non-Minority Female						
Hagerty Consulting, Inc.	847-492-8454 development@hagertyconsulting.com	N/A Based on task order	Full Scope of Work	X																	
TOTAL		N/A Based on task order																			

Section B		ACKNOWLEDGEMENT (to be completed by the Respondent)	
I hereby certify that, as Respondent to this Solicitation, that the information provided herein is true and correct.			
<u>Hagerty Consulting, Inc.</u>			
Name of Bidder/Respondent			
		<u>12/19/2024</u>	
Signature		Date	
<u>Katherine G. Freeman</u>		<u>Director of Operations</u>	
Print Name		Title	

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Hagerty Consulting, Inc.

Signature: [Handwritten Signature] Title: Director of Operations

STATE OF Illinois
COUNTY OF Cook

Sworn to and subscribed before me this 11 day of December, 2024.

Personally known

Michelle Curnyn
NOTARY PUBLIC

OR Produced identification

Notary Public - State of Illinois

(Type of identification)

My commission expires: 8/22/27.



Printed, typed, or stamped commission of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

- 1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

- 2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: 
Title: Director of Operations
Firm: Hagerty Consulting, Inc.
Address: 1618 Orrington Avenue, Suite 201, Evanston, IL 60201

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the

following: (Check one and sign in the space provided.)

 X This firm complies fully with the above requirements.

 This firm does not have a drug free work place program at this time.



Bidder's Signature

Director of Operations

Title

12/19/2024

Date

CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name: Hagerty Consulting, Inc.	
Street Address: 1618 Orrington Avenue, Suite 201	
City, State, Zip: Evanston, IL, 60201	
Taxpayer ID Number: 37-1431085	
Telephone: 847-492-8454	Fax: 847-859-1710
Trade Style Name: N/A	

TYPE OF BUSINESS ORGANIZATION (check one)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Trust
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Other (specify)
<input checked="" type="checkbox"/>	Sub-chapter S Corporation		

State of Incorporation: Illinois Date Established: July 11, 2002

AUTHORIZED SIGNATORIES/NEGOTIATORS

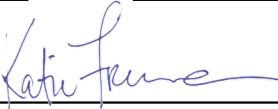
The Bidder represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder will be duly bound:

Name	Title	Telephone	E-Mail
Bradley R. Grining	Chief Operating Officer	847-492-8454 x113	brad.grining@hagertyconsulting.com
Katherine G. Freeman	Director of Operations	847-492-8454 x119	katie.freeman@hagertyconsulting.com

Present Amount of Bonding Coverage (\$): N/A	Has your application for surety bond ever been declined? N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please provide detailed information on reverse)</i>	During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors or suppliers? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(If yes, please provide detailed information on reverse)</i>
---	--	---

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE

THIS 19th DAY OF December, 2024.

By:  Title: Director of Operations

Printed Name and Title: Katherine G. Freeman, Director of Operations

NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with Leon County Government, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.

2. The undersigned is authorized to make this Affidavit on behalf of,

Hagerty Consulting, Inc.

(Name of Corporation, Partnership, Individual, etc.)

a S-Corporation, formed under the laws of Illinois
(Type of Business) (State or Province)

of which he/she is Authorized Representative
(Sole Owner, partner, president, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.

4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

Katherine G. Freeman

AFFIANT'S NAME

Director of Operations

AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this 11th Day of December, 2024.

Personally Known Or Produced Identification

Type of Identification

Michelle Curnyn

NOTARY PUBLIC

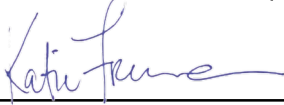
(Print, Type or Stamp Commissioned Name of Notary Public)

My Commission Expires: 8/22/27



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, And OTHER
RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature

Director of Operations

Title

Hagerty Consulting, Inc.

Contractor/Firm

1618 Orrington Avenue, Suite 201, Evanston, IL 60201

Address

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification.

Failure to provide the information requested will result in denial of certification as a local business.

Business Name: Hagerty Consulting, Inc.	
Current Local Address: 113 S Monroe St, 1st Floor Tallahassee, FL 32301	Phone: N/A Fax: N/A
If the above address has been for less than six months, please provide the prior address. N/A	
Length of time at this address:	
Home Office Address: 1618 Orrington Avenue, Suite 201 Evanston, IL 60201	Phone: 847-492-8454 Fax: 847-859-1710

Michelle Curnyn _____ 12/18/2024
 Signature of Authorized Representative Date

STATE OF Illinois
 COUNTY OF Cook

The foregoing instrument was acknowledged before me this 18th day of December, 2024
 By Michelle Masoncup of Hagerty Consulting
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

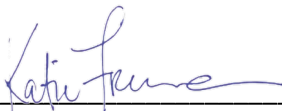
a Illinois Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
 or has produced _____ as identification.

Michelle Curnyn
 Signature of Notary
Michelle Curnyn
Print, Type or Stamp Name of Notary
Director of contracts and compliance
Title or Rank



EMPLOYMENT ELIGIBILITY VERIFICATION

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.



Signature

12/19/2024

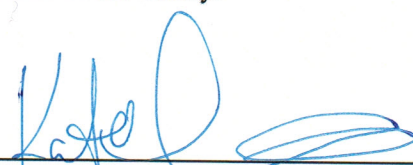
Date

AFFIDAVIT IN COMPLIANCE WITH ANTI HUMAN TRAFFICKING LAWS

In accordance with Section 787.06(13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), being duly sworn, hereby attests under penalty of perjury that:

1. I am over eighteen years of age. The following information is given from my own personal knowledge.
2. I am an officer or representative of the Entity.
3. The Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement in this declaration may subject me to criminal penalties.
5. I am authorized to provide this affidavit on behalf of the Entity.

FURTHER AFFIANT SAYETH NOT.



 SIGNATURE OF AFFIANT

Affiant's Name: Katherine G. Freeman
 Title: Director of Operations
 Entity: Hagerty Consulting, Inc.

STATE OF Illinois

COUNTY OF Cook

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this 11th day of December, 20 24, by Katherine G. Freeman (Affiant's Name).



(Signature of Notary Public)

(Print, Type, or Stamp Commissioned Name of Notary and Affix Notary Seal)



Who is personally known to me, or

Who produced identification; Type of identification produced: _____

Tab 7 – Federal Terms and Conditions

ADDITIONAL FEDERAL TERMS AND CONDITIONS

1. DISPUTES/REMEDIES

Any dispute concerning performance of the Contract resulting from this solicitation shall be resolved informally by the Contract Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the County Purchasing Director. The Purchasing Director shall decide the dispute, reduce the decision to writing, and deliver a copy to the Contractor and the Contract Manager. The Purchasing Director's decision upon all claims, questions, and disputes shall be final, conclusive and binding upon the parties.

2. EQUAL OPPORTUNITY

During the performance of this contract, the Contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- c. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by

rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

3. COPELAND ANTI-KICKBACK ACT

- a. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- b. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- c. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.”

4. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

- a. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such work week.
- b. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- c. Withholding for unpaid wages and liquidated damages. Leon County, Florida shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- d. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (a) through (d) of this section and also a clause requiring the subcontractors to include these

clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (a) through (d) of this section.”

5. NOTICE OF FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) REPORTING REQUIREMENTS AND REGULATIONS

a. General. Leon County, Florida is using Public Assistance grant funding awarded by FEMA to the State of Florida to pay, in whole or in part, for the costs incurred under this contract. As a condition of Public Assistance funding under (major disaster or emergency) declaration FEMA-XXXX-XX, FEMA requires the State of Florida provide various financial and performance reporting.

1) It is important that the contractor is aware of these reporting requirements, as Leon County, Florida may require the contractor to provide certain information, documentation, and other reporting in order to satisfy reporting requirements to the State of Florida which, in turn, will enable the State of Florida to satisfy reporting requirements to FEMA.

2) Failure of the State of Florida to satisfy reporting requirements to FEMA is a material breach of the FEMA-State Agreement and could result in loss of Federal financial assistance awarded to fund this contract.

b. Applicable Regulations and Policy. The applicable regulations, FEMA policy, and other sources setting forth these reporting requirements are as follows:

1) 44 C.F.R. § 13.40 (Monitoring and Reporting Program Performance)

2) 44 C.F.R. § 13.41 (Financial Reporting)

3) 44 C.F.R. § 13.50(b) (Reports)

4) 44 C.F.R. § 206.204(f) (Progress Reports)

5) FEMA Standard Operating Procedure No. 9570.14, Public Assistance Program Management and Grant Closeout Standard Operating Procedure (Dec. 2013)

6) FEMA-State Agreement

6. ACCESS TO RECORDS

a. The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of grantee), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

c. The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.”

7. RETENTION OF RECORDS

The contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in

the event of litigation or settlement of claims arising from the performance of this contract, in which case contractor agrees to maintain same until the State of Florida, Leon County Florida, the FEMA Administrator, the Comptroller General of the United States, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related to the litigation or settlement of claims.”

8. CLEAN AIR ACT

- a. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- b. The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA.

9. ENERGY EFFICIENCY/CONSERVATION

The contractor agrees to 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.”

10. FEDERAL WATER POLLUTION CONTROL ACT

- a. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- b. The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA.

11. SUSPENSION AND DEBARMENT

- a. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b. The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R.

pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/ or debarment.

- d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

12. PROCUREMENT OF RECOVERED MATERIALS

- a. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA designated items unless the product cannot be acquired –
 - 1) Competitively within a timeframe providing for compliance with the contract performance schedule;
 - 2) Meeting contract performance requirements; or
 - 3) At a reasonable price.
- b. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <http://www.epa.gov/cpg/>. The list of EPA-designate items is available at <http://www.epa.gov/cpg/products.htm>.

13. DHS SEAL, LOGO, AND FLAGS

The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

14. COMPLIANCE WITH LOCAL, STATE, AND FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS

The contractor will comply will all applicable local, state, and federal law, regulations, executive orders, policies, procedures, and directives, to include 2 CFR 200.326 and 2 CFR 200, Appendix II, as applicable.

15. NO OBLIGATION BY FEDERAL GOVERNMENT

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

16. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENT OR RELATED ACTS

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

17. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. § 1352 (AS AMENDED)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal

award. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

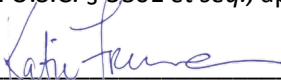
The undersigned Contractor certifies, to the best of his or her knowledge, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Hagerty Consulting, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Katherine G. Freeman, Director of Operations

Name and title of Contractor's Authorized Official

12/19/2024

Date

EVALUATION TABULATION – DISASTER RECOVERY CONSULTANT SERVICES

Aggregate Scores Summary

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Total Score (Max Score 100)	Total Average Rank
Hagerty Consulting, Inc.	91 (1)	98 (1)	95 (1)	94.67	1
CDR Emergency Management	56.6 (4)	78.6 (2)	75.6 (2)	70.27	2.67
GrantWorks, Inc.	69 (2)	68 (3)	60 (4)	65.67	3
Blue Sky Emergency Management	67 (3)	59 (5)	55 (5)	60.33	4.33
Tidal Basin Government Consulting, LLC	32.2 (7)	64.2 (4)	62.2 (3)	52.87	4.67
Elite Business Strategies, LLC	42.8 (6)	54.8 (6)	46.8 (7)	48.13	6.33
Disaster Program & Operations Inc.	50.5 (5)	48.5 (7)	38.5 (8)	45.83	6.67
HaloRRS	24.4 (8)	23.4 (8)	52.4 (6)	33.4	7.33

**Leon County
Board of County Commissioners**

Notes for Agenda Item #15

Leon County Board of County Commissioners


Agenda Item #15

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Fiscal Year 2024 Code Enforcement, Nuisance Abatement, and Code Compliance Programs Annual Report



Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawal Ezzagaghi, Assistant County Administrator Scott Brockmeier, Director, Development Support and Environmental Management
Lead Staff / Project Team:	Emma Smith, Director, Code Compliance Services Jessica Lowe, Code Compliance Supervisor

Statement of Issue:

This item seeks Board acceptance of the Fiscal Year (FY) 2024 Annual Report on the County's Code Enforcement, Nuisance Abatement, and Code Compliance Programs within the Department of Development Support and Environmental Management.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the FY 2024 Annual Report on the County's Code Enforcement, Nuisance Abatement, and Code Compliance Programs.

Report and Discussion

Background:

This item seeks Board acceptance of the FY 2024 Annual Report on the County's Code Enforcement, Nuisance Abatement, and Code Compliance Programs within the Department of Development Support and Environmental Management (DSEM). The status report is intended to keep the Board apprised of the activities and actions taken by the Code Enforcement Board (CEB) and Nuisance Abatement Board (NAB).

The County's CEB is a quasi-judicial body with the authority to impose administrative fines where a violation of a code provision has occurred, if its primary goal of achieving voluntary compliance is not met. The NAB is comprised of the same members as the CEB however has separate powers to determine whether a building or premises is a serious and continuing danger to the public and/or occupants which could lead to the demolition of dilapidated structures.

Chapter 6, Section 6-31, Leon County Code of Laws (LCC), provides that the CEB oversees cases involving alleged violations of the following:

- Chapter 5 – Building Code (Articles II and IV), with CEB's deliberation authority limited to Technical Standards and Property Maintenance Code.
- Chapter 10 – Land Development Code.
- Chapter 11 – Licenses, Taxation and Miscellaneous Business Regulations (Article XIX), with CEB's deliberation authority limited to Refueling Assistance for Persons with Disabilities.
- Chapter 14 – Property Safety and Maintenance.

While the NAB considers cases that:

- Have an order from the CEB finding a violation of Sections 14-21 (dilapidated structures), 14-31 (junk), 14-41 (lot mowing), or 5-4.07 (unsafe buildings); or
- Remain in violation of the CEB's order; and/or
- Pose a serious and continuing danger to the public and/or occupants.

Pursuant to Chapter 6, Section 6-32, LCC, the CEB and NAB are represented by the law firm of Akerman, LLP, with Attorney Silvia M. Alderman as the primary legal representative. The County Attorney's Office serves as legal counsel for the County. The CEB and NAB consist of seven volunteer board members appointed by the Board of County Commissioners. The following are the current members of the bodies:

- Claudette Cromartie
- Spencer Brass
- Nicholas Mihalich
- Marianne Arbulu
- Paula Ryan
- Willie Vann
- Jesse Jackson

Based upon prior Board direction, the goal of the County's Code Compliance Program is to seek voluntary compliance from property owners that have been found to be in violation of County Ordinance(s). Compliance ensures the beauty and appearance of the County are maintained, and that the health and safety of communities and neighborhoods are not negatively impacted by property owners who do not maintain their real property.

Analysis:

Code Compliance Program and Public Engagement Efforts

The Department of Development Support and Environmental Management (DSEM) administers a centralized complaint process system to ensure timely and efficient service for Leon County residents. Complaints are received through telephone calls, online citizen reporting, or in-person walk-ins, and are logged and routed to the appropriate Division for investigation within 48 hours.

For complaints involving health, safety, or serious environmental concerns, an inspection is conducted within 24 hours. The program's primary goal is to achieve voluntary compliance in accordance with County policy.

The Citizens Connect Service Request System allows residents to submit complaints online, while the Code Compliance Program website provides information on the complaint process and offers a downloadable complaint form for mail-in submissions. Residents regularly utilize this program to help ensure their neighborhoods remain compliant with applicable codes.

Public Education and Community Outreach

A Neighborhood Public Awareness flyer is available upon request to Homeowners and Neighborhood Associations in unincorporated Leon County to expand public education and awareness (Attachment #1). Additionally, the [County's Neighborhood Services webpage](#) includes a request form for a County representative to speak at association meetings about code enforcement in their neighborhoods.

Staff continues to work closely with Homeowners Association (HOA) representatives, distributing code compliance materials upon request. HOA representatives often reach out to confirm whether a particular code can be enforced before filing a complaint.

As recommended in previous Leon County LEADS (Listens, Engages, Aligns, Delivers, and Strives) Listening Sessions, staff continually seeks opportunities to enhance communication and public education regarding the Leon County Code of Laws (LCC). These efforts include quarterly social media posts, which may result in increased inquiries but do not necessarily lead to formal complaints requiring inspections. Additionally, Community and Media Relations supports the program by sharing social media updates to inform the public about staff availability to answer code compliance-related questions.

Notice of Violation and Compliance Process

Upon inspection and verification of a violation, the first notice to an alleged violator is an official Notice of Violation (NOV) letter, sent via regular mail with a certified mail return receipt.

The NOV includes:

- A description of the violation, specifying the County codes allegedly violated.
- Details of what was found on-site (e.g., vehicle with an expired license tag, debris, garbage, etc.).
- The necessary corrective actions required to remedy the violation.
- A timeframe for compliance.

This process typically takes 30 to 45 days, with each complaint requiring an average of three inspections.

Code Compliance Program Workload Comparison and Public Education Efforts

A Code Compliance Program workload comparison table for FY 2023 and FY 2024, along with quarterly statistics for FY 2024, is included as Attachment #2.

During FY 2024, the total number of complaints received was 1,195, reflecting a 1% decrease compared to FY 2023 (1,211 complaints). This decline may be attributed to the County's successful public education efforts related to the Code Compliance Program over the past fiscal year.

The program's primary objective has been to educate and proactively engage with residents, addressing questions upfront to reduce unnecessary complaints. Key initiatives include:

- Regular updates to the Code Compliance "Frequently Asked Questions" (FAQ) section on the DSEM website.
- Enhancements to the Code Compliance Program flyer, which includes "How to File a Code Complaint with Leon County" (also available on the DSEM website), ensuring accessibility to updated information.
- Revisions to the Code Complaint Form, which now explicitly informs complainants about:
 - The inability to remain anonymous when filing a complaint.
 - Public Records Exemption requirements for certain cases.

These efforts demonstrate the County's commitment to enhancing transparency, improving communication with residents, and ensuring efficient and effective code compliance services.

Code Enforcement Board (CEB) Caseload Analysis:

The following table provides a breakdown of cases presented to the Code Enforcement Board for resolution. If an owner or violator fails to correct a violation within the time specified in the initial notice, if the violation is a repeat violation, or if the violation is a threat to public health, safety, or welfare, or is irreparable/irreversible, the inspector will notify the CEB and request a hearing. Table #1 is a summary of the CEB caseload for FY 2024 compared to FY 2023.

Table #1: FY 2024 CEB Caseload as compared to FY 2023

Case Type	FY 2024	FY 2023
New Cases	66	103
Continued Cases	10	18
Request for Amendment to the Board's Order	0	0
Request for Extension of Time to Comply	8	15
Fine Reduction	24	24
Foreclosure Considerations	6	11
Compliance Review Hearing	3	N/A*
Total	117	182

*During FY 2023, Compliance Review Hearings were not a part of the CEB proceedings.

Of the 66 new cases, 61 were heard by the CEB and found in violation.

Table #2 is a breakdown of the CEB cases that were found in violation for FY 2024 compared to FY 2023.

Table #2: FY 2024 CEB Cases Found in Violation as compared to FY 2023

Violation Type	FY 2024	FY 2023
Environmental Management	1	1
Junk	29	43
Building	19	26
Minimum Housing	6	8
Zoning	1	1
Mowing	5	5
Abandoned Property Registration	0	0
Refueling Assistance	0	0
Total	61	84

Of the 61 cases found in violation, 18 complied by the deadline set forth by the CEB, 26 failed to come into compliance, one appealed to the Second Judicial Circuit Court, and the remaining 16 cases had compliance deadlines following the conclusion of the fiscal year, so they will be accounted for in the FY 2025 report. An Order Imposing Fine and Notice of Lien was filed for recordation with the Leon County Clerk of the Courts for each of the 26 cases which failed to come into compliance. For the CEB order that was appealed to the Second Judicial Circuit Court for Leon County, Florida, the parties have filed their briefs and are currently awaiting the Court's decision.

Revenue Analysis:

Of the total fines initially imposed (\$1,859,790.38), \$56,048.28 was collected during FY 2024 (Attachment #3). The disproportionate amount of revenue collected is reflective of the fact that fines continue to accrue while the property is out of compliance as well as the CEB's ability to

significantly reduce fines through Requests for Reduction of Fine, which encourages owners to bring the property into compliance. The CEB heard 24 requests for reduction of accrued fines during FY 2024 (Attachment #4). A status report on all outstanding fines during FY 2024 is included as Attachment #5, as well as a comparison chart of the CEB's activities for the past five years (Attachment #6). Staff continues to send periodic follow-up letters to property owners in an attempt to address the outstanding fines and to encourage compliance efforts.

Foreclosure Analysis:

On November 18, 1997, the Board provided direction to the CEB concerning outstanding fines and liens, which included consideration of the following:

- When the property can be used for a County purpose.
- When the amount of the lien is equal to or greater than the Property Appraiser's assessment of the property; or
- When the property is not in compliance and is a threat to public health, safety, or welfare.

There were six cases brought to the CEB in FY 2024 for consideration to proceed with foreclosure on non-homestead property. During the fiscal year, no properties were foreclosed.

Anonymous Complaints:

In 2021, the Florida Legislature enacted a law prohibiting anonymous complaints statewide. This change, outlined in Section 162.06(1)(b), Florida Statutes (F.S.), requires complainants to provide identifying information when filing a complaint.

In response, the County updated its policy, formally codifying this requirement in Section 6-30(a)(2), Leon County Code of Laws (LCC). Under this provision, complainants must provide their name and address before enforcement action can be initiated.

These changes reinforce the County's commitment to efficient enforcement, fairness, and transparency in addressing code compliance concerns. Additionally, this policy ensures that staff can focus on legitimate complaints, preventing the misuse of Code Enforcement as a tool for neighbor disputes or false allegations.

Online Meetings:

During FY 2024, the Code Enforcement Board (CEB) continued to follow the online meeting protocol established in FY 2022, allowing alleged violators and the general public to participate in meetings via electronic means. To ensure accessibility, citizens are provided with detailed instructions on how to virtually connect to CEB meetings, including the requirement for audio and video capabilities to participate effectively. Additionally, the CEB reviewed and approved revisions to the CEB/Nuisance Abatement Board (NAB) Handbook to incorporate process changes resulting from recent updates to Florida Statutes (F.S.). The revised handbook has been made available on both the Department's and the County's website to ensure public access to the updated guidelines.

Training:

Code Enforcement employees and the CEB received annual refresher training on the laws applicable to operation of the CEB, County Ordinances enforced by the CEB, and the Code Compliance process. The CEB also receives refresher courses on its rules of procedure, attendance policies, digital participation in meetings, the Sunshine Law, and substantive LCC provisions, at each meeting by way of the CEB Attorney comments.

Nuisance Abatement:

On March 7, 2017, the Board adopted Ordinance No. 17-04, which substantially rewrote Chapter 14 of the LCC pertaining to property safety and maintenance, and was subsequently amended on October 10, 2017. Notably, Ordinance 17-17 created Article V, entitled Nuisance Abatement, which in turn created the NAB that is comprised of the members of the CEB.

Under Chapter 14 of the LCC, the NAB is granted authority to determine whether a building or premise presents a serious and continuing danger to the public and/or occupants. The NAB has the authority to notice and/or subpoena alleged violators and witnesses to its hearings, take testimony under oath, and enter orders which would allow the demolition or repair of dilapidated structures or unsafe buildings, and mowing or cutting of overgrowth on the premises. During FY 2024, there was one nuisance abatement case heard by the NAB which has been abated.

Gun Show Loophole

On April 10, 2018, the Board adopted Ordinance No. 18-03 (“Gun Show Loophole”) amending Chapter 12 of the LCC, adding Article III, Criminal History Records Check and Waiting Period for Purchase of Firearms. At the October 23, 2018 Board meeting, an interim status report was provided on the “Gun Show Loophole” Ordinance (Attachment #7). The Ordinance implemented the constitutionally granted authority to ensure that no firearm is sold, offered for sale, transferred or delivered where any part of the transaction is conducted on property to which the public has a right of access, unless there is a full three-day waiting period, and a national criminal history background check of the potential purchaser is conducted. This Ordinance applies to both sellers and purchasers of firearms, regardless of whether they are private individuals or Federal Firearms Licensed (FFL) dealers and is enforced countywide including within the City limits.

The unlicensed sellers are required to prominently display next to any firearms being sold the following information if any part of the transaction takes place on property to which the public has the right of access:

- The legal name of the seller;
- The name of the FFL dealer who is facilitating the transaction for the seller; and
- The license number of the FFL dealer who will be facilitating the transaction on behalf of the seller.

Since the adoption of the Ordinance on April 10, 2018, staff has been in continuous communication with the North Florida Fairgrounds and Tallahassee Flea Market regarding the LCC requirements. However, firearm sales are no longer allowed at the Flea Market according to its management.

Staff continues to conduct periodic inspections at the Tallahassee Flea Market and has not observed firearms sales at vendor booths.

Code Enforcement attends the scheduled Gun Show weekends at the Leon County Fairgrounds to observe the vendor set-up, answer any questions they may have, and ensure the Ordinance requirements were being met. There have been approximately two consistent unlicensed dealers present at the Fairgrounds Gun Shows and all have met the Ordinance requirements during site visits. As of this report date, there have been no complaints received and processed by the Leon County Code Compliance Program or the Leon County Sheriff's Office for potential violations of Chapter 12, Article 3 of the LCC.

Conclusion

To service the citizens of Leon County in a timely and efficient manner, DSEM administers a central complaint process system. The objective of the Code Compliance program is to promote, protect, and improve the health, safety, and welfare of all citizens by resolving citizen complaints and enforcing the County's codes. Leon County's primary objective is to obtain voluntary compliance. Upon receipt of a complaint, an inspection is conducted to determine if a violation exists in accordance with the LCC. If the complaint is found to be valid, the code enforcement process begins according to Chapter 162, F.S., which requires legal notice and due process of the parties allegedly in violation. Accordingly, the property owner is notified and advised to correct the alleged violation within an established timeframe. If the owner fails to comply and resolve the alleged violation, the case is referred to the CEB for resolution.

The County's CEB is a quasi-judicial Board that has the authority to impose administrative fines and other non-criminal penalties where a violation of a code provision has occurred, with the goal of obtaining voluntary compliance. The NAB is also a quasi-judicial Board comprised of the CEB members, that has separate powers to address nuisance abatement in Leon County. The NAB has the authority to determine whether a building or premises is a serious and continuing danger to the public and/or occupants and enter an order allowing said nuisance to be abated by the County. Staff works diligently in processing requests for public hearings in a timely and efficient manner. During FY 2024, one order of the CEB and no orders of the NAB were appealed to the Circuit Courts of Leon County.

Options:

1. Accept the FY 2024 Annual Report on the County's Code Enforcement, Nuisance Abatement, and Code Compliance Programs.
2. Do not accept the FY 2024 Annual Report on the County's Code Enforcement, Nuisance Abatement, and Code Compliance Programs.
3. Board direction.

Recommendation:

Option #1

Title: Fiscal Year 2024 Code Enforcement, Nuisance Abatement, and Code Compliance Programs Annual Report

March 18, 2025

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Attachments:

1. Neighborhood Public Awareness Flyer
2. Code Compliance Program Workload Comparison Table
3. Fines Paid in FY 2024
4. Fines Addressed in FY 2024
5. Status of Outstanding Fines Report
6. Comparison Chart of Code Enforcement Board Activity
7. October 23, 2018, Gun Show Loophole Status Report



NEIGHBORHOOD PUBLIC AWARENESS PROGRAM



Help Leon County make your neighborhood a better place to live!

The Development Support and Environmental Management staff would like to come to your association meeting to talk about the Leon County Codes that make a difference in your neighborhood. Through public education and awareness, we can work together to make your neighborhood shine! We will discuss the JUNK, BUILDING, ZONING, ENVIRONMENTAL and MOWING issues that you feel most pertain to you and your neighbors.

WE WILL ANSWER THESE QUESTIONS AND MORE:

- ✓ What is considered junk? What is considered a junk vehicle?
- ✓ When does somebody need to get a building permit?
- ✓ Can somebody live in a travel trailer?
- ✓ What can be done about unsafe buildings?
- ✓ What businesses are considered home occupations?
- ✓ How many dwellings are allowed on one parcel?
- ✓ Do I need a permit to cut a tree down on my property?
- ✓ What can be done about these issues?

If you are interested in having a County staff member speak at your meeting, please complete this form and return to the following address:

**Leon County Department of Development Support
and Environmental Management**
Neighborhood Public Awareness Program
435 N. Macomb Street, 2nd Floor
Tallahassee, Florida 32301



ASSOCIATION NAME AND LOCATION OF MEETING PLACE

ASSOCIATION PRESIDENT (CONTACT PERSON)

DAYTIME PHONE NUMBER

DATE OF MEETING IN WHICH STAFF IS INVITED

Check the topics you would like County staff to discuss:

- JUNK BUILDING ZONING ENVIRONMENTAL MOWING

If you have any questions, please contact the Code Compliance Program at 606-1300 or via email CodeCompliance@LeonCountyFL.gov. Also, you can request a County speaker on a variety of other topics by visiting www.LeonCountyFL.gov/NeighborhoodServices.

WE LOOK FORWARD TO HEARING FROM YOU, AND WE THANK YOU FOR ANOTHER OPPORTUNITY TO SERVE YOU!

**Code Compliance Program
Workload Comparison Table for Fiscal Year 22-23 and 23-24**

	23/24 1st Qtr.	23/24 2nd Qtr.	23/24 3rd Qtr.	23/24 4th Qtr.	23/24 Year End Figures	23/24 Yr. End % of Total	22/23 Year End Figures	22/23 Yr. End % of Total
Building	39 Bldg w/o 13 Min. H. 12 Unsafe 12 Pool 2	40 Bldg w/o 18 Min. H. 11 Unsafe 11 Pool 0	41 Bldg w/o 19 Min. H. 10 Unsafe 9 Pool 0	46 Bldg w/o 18 Min. H. 13 Unsafe 13 Pool 2	166	14%	168	14%
Junk & Litter	38	35	41	55	169	14%	261	22%
Junk Vehicles	10	24	47	31	112	9%	108	9%
Environmental	4	11	15	8	38	3%	29	2%
Addressing	0	0	0	0	0	0%	0	0%
Development Services	13 Home 1 Zoning 12 Signs 0	13 Home 6 Zoning 7 Signs 0	19 Home 5 Zoning 14 Signs 0	13 Home 3 Zoning 10 Signs 0	58	5%	54	4%
Lot Mowing	6	11	38	40	95	8%	87	7%
Right-of-Way	2	6	7	9	24	2%	33	3%
Abandoned Prop.*	0	1	1	3	5	1%	2	0%
Refueling Assistance	0	3	0	0	3	0%	0	0%
Invalid **	36	32	41	54	163	14%	229	19%
Referrals	51	51	108	152	362	30%	240	20%
TOTAL	199	227	358	411	1195	100%	1211	100%
Misc./Case Info /Citizens Connect	383	429	364	482	1658		1961	
Call Back Status	88	84	109	143	424		318	
Telephone Calls / Emails	547	599	643	831	2620		2652	
NOV & F/U (Closed) Compliance	67	69	86	119	341	51%	341	46%
TOTAL ACTIVITY	1284	1408	1560	1986	6238		6483	

* BCC approved Abandoned Property Registration (APR) Ordinance on 3/12/13 – Amended Ordinance 12/10/13 -- Number of Notice of Violations for failure to register the property.

** Invalid calls refer to complaints that are received and not considered County code violations.

**LEON COUNTY CODE ENFORCEMENT BOARD
FINES PAID IN FISCAL YEAR 2023-2024**

DATE RECEIVED	CASE NUMBER	RESPONDENT NAME	ORIGINAL FINE	AMOUNT PAID
11/15/2023	22-095 LEC220223	Pky 5 Fund LLC *	\$10,000.00	\$487.36
12/13/2023	19-034 LEC190087	Alvaro Jordan Navarro	\$9,337.50	\$1,000.00
1/30/2024	14-050 LEC131093	Tina Louise Tongen **	\$10,000.00	\$500.00
1/30/2024	14-051 LEC131094	Tina Louise Tongen **	\$10,000.00	\$500.00
2/2/2024	21-075 LEC210311	Justin Land & Angela Land	\$128,500.00	\$1,197.50
2/14/2024	16-077 LEC160273	Michael John Reves *	\$10,000.00	\$5,440.54
2/14/2024	23-053 LEC230468	Basem Hakim	\$3,300.00	\$870.00
2/16/2024	22-039 LEC210432	Marc Christopher Bell	\$31,000.00	\$1,720.00
3/5/2024	21-026 LEC200059	Tax Lien Assets LLC *	\$10,000.00	\$10,000.00
3/22/2024	17-043 LEC170047	Clyde Nickyson & Sharon Fuda-Nickyson	\$10,000.00	\$1,405.00
3/22/2024	17-045 LEC170061	Clyde Nickyson & Sharon Fuda-Nickyson	\$222,000.00	\$120.00
3/22/2024	22-097 LEC191077	Clyde Nickyson & Sharon Fuda-Nickyson	\$112,500.00	\$120.00
4/5/2024	23-034 LEC230190	Lake Bradford MHP LLC	\$13,750.00	\$720.00
4/5/2024	23-047 LEC220692	Lake Bradford MHP LLC	\$8,750.00	\$720.00
4/5/2024	23-048 LEC230286	Lake Bradford MHP LLC	\$11,000.00	\$720.00
4/5/2024	243-058 LEC230500	Lake Bradford MHP LLC	\$6,500.00	\$740.00
4/12/2024	18-096 LEC180818	Niketa Murray & Kimberly Holland	\$261,750.00	\$1,325.00
4/23/2024	22-075 LEC200777	Juvenal Garcia, Ana Garcia & Aden Devries	\$87,500.00	\$1,705.00
5/6/2024	13-053 LEC130058	Jeanette L. Bowein	\$3,656.56	\$3,656.56
5/31/2024	23-074 LEC230451	Horseman Mobile Home Park LLC	\$12,000.00	\$825.00
6/3/2024	23-021 LEC220264	Rebecca Mayhann	\$44,500.00	\$1,255.00
8/10/2024	23-013 LEC230135	Juston L. Sutton	\$27,000.00	\$1,150.00
8/12/2024	22-120 LEC220724	Shanna R. Brown & Michele W.D. Polland	\$37,250.00	\$725.00

**FINES ADDRESSED FOR REDUCTION BY
THE CODE ENFORCEMENT BOARD
FISCAL YEAR 2023-2024**

HEARING DATE:	CASE NO:	RESPONDENT NAME:	ACCRUED FINE:	STAFF RECOM.:	BOARD ACTION:
1/18/2024	21-075 LEC210311	Justin Land & Angela Land	\$128,500.00	Not less than \$2,510.00	\$1,197.50
1/18/2024	17-074 LEC170148	Jodie Smith	\$208,000.00	Not less than \$1,020.00	\$1,000.00
1/18/2024	23-034 LEC230190	Lake Bradford MHP LLC	\$13,750.00	Not less than \$720.00	\$720.00
1/18/2024	23-047 LEC220692	Lake Bradford MHP LLC	\$8,750.00	Not less than \$720.00	\$720.00
1/18/2024	23-048 LEC230286	Lake Bradford MHP LLC	\$11,000.00	Not less than \$720.00	\$720.00
1/18/2024	23-058 LEC230500	Lake Bradford MHP LLC	\$6,500.00	Not less than \$740.00	\$740.00
1/18/2024	23-053 LEC230468	Basem Hakim	\$3,300.00	Not less than \$870.00	\$870.00
1/18/2024	22-120 LEC220724	Shanna R. Brown & Michele W.D. Polland	\$37,250.00	Not less than \$1,725.00	\$725.00
1/30/2024	14-050 LEC131093	Tina Louise Tongen *	\$10,000.00	N/A	\$500.00
1/30/2024	14-051 LEC131094	Tina Louise Tongen *	\$10,000.00	N/A	\$500.00
2/15/2024	19-062 LEC110758	Fredrick P. Jagels	\$413,250.00	Not less than \$3,285.00	\$3,285.00
2/15/2024	22-039 LEC210432	Marc Christopher Bell	\$31,000.00	Not less than \$1,470.00	\$1,720.00
3/21/2024	22-075 LEC200777	Juvenal Garcia, Ana Garcia & Aden Devries	\$87,500.00	Not less than \$1,705.00	\$1,705.00
3/21/2024	17-043 LEC170047	Clyde Nickyson & Sharon Fuda- Nickyson	\$10,000.00	Not less than \$1,405.00	\$1,405.00
3/21/2024	17-045 LEC170061	Clyde Nickyson & Sharon Fuda- Nickyson	\$222,000.00	Not less than \$1,530.00	\$120.00
3/21/2024	22-097 LEC191077	Clyde Nickyson & Sharon Fuda- Nickyson	\$112,500.00	Not less than \$2,180.00	\$120.00
3/21/2024	18-096 LEC180818	Niketa Murray & Kimberly Holland	\$261,750.00	Not less than \$1,325.00	\$1,325.00
5/16/2024	23-074 LEC230451	Horseman Mobile Home Park LLC	\$12,000.00	Not less than \$825.00	\$825.00
5/16/2024	23-021 LEC220264	Rebecca Mayhann	\$44,500.00	Not less than \$1,255.00	\$1,255.00
8/15/2024	22-045 LEC220015	Dawn P. Carter Cook, James M. & Ernestine B. Priester	\$2,830.00	Not less than \$1,175.00	\$120.00
8/15/2024	23-066 LEC230388	John Redgie Powell	\$6,890.00	Not less than \$1,305.00	\$845.00
9/19/2024	21-050 LEC210006	Shanna R. Brown & Michele W.D. Polland	\$4,580.00	Not less than \$3,040.00	\$1,560.00
9/19/2024	24-019 LEC240054	Kelly E. Broderick	\$21,500.00	Not less than \$680.00	\$120.00
N/A	04-004 LEC030558	Pky 5 Fund LLC **	\$253,255.00	N/A	\$0.00
		Grand Total	\$1,920,605.00	\$30,205.00	\$22,097.50

*Settlement reached with County Attorney's Office due to case being referred to CAO to begin foreclosure proceedings.

** 20 year duration of CEB lien

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
6/3/2005	05-005	Roger Malebranche	5/19/2005	Board heard case	\$3,915.00		
	LEC030734	(Homestead) - Junk Code	10/20/2005	Filed Order Imposing Fine and Notice of Lien			
District 2		1341 Yons Place	9/11/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			
9/1/2005	05-014	Matthew B. Williams Estate c/o Andrew and Janet Williams Personal Representatives	9/1/2005	Board heard case	\$243,000.00		
	LEC040728	(Non-Homestead) - Junk Code	10/21/2005	Filed Order Imposing Fine and Notice of Lien			
District 2		1984 Register Road	9/12/2007	Amnesty Program Panel approved application. Fine will be reduced to \$1,000.00 if property is brought into compliance within 30 days.			
			10/22/2007	Amnesty follow up inspection performed. Not in Compliance.			
			12/1/2022	Staff inspected property, Not in Compliance			
			1/1/2024	Change in homestead status			
			1/8/2024	Probate.			
8/7/2006	06-020	Jaun Carlos Tobias & Roberto Flores (New Owners)	7/20/2006	Board heard case			\$2,480.00
	LEC050147	(Non-Homestead) - Junk Code	10/17/2006	Filed Order Imposing Fine and Notice of Lien			
District 1		2433 Windy Pine Way	11/17/2006	In Compliance. Fine unpaid			
			9/20/2012	Board directed staff to refer case to CAO to begin foreclosure proceeding			
			5/13/2022	Quit Claim Deed.			
			9/11/2024	Staff inspected property, Not in Compliance			
5/1/2007	07-052	Douglas & A.L. Renken	4/19/2007	Board heard case	\$10,750.00		
	LEC070217	(Homestead)-Junk Code (Repeat Violation)	5/18/2007	Filed Order Imposing Fine and Notice of Lien			
District 4		6601 Tim Tam Trail	4/24/2007	In Compliance. Fine unpaid			
			9/10/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			
7/6/2007	07-060	Jesse L. & Beverly Y. Metz	6/21/2007	Board heard case.	\$26,140.00		
	LEC070129	(Homestead) - Junk Code	8/17/2007	Filed Order Imposing Fine and Notice of Lien			
District 1		8224 Pin Oak Road	9/11/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
7/30/2007	07-088	Lewis P. Powell, Sr. & A.J. Powell	7/19/2007	Board heard case	\$3,670.00		
	LEC060496	(Homestead) - Junk Code	9/7/2007	Filed Order Imposing Fine and Notice of Lien			
District 3		4445 Blue Bill Pass	1/10/2008	In Compliance. Fine unpaid			
			4/16/2009	Board reduced fine to \$250.00 to be paid within 3 months or fine will revert to original amount of \$3,670.00			
			10/1/2009	Reduced fine amount not paid. Fine reverts to original amount			
			9/24/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			
7/30/2007	07-091	Robert B. Pompey, Jr.	7/19/2007	Board heard case	\$217,520.00		
	LEC070101	(Homestead) - Junk Code	10/15/2007	Filed Order Imposing Fine and Notice of Lien			
District 1		4601 Shelfer Road	9/20/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			
9/27/2007	07-115	Elaine Sarkkinen	9/20/2007	Board heard case.			\$203,730.00
	LEC060620	(Non-Homestead) - Mowing Code	11/7/2007	Filed Order Imposing Fine and Notice of Lien			
District 2		402 Big Richard Road	4/17/2008	Board directed staff to refer to CAO to begin foreclosure proceedings.			
			9/20/2024	Staff inspected property, Not in Compliance			
11/29/2007	07-137	James D. & K.Y. Thomas	11/15/2007	Board heard case	\$214,335.00		
	LEC070109	(Homestead) - Junk Code	1/7/2008	Filed Order Imposing Fine and Notice of Lien			
District 1		5047 Dry Gulch Court	9/20/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			
1/29/2008	08-007	Frank S. & SL Stephens	1/17/2008	Board heard case	\$1,505,250.00		
	LEC040454	(Homestead)-Building Code	4/21/2008	Filed Order Imposing Fine and Notice of Lien			
District 2		3391 Whipoorwill Drive	9/20/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			
8/4/2008	08-095	Mary L. Woods	7/17/2008	Board heard case			\$1,745.00
	LEC070905	(Non-Homestead) - Junk Code	9/19/2008	Filed Order Imposing Fine and Notice of Lien			
District 2		5018 Sarav Way	4/30/2021	Change in homestead status			
			10/20/2022	Board directed staff to refer to CAO to begin foreclosure proceedings.			
			9/20/2024	Staff inspected property, Not in Compliance			
2/10/2009	09-005	Douglas & A.L. Renken	1/15/2009	Board heard case	\$229,000.00		
	LEC081156	(Homestead)-Junk Code (2nd Repeat	2/10/2009	Filed Order Imposing Fine and Notice of Lien			
		6601 Tim Tam Trail	9/10/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
6/4/2009	09-031	Harry Brown Estate c/o Aragon Riley	5/21/2009	Board heard case			\$1,392,500.00
	LEC080014	(Non-Homestead) - Building Code	7/14/2009	Filed Order Imposing Fine and Notice of Lien			
District 4		4052 Crump Road	4/15/2010	Board directed staff to send to CAO to begin foreclosure proceedings			
			9/24/2024	Staff inspected property, Not in Compliance			
7/24/2009	09-046	Ed Michael Jefferson	7/16/2009	Board heard case	\$193,265.00		
	LEC080137	(Homestead) - Junk Code	9/18/2009	Filed Order Imposing Fine and Notice of Lien			
District 1		4056 Buster Road	9/20/2024	Staff inspected property Not in Compliance			
			1/6/2025	Reminder letter sent.			
7/24/2009	09-058	Michael B. Quinlan	7/16/2009	Board heard case	\$1,353,000.00		
	LEC080356	(Homestead) - Building Code	3/15/2010	Filed Order Imposing Fine and Notice of Lien			
District 3		2606 Hastings Drive	10/1/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			
9/23/2010	10-089	Richard & Angela Messer	9/16/2010	Board heard case	\$178,320.00		
	LEC100244	(Homestead) - Junk Code	11/5/2010	Filed Order Imposing Fine and Notice of Lien			
District 2		1009 Shady Wood Trail	10/2/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			
9/23/2010	10-090	Richard & Angela Messer	9/16/2010	Board heard case	\$1,174,250.00		
	LEC100245	(Homestead) - Building Code	12/13/2010	Filed Order Imposing Fine and Notice of Lien			
District 2		1009 Shady Wood Trail	10/2/2024	Staff inspected property Not in Compliance			
			1/6/2025	Reminder letter sent.			
10/3/2011	11-049	Jaun Carlos Tobias & Roberto Flores (New Owners)	9/15/2011	Board heard case			\$149,235.00
	LEC101039	(Non-Homestead) - Mowing Code	1/19/2011	Filed Order Imposing Fine and Notice of Lien			
District 1		2433 Windy Pine Way	9/20/2012	Board directed staff to send to CAO to begin foreclosure proceedings			
			5/13/2023	Change of ownership. Quit Claim Deed.			
			9/11/2024	In Compliance. Fine unpaid			
10/3/2011	11-050	Jaun Carlos Tobias & Roberto Flores (New Owners)	9/15/2011	Board heard case			\$1,180,500.00
	LEC101040	(Non-Homestead) - Building Code	1/19/2011	Filed Order Imposing Fine and Notice of Lien			
District 1		2433 Windy Pine Way	9/20/2012	Board directed staff to send to CAO to begin foreclosure proceedings			
			7/20/2016	Change of ownership. Quit Claim Deed.			
			9/11/2024	Staff inspected property, Not in Compliance			
4/4/2012	12-025	Deloris McCoy	3/15/2012	Board heard case	\$45,950.00		
	LEC110682	(Homestead) - Junk Code	5/17/2012	Filed Order Imposing Fine and Notice of Lien			
District 5		2308 Lou Ann Court	12/4/2024	In Compliance. Fine unpaid			
			10/1/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			

*Periodic reminder letters sent to property owners

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
6/28/2012	12-028	Loretta Williams	6/21/2012	Board heard case			\$56,590.00
	LEC110891	(Non-Homestead) - Junk Code	8/16/2012	Filed Order Imposing Fine and Notice of Lien			
District 4		4859 Anhinga Lane	8/15/2013	Board directed staff to send to CAO to begin foreclosure proceedings			
			10/1/2024	In Compliance. Fine unpaid			
3/5/2013	13-002	Mary L. Woods	2/21/2013	Board heard case			\$1,123,500.00
	LEC120400	(Non-Homestead) - Repeat Junk Code	3/21/2013	Filed Order Imposing Fine and Notice of Lien			
District 2		5018 Sarav Way	11/30/2020	Change in Homestead status			
			10/20/2022	Board directed staff to refer to CAO to begin foreclosure proceedings			
			10/2/2024	Staff inspected property, Not in Compliance			
7/31/2013	13-051	Atlas FI I SP LTD Partnership	7/18/2013	Board heard case			\$1,495.12
	LEC130148	(Non-Homestead) - Junk Code	9/19/2013	Filed Order Imposing Fine and Notice of Lien			
District 5		Hill N Dale Dr S	10/10/2013	In Compliance. Fine unpaid			
			8/18/2016	Board directed staff to refer to CAO to begin foreclosure proceedings			
11/6/2013	13-085	Thomas Schmokel	10/17/2013	Board heard case	\$138,385.00		
	LEC130437	(Homestead) - Junk Code	1/16/2014	Filed Order Imposing Fine and Notice of Lien			
District 1		810 Brent Drive	10/2/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			
4/29/2014	14-042	Ronald Singleton	4/17/2014	Board heard case		\$10,000.00	
	LEC130861	(Non-Homestead) - Junk Code	9/18/2014	Filed Order Imposing Fine and Notice of Lien			
District 1		4030 Morgan Road	1/24/2024	In Compliance. Fine unpaid			
			11/13/2024	Staff inspected property, Not in Compliance			
			1/6/2024	Reminder letter sent.			
8/6/2014	14-062	Richard L. Owens	7/17/2014	Board heard case	\$10,000.00		
	LEC130799	(Homestead) - Junk Code	9/19/2014	Filed Order Imposing Fine and Notice of Lien.			
District 5		3628 Chaires Cross Road	10/3/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			
9/3/2014	14-074	Lizetta and Gregory Williams	8/21/2014	Board heard case	\$10,000.00		
	LEC131132	(Homestead) - Junk Code	11/21/2014	Filed Order Imposing Fine and Notice of Lien			
District 1		8004 Pin Oak Road	11/13/2024	In Compliance. Fine unpaid			
			1/6/2025	Reminder letter sent.			
10/8/2014	14-089	Robert Strong	9/18/2014	Board heard case	\$1,185.00		
	LEC140085	(Homestead) - Junk Code	11/21/2014	Filed Order Imposing Fine and Notice of Lien			
District 1		1795 Monday Court	12/11/2014	In Compliance. Fine unpaid			
			10/4/2024	Staff inspected property, Not in Compliance			
			1/6/2025	Reminder letter sent.			

*Periodic reminder letters sent to property owners

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
10/30/2014	14-096	Robert Lee Williams Life Estate, Brenda Arnett & Elizabeth Williams	10/16/2014	Board heard case	\$10,000.00		
	LEC140032	(Homestead) - Junk Code	3/20/2015	Filed Order Imposing Fine and Notice of Lien			
District 2		9823 Fair Oaks Ln	10/4/2024	Staff inspected property. Not in Compliance			
			1/6/2025	Reminder letter sent.			
12/2/2014	14-102	G. Reed (new owner)	11/20//2014	Board heard case			\$10,000.00
	LEC131184	(Non-Homestead) - Mowing Code	1/16/2015	Filed Order Imposing Fine and Notice of Lien			
District 1		8417 Blackjack Road	5/19/2016	Board directed staff to send to CAO to begin foreclosure proceedings			
			1/27/2017	Change in ownership			
			11/13/2024	In Compliance. Fine unpaid			
1/28/2015	15-008	Estella Minnis	1/15/2015	Board heard case.			\$875,750.00
	LEC140022	(Non-Homestead) - Building Code	12/15/2015	Filed Order Imposing Fine and Notice of Lien			
District 3		2908 Sharer Road	9/15/2016	Board directed staff to send to CAO to begin foreclosure proceedings			
			10/3/2024	Staff inspected property. Not in Compliance			
5/7/2015	15-024	PKY 5 Fund 1 LLC (New Owner)	4/16/2015	Board heard case.			\$10,000.00
	LEC140718	(Non-Homestead) - Junk Code	8/6/2015	Filed Order Imposing Fine and Notice of Lien			
District 1		114 Ponce De Leon	2/16/2017	Board directed staff to send to CAO to begin foreclosure proceedings			
			11/15/2023	Tax Deed Sale. Change of ownership.			
			10/4/2024	Staff inspected property. Not in Compliance			
5/7/2015	15-027	PKY 5 Fund 1 LLC (New Owner)	4/16/2015	Board heard case.			\$10,000.00
	LEC140719	(Non-Homestead) - Mowing Code	8/6/2015	Filed Order Imposing Fine and Notice of Lien			
District 1		114 Ponce De Leon	2/16/2017	Board directed staff to send to CAO to begin foreclosure proceedings			
			11/15/2023	Tax Deed Sale. Change of ownership.			
			10/4/2024	Staff inspected property. Not in Compliance			
8/31/2015	15-055	Wesley K. Messer	8/20/2015	Board heard case.	\$10,000.00		
	LEC150677	(Homestead) - Mowing Code	12/11/2015	Filed Order Imposing Fine and Notice of Lien			
District 4		3229 Gallant Fox Trail	10/8/2024	In Compliance, Fine Unpaid			
			1/6/2025	Reminder letter sent.			
8/31/2015	15-065	C.J. and Patricia Ann Johnson	8/20/2015	Board heard case.		\$10,000.00	
	LEC150167	(Non-Homestead) - Junk Code	11/5/2015	Filed Order Imposing Fine and Notice of Lien			
District 1		3624 Robin Road	2/14/2018	Change in Homestead Status noted			
			10/4/2024	Staff inspected property. Not in Compliance			
			1/6/2025	Reminder letter sent.			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
12/8/2015	15-070	Betty Sue Forbes	10/15/2015	Board heard case.	\$1,115.00		
	LEC150547	(Homestead) - Junk Code	12/11/2015	Filed Order Imposing Fine and Notice of Lien			
District 1		4297 Slash Pine Lane	1/5/2016	In Compliance. Fine unpaid			
			11/13/2024	Staff inspected property. Not in Compliance			
			1/6/2025	Reminder letter sent.			
10/28/2015	15-091	Patricia Jenkins-Ward & Jerry Ward (new owners)	10/15/2015	Board heard case.			\$718,715.49
	LEC140642	(Non-Homestead) - Building Code	12/11/2015	Filed Order Imposing Fine and Notice of Lien			
District 2		10056 Spring Sink Road	1/19/2017	Board directed staff to send to CAO to begin foreclosure proceedings			
			9/22/2017	New Owner/Tax Deed Sale			
			9/7/2018	Received surplus of Tax Deed sale \$2,965.49			
			10/7/2024	Staff inspected property. Not in Compliance			
10/28/2015	15-092	Robert C. Strong	11/15/2015	Board heard case.	\$6,750.00		
	LEC150960	(Homestead) Repeat Junk Code	12/11/2015	Filed Order Imposing Fine and Notice of Lien			
District 1		1795 Monday Court	10/20/2015	In Compliance. Fine unpaid			
			10/4/2024	Staff inspected property. Not in Compliance			
			1/6/2025	Reminder letter sent.			
3/1/2016	16-016	Donald Rushing	2/18/2016	Board heard case.	\$10,000.00		
	LEC150951	(Homestead) - Junk Code	6/6/2016	Filed Order Imposing Fine and Notice of Lien			
District 1		805 Brent Drive	10/9/2024	Staff inspected property. Not in Compliance			
			1/24/2025	Reminder letter sent.			
8/3/2016	16-068	Peter F. Phillips	7/21/2016	Board heard case.	\$10,000.00		
	LEC160173	(Homestead) - Junk Code	11/16/2016	Filed Order Imposing Fine and Notice of Lien			
District 3		4118 Sonnet Drive	2/2/2024	Compliance lien letter mailed.			
			10/8/2024	In Compliance. Fine unpaid			
			1/24/2025	Reminder letter sent.			
6/6/2016	16-071	Margarito Rivas Carranza (New Owner)	5/19/2016	Board heard case.		\$2,915.39	
	LEC160171	(Non-Homestead) - Junk Code	7/22/2016	Filed Order Imposing Fine and Notice of Lien			
District 2		7519 Big Horn St	2/18/2021	Sold at Tax Auction. Surplus \$7084.61			
			3/18/2021	Change in ownership			
			2/2/2024	New Owner Letter Mailed.			
			10/2/2024	In Compliance. Fine unpaid			
			1/24/2025	Reminder letter sent.			

*Periodic reminder letters sent to property owners

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
8/3/2016	16-077	Carlos A. Maldonado (new owner)	7/21/2016	Board heard case.		\$4,559.46	
	LEC160273	(Non-Homestead)-Junk Code	11/16/2016	Filed Order Imposing Fine and Notice of Lien			
District 2		424 Ravensview Drive	5/8/2023	In Compliance. Fine Unpaid			
			2/14/2024	Tax deed sale			
			8/22/2024	Tax Surplus \$5,440.54 received.			
			11/13/2024	Staff inspected property. Not in Compliance			
			1/24/2025	Reminder letter sent.			
8/3/2016	16-078	Jon Steven Goldstein	7/21/2016	Board heard case.		\$10,000.00	
	LEC160268	(Non- Homestead) - Junk Code	9/7/2017	Filed Order Imposing Fine and Notice of Lien			
District 2		9213 Bartlett Lane	10/9/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder letter sent.			
8/3/2016	16-080	Susan Kennedy	7/21/2016	Board heard case.		\$10,000.00	
	LEC160081	(Non-Homestead)-Junk Code	11/16/2016	Filed Order Imposing Fine and Notice of Lien			
District 5		2193 Pineland Drive	1/30/2020	In Compliance. Fine unpaid			
			1/1/2023	Change in Homestead Status			
			10/10/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder letter sent.			
11/7/2016	16-112	Juan Melgar (New Owner)	10/20/2016	Board heard case.			\$10,000.00
	LEC160221	(Non-Homestead) - Junk Code	9/7/2017	Filed Order Imposing Fine and Notice of Lien			
District 2		4778 Preston Johnson Rd	4/18/2019	Nuisance Abatement Board approved abatement			
			9/4/2019	Property Abated. In Compliance. Fine unpaid			\$4,256.25
			3/10/2020	Per CAO, County can persue foreclosure			
			9/19/2024	Sold at tax auction			
			11/13/2024	Staff inspected property, Not in Compliance			
9/28/2016	16-118	Theresa D. Smith	9/15/2016	Board heard case.	\$10,000.00		
	LEC160313	(Homestead) - Junk Code	9/7/2017	Filed Order Imposing Fine and Notice of Lien			
District 5		4890 Chaires Cross Rd	10/10/2024	In Compliance. Fine unpaid			
			1/24/2025	Reminder letter sent.			
11/7/2016	16-121	Sophilia Lovett and family	10/20/2016	Board heard case.		\$10,000.00	
	LEC160498	(Non-Homestead) - Junk	2/2/2018	Filed Order Imposing Fine and Notice of Lien			
District 1		1454 Craft Drive	1/9/2023	Probate court.			
			10/9/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder letter sent.			
11/7/2016	16-131	Kimberly Wade	10/20/2016	Board heard case.		\$10,000.00	
	LEC160581	(Non-Homestead) - Junk Code	9/7/2017	Filed Order Imposing Fine and Notice of Lien			
District 2		214 Beth Circle	9/30/2021	Change in homestead status			
			11/19/2021	In Compliance. Fine unpaid			
			1/24/2025	Reminder Letter Sent			

*Periodic reminder letters sent to property owners

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
11/7/2016	16-136	Johnston Noble	10/20/2016	Board heard case.		\$10,000.00	
	LEC151043	(Non-Homestead) - Junk Code	9/7/2017	Filed Order Imposing Fine and Notice of Lien			
District 2		1319 Bayberry Drive	10/9/2024	Staff inspected property, Not in Compliance			
			1/23/2025	Reminder letter sent			
12/8/2016	16-149	Vincent M. Smith	11/17/2016	Board heard case.	\$258,250.00		
	LEC160684	(Homestead) - Building Code	9/7/2017	Filed Order Imposing Fine			
District 2		2168 Hickory Lane	4/9/2020	In Compliance, Fine Unpaid			
2/28/2017	17-013	William K. Cone	2/16/2017	Board heard case.		\$285,000.00	
	LEC160418	(Non-Homestead) - Building Code	9/7/2017	Filed Order Imposing Fine and Notice of Lien			
District 2		9742 Snail Street	9/19/2019	Nuisance Abatement Board approved abatement.			
			7/16/2020	Property Abated by County. In Compliance, Fine Unpaid		\$11,145.00	
			1/20/2022	NAB Order Imposing Fine recorded			
5/9/2017	17-034	Agnes Thompson	4/20/2017	Board heard case.			\$10,000.00
	LEC161233	(Non-Homestead) - Junk Code	9/7/2017	Filed Order Imposing Fine and Notice of Lien			
District 3		6534 N Meridian Rd	9/21/2023	Board Directed staff to send the 1st Notice.			
			11/16/2023	The Board directed staff to refer to CAO to begin foreclosure actions.			
			10/10/2024	Staff inspected property, Not in Compliance			
6/15/2017	17-035	Vikas Kapoor	5/18/2017	Board heard case.		\$687,250.00	
	LEC170321	(Non-Homestead) - Repeat Junk Code	9/7/2017	Filed Order Imposing Fine and Notice of Lien			
District 2		384 Inkwood Lane	10/9/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letter sent			
5/9/2017	17-041	G. Reed (New Owner)	4/20/2017	Board heard case.		\$699,528.00	
	LEC170295	(Non-Homestead)-Repeat Minimum Housing	5/20/2017	Staff inspected property, Not in Compliance			
District 1		8417 Sand Ridge Court	9/7/2017	Filed Order Imposing Fine and Notice of Lien			
			2/17/2022	Change in ownership. Tax Deed Sale. Surplus in the amount of \$26,528.00			
5/9/2017	17-042	Verna L. Stokes	4/20/2017	Board heard case		\$640,500.00	
	LEC161234	(Non-Homestead) - Building	2/20/2019	Filed Order Imposing Fine			
		3025 Baron Lane	10/9/2024	Staff inspected property, Not in Compliance			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
6/15/2017	17-049	Beverly L. Beaumont Revocable Trust c/o Beverly L. Beaumont as Trustee	5/18/2017	Board heard case.		\$3,565.00	
	LEC161019	(Non-Homestead) - Junk Code	1/30/2018	Filed Order Imposing Fine			
District 2		712 Merry Robin Rd	3/29/2018	In Compliance. Fine unpaid			
			2/8/2020	Change of ownership			
			11/15/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder letter sent			
6/15/2017	17-052	Dorthy Sadler Estate	5/18/2017	Board heard case.		\$10,000.00	
	LEC161012	(Non-Homestead) - Mowing Code	9/7/2017	Filed Order Imposing Fine and Notice of Lien			
District 2		261 Pond Pine Street	7/20/2023	Board denied Request to refer case to CAO.			
			10/11/2024	Staff inspected property, Not in Compliance			
			1/28/2025	reminder Letter Sent			
6/15/2017	17-053	Dorthy Sadler Estate	5/18/2017	Board heard case.		\$10,000.00	
	LEC161013	(Non-Homestead) - Junk Code	9/7/2017	Filed Order Imposing Fine and Notice of Lien			
District 2		261 Pond Pine Street	7/20/2023	Board denied Request to refer case to CAO.			
			11/15/2024	Staff inspected property, Not in Compliance			
			1/28/2025	Reminder Letter Sent			
11/2/2017	17-101	Kismet III LLC	10/19/2017	Board heard case		\$5,420.00	
	LEC170512	(Non-Homestead) - Junk Code	7/17/2018	Filed Order Imposing Fine			
District 1		3420 Springhill Rd	7/14/2021	In Compliance. Fine unpaid			
			11/15/2024	Staff inspected property, Not in Compliance			
			1/28/2025	Reminder Letter Sent			
4/23/2018	17-110	Daniel Rentz, Kelly Rentz & Clarence Rentz	3/15/2018	Board heard case	\$10,000.00		
	LEC170974	(Homestead) - Junk Code	5/15/2018	Filed Order Imposing Fine			
District 2		838 Friar Tuck Rd	10/11/2024	Staff inspected property, Not in Compliance			
			1/28/2025	reminder letter sent			
12/1/2017	17-140	Larry Shaffer, Sharon Shaffer & Andrew Bracewell	11/16/2017	Board heard case		\$457,500.00	
	LEC170488	(Non-Homestead) - Building Code	1/22/2020	Filed Order Imposing Fine			
District 2		3367 Whippoorwill Drive	10/11/2024	Staff inspected property, Not in Compliance			
5/2/2018	18-003	Rosealee Halcomb	4/19/2018	Board heard case.		\$10,000.00	
	LEC161203	(Non-Homestead) - Junk Code	5/7/2020	Filed Order Imposing Fine			
District 2		532 Leo Drive	10/11/2024	Staff inspected property, Not in Compliance			
			1/28/2025	Reminder Letter Sent			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
2/23/2018	18-014	River Run Property, LLC (New Owner)	2/15/2018	Board heard case.		\$1,332.34	
	LEC170600	(Non-Homestead) - Mowing Code	6/4/2018	Filed Order Imposing Fine			
District 5		2007 Plantation Forest Drive	9/16/2020	Sold at Tax Deed Auction. Surplus \$8667.66. Received			
			7/24/2024	Change in ownership			
			10/22/2024	Staff inspected property, Not in Compliance			
			1/28/2025	Reminder Letter Sent			
3/16/2018	18-018	Ronald Glover & Misty Cumby	2/15/2018	Board heard case.			\$595,500.00
	LEC170429	(Non-Homestead) - Building Code	6/14/2018	Filed Order Imposing Fine			
District 2		9530 Lance Road	9/21/2023	The Board directed staff to refer to CAO to begin foreclosure actions.			
			10/11/2024	Staff inspected property, Not in Compliance			
5/2/2018	18-038	Ed Michael Jefferson	4/19/2018	Board heard case		\$10,000.00	
	LEC180031	(Non-Homestead) - Junk Code	3/22/2019	Filed Order Imposing Fine			
District 1		4060 Buster Road	10/11/2024	Staff inspected property, Not in Compliance			
			1/28/2025	Reminder Letter Sent			
8/22/2018	18-039	Owner Redacted	4/19/2018	Board heard case.	\$10,000.00		
	LEC170860	(Homestead) - Junk Code	7/16/2018	Filed Order Imposing Fine			
District 1		4285 Slash Pine Lane	10/16/2024	Staff inspected property, Not in Compliance			
8/27/2018	18-042	Elaine D. Harper	8/16/2018	Board heard case		\$450,250.00	
	LEC170754	(Non-Homestead) - Building Code	1/8/2019	Filed Order Imposing Fine			
		1605 Partridge Drive	10/12/2023	Reminder letter sent.			
District 1			10/16/2024	Staff inspected property, Not in Compliance			
5/2/2018	18-043	David W. Kauffman	4/19/2018	Board heard case.	\$578,250.00		
	LEC171202	(Homestead) - Building Code	2/20/2019	Filed Order Imposing Fine			
District 4		9821 Thunder Hill Trail	7/14/2022	Reminder letter sent			
			10/22/2024	Staff inspected property, Not in Compliance			
			2/4/2025	Reminder letter sent			
8/22/2018	18-045	Owner Redacted	4/19/2018	Board heard case.	\$584,250.00		
	LEC170892	(Homestead) - Minimum Housing Code	5/10/2018	Staff inspected property, Not in Compliance			
District 1		4285 Slash Pine Lane	5/17/2018	Filed Order Imposing Fine			
6/22/2018	18-054	Eugene W. Thompson, Jr. & Florestine W. Thompson Estate	5/17/2018	Board heard case.	\$10,000.00		
	LEC171034	(Homestead) - Junk Code	8/6/2018	Filed Order Imposing Fine			
District 1		1416 Bahia Drive	10/16/2024	Staff inspected property, Not in Compliance			
			1/28/2025	Reminder Letter Sent			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
8/27/2018	18-061	West Haven Mortgage LLC	8/16/2018	Board heard case.		\$10,000.00	
	LEC170238	(Non-Homestead) - Junk	1/8/2019	Filed Order Imposing Fine			
District 2		8071 Ida Road	11/15/2024	In Compliance. Fine Unpaid			
			1/28/2025	Reminder Letter sent			
8/27/2019	18-069	William Dale Dupree	8/16/2018	Board heard case		\$75,500.00	
	LEC171107	(Non-Homestead) - Building Code	10/9/2018	Filed Order Imposing Fine			
District 3		3234 Yorktown Drive	2/21/2019	Nuisance Abatement Board approved abatement			
			7/25/2019	Property Abated by County. In Compliance. Fine unpaid		\$2,822.50	
8/27/2019	18-070	William Dale Dupree	8/16/2018	Board heard case		\$8,642.50	
	LEC180189	(Non-Homestead) - Mowing Code	10/9/2018	Filed Order Imposing Fine			
District 3		3234 Yorktown Drive	2/21/2019	Nuisance Abatement Board approved abatement			
			4/17/2019	Property Abated by County. In Compliance. Fine unpaid			
			1/24/2025	Reminder Letter Sent		\$1,647.50	
9/11/2018	18-078	Anthony A. Belk	8/16/2018	Board heard case		\$239,500.00	
	LEC170884	(Non-Homestead) - Building	3/8/2019	Filed Order Imposing Fine			
District 2		1255 Poplar Drive	1/21/2021	Nuisance Abatement Board approved abatement			
			6/10/2021	In Compliance. Fine Unpaid			
8/27/2018	18-082	Judy G. and James N. Daniels	8/16/2018	Board heard case		\$5,525.00	
	LEC170763	(Non-Homestead) - Junk Code	2/21/2019	Filed Order Imposing Fine			
District 5		5879 Deer Park Circle	2/28/2019	In Compliance. Fine unpaid			
			10/22/2024	Staff inspected property, Not in Compliance			
			1/28/2025	Reminder Letter sent			
11/5/2018	18-108	Randall L. Schimek & Shelly Green	10/18/2018	Board heard case		\$10,000.00	
	LEC180490	(Non-Homestead) - Junk Code	3/25/2019	Filed Order Imposing Fine			
District 5		11293 Turkey Roost Road	7/1/2024	Reminder letter sent.			
			10/24/2024	Staff inspected property, Not in Compliance			
			1/28/2025	Reminder letter Sent.			
12/17/2018	18-117	Ed Michael Jefferson	11/15/2018	Board heard case		\$10,000.00	
	LEC180308	(Non-Homestead) - Junk Code	4/18/2019	Filed Order Imposing Fine			
District 1		2982 Lilly Road	11/15/2024	In Compliance. Fine unpaid			
			1/28/2025	Reminder Letter sent out			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
12/17/2018	18-118	Juan Melgar and Martha Melgar (New Owners)	11/15/2018	Board heard case.			\$10,000.00
	LEC180165	(Non-Homestead) - Junk Code	2/26/2019	Filed Order Imposing Fine			
District 2		1609 Lemonwood Court	9/16/2020	Change in ownership			
			7/20/2023	Board Directed Staff to refer the case to the CAO			
			7/28/2023	Quit Claim Deed.			
			10/16/2024	Staff inspected property. Not in Compliance			
12/17/2018	18-120	Juan Melgar and Martha Melgar (New Owner)	11/15/2018	Board heard case.			\$521,000.00
	LEC180327	(Non-Homestead) - Building Code	2/26/2019	Filed Order Imposing Fine			
District 2		1609 Lemonwood Court	9/16/2020	Change in ownership			
			7/20/2023	Board Directed Staff to refer the case to the CAO			
			7/28/2023	Quit Claim Deed.			
			10/16/2024	Staff inspected property. Not in Compliance			
12/17/2018	18-121	Vikas Kapoor	11/15/2018	Board heard case		\$10,000.00	
	LEC180661	(Non-Homestead) - Mowing Code	1/22/2019	Filed Order Imposing Fine			
District 2		384 Inkwood Ln	12/12/2019	In compliance, Fine Unpaid			
			1/28/2025	Reminder Letter sent			
12/17/2018	18-124	Hattie F. Chavis Estate	11/15/2018	Board heard case			\$521,000.00
	LEC180539	(Non-Homestead) - Building Code	2/20/2019	Filed Order Imposing Fine			
District 1		818 Tram Road	4/20/2023	Board Directed Staff to refer the case to the CAO			
			10/16/2024	Staff inspected property. Not in Compliance			
2/13/2019	18-133	Enrique Almanza & Rosalinda Pizano	1/17/2019	Board heard case		\$10,000.00	
	LEC180241	(Non-Homestead) - Junk Code	10/18/2019	Filed Order Imposing Fine			
District 2		7329 Wagon Trail Lane	6/17/2020	In Compliance, Fine Unpaid			
			1/24/2025	Reminder letter sent			
3/12/2019	19-011	Eduardo A. Abrejo and Alicia Pantja (New Owners)	2/21/2019	Board heard case		\$4,755.00	
	LEC180826	(Non-Homestead) - Junk Code	4/18/2019	Nuisance Abatement Board approved abatement			
District 2		9227 Courtney Lane	8/22/2019	Property Abated by County. In Compliance. Fine unpaid		\$4,628.75	
			11/22/2019	Filed Order Imposing Fine			
			11/22/2019	NAB Notice of Lien filed			
			3/3/2023	Warranty Deed - change in ownership			
			1/24/2025	Reminder letter sent			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
3/12/2019	19-014	Juan Melgar Portillo (New Owner)	2/21/2019	Board heard case		\$10,000.00	
	LEC180966	(Non-Homestead) - Junk Code	10/18/2019	Filed Order Imposing Fine			
District 2		4505 Bellarose E	10/20/2023	Quit Claim Deed.			
			10/16/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder letter sent			
3/12/2019	19-021	John Henry Ross	2/21/2019	Board heard case			\$10,000.00
	LEC180343	(Non-Homestead) - Mowing Code	10/18/2019	Filed Order Imposing Fine			
District 1		2671 Pinenoll Drive	2/17/2022	Board directed staff to refer to CAO to begin foreclosure proceedings			
			10/16/2024	Staff inspected property, Not in Compliance			
3/12/2019	19-022	John Henry Ross	2/21/2019	Board heard case			\$499,750.00
	LEC180352	(Non-Homestead) - Building Code	10/18/2019	Filed Order Imposing Fine			
District 1		2671 Pinenoll Drive	2/17/2022	Board directed staff to refer to CAO to begin foreclosure proceedings			
			10/16/2024	Staff inspected property, Not in Compliance			
4/3/2019	19-024	Charles S. Elul & Herbert L. Cox	2/21/2019	Board heard case		\$167,500.00	
	LEC180530	(Non-Homestead) - Building Code	3/24/2020	Filed Order Imposing Fine			
District 2		1828 Deer Tree Drive	9/3/2021	In Compliance, Fine Unpaid			
3/12/2019	19-028	Robert C. Strong	2/21/2019	Board heard case	\$855,000.00		
	LEC190069	(Homestead) Repeat Junk Code	3/20/2019	Filed Order Imposing Fine			
District 1		1795 Monday Court	10/18/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letter Sent			
3/12/2019	19-034	Alvaro Jordan Navarro (New Owner)	2/21/2019	Board heard case		\$0.00	
	LEC190087	(Non-Homestead) Repeat Building Code	3/20/2019	Filed Order Imposing Fine			
District 2		425 Ravensview Drive	7/18/2019	Nuisance Abatement Board approved abatement.			
			12/30/2019	Property abated by County. In Compliance. Fines unpaid		\$8,337.50	
			3/24/2020	NAB lien filed			
			7/29/2020	Change in ownership			
			2/18/2021	Board reduced CEB lien to \$550.00 or reverts to \$164,500.00			
			3/10/2021	\$550.00 paid in full. CEB lien satisfied			
			12/13/2023	\$1000.00 payment towards NAB outstanding NAB fine. Remaining balance \$8,337.50			
5/10/2019	19-044	Elmarie Hawkins	4/18/2018	Board heard case	\$10,000.00		
	LEC170051	(Homestead) - Junk Code	8/21/2019	Filed Order Imposing Fine			
District 1		6033 Button Willow Lane	10/18/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letter Sent			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
7/31/2019	19-045	Elmarie Hawkins	7/18/2019	Board heard case	\$427,000.00		
	LEC140559	(Homestead) - Building Code	3/24/2020	Filed Order Imposing Fine			
District 1		6033 Button Willow Lane	10/18/2024	Staff inspected property, Not in Compliance			
4/3/2019	19-050	Paul Sheffield (New Owner)	3/21/2019	Board heard case		\$10,000.00	
	LEC180604	(Non-Homestead) - Junk Code	9/24/2019	Filed Order Imposing Fine			
District 2		207 Francis Maples Drive	10/8/2024	Quit Claim Deed - change in ownership			
			10/23/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letter Sent			
4/3/2019	19-052	Eduardo A. Abrejo and Alicia Pantja (New Owners)	3/21/2019	Board heard case		\$32,000.00	
	LEC190056	(Non-Homestead) - Building Code	4/18/2019	Nuisance Abatement Board approved abatement			
District 2		9227 Courtney Lane	8/22/2019	Property abated by County. In Compliance. Fine unpaid		\$4,628.75	
			10/18/2019	Filed Order Imposing Fine			
			11/22/2019	NAB Notice of Lien filed			
			3/3/2023	Warranty Deed.			
4/3/2019	19-053	Juan Melgar (New Owner)	3/21/2019	Board heard case			\$41,257.50
	LEC190048	(Non-Homestead) - Building Code	4/18/2019	Nuisance Abatement Board approved abatement			
District 2		4778 Preston Johnson Road	8/22/2019	Property abated by County. In Compliance. Fine unpaid			\$4,256.25
			10/18/2019	Filed Order Imposing Fine			
			11/22/2019	NAB Notice of Lien filed			
			3/10/2020	Per CAO, County can pursue foreclosure			
			9/19/2024	Sold at tax auction - change in ownership			
5/10/2019	19-054	Vikas Kapoor	4/18/2019	Board heard case		\$507,750.00	
	LEC190237	(Non-Homestead) Repeat Junk Code	5/17/2019	Filed Order Imposing Fine			
District 2		16945 Lake Christiana Court	10/23/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder letter Sent			
5/31/2019	19-069	Larry W Bishop & Jennifer Bishop Allen	5/16/2019	Board heard case		\$10,000.00	
	LEC190077	(Non-Homestead) - Junk Code	8/9/2019	Filed Order Imposing Fine			
District 2		928 Jessica Street	10/20/2022	Nuisance Abatement Board approved abatement			
			3/24/2023	County Abated property. In Compliance. Fine unpaid			
			1/24/2025	Reminder Letter Sent			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
5/31/2019	19-070	Larry W Bishop & Jennifer Bishop Allen	5/16/2019	Board heard case		\$413,250.00	
	LEC180745	(Non-Homestead) - Building Code	8/9/2019	Filed Order Imposing Fine			
District 2		928 Jessica Street	10/20/2022	Nuisance Abatement Board approved abatement			
			3/24/2023	County Abated property. In Compliance. Fine unpaid			
			5/18/2023	NAB Lien Filed		\$15,430.00	
5/31/2019	19-075	Michael William Dunsford	5/16/2019	Board heard case		\$10,000.00	
	LEC180929	(Non-Homestead) - Mowing Code	9/24/2019	Filed Order Imposing Fine			
District 2		9305 Elgin Road	10/18/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letter Sent			
5/31/2019	19-076	KPRM II LLC	5/16/2019	Board heard case		\$3,110.00	
	LEC181000	(Non-Homestead)- Junk Code	9/20/2019	Filed Order Imposing Fine			
District 1		4439 Lost Pine Dr	6/16/2021	Reminder letter sent			
			10/18/2024	In Compliance. Fine unpaid			
			1/24/2025	Reminder Letter Sent			
5/31/2019	19-083	Robert L. Hand	5/16/2019	Board heard case		\$10,000.00	
	LEC180782	(Non-Homestead) - Mowing Code	10/18/2019	Filed Order Imposing Fine			
District 2		244 Chinkapin Lane	8/17/2022	Staff inspected property, Not in Compliance			
			1/25/2025	Reminder Letter Sent			
7/31/2019	19-096	Eric and Dana McMahan	7/18/2019	Board heard case	\$10,000.00		
	LEC180278	(Homestead) - Junk Code	9/24/2019	Filed Order Imposing Fine			
District 2		9515 Lance Road	10/23/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letter Sent			
7/31/2019	19-097	Margarito Rivas Carranza	7/18/2019	Board heard case		\$468,500.00	
	LEC190476	(Non-Homestead) - Building Code	9/24/2019	Filed Order Imposing Fine			
District 2		7519 Big Horn Street	3/18/2021	Change in ownership			
			1/9/2023	Staff inspected property, Not in Compliance			
9/4/2019	19-099	William Dale Dupree	8/15/2019	Board Heard case		\$28,750.00	
	LEC190684	(Non-Homestead) - Repeat Mowing Code	9/24/2019	Filed Order Imposing Fine			
District 3		3234 Yorktown Drive	11/1/2019	In Compliance. Fine unpaid			
			1/24/2025	Reminder Letter Sent			
9/4/2019	19-100	Archie W. White	8/15/2019	Board heard case		\$475,500.00	
	LEC190561	(Non-Homestead) - Repeat Junk Code	9/24/2019	Filed Order Imposing Fine			
District 1		806 Greenleaf Drive	10/23/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letters			
9/4/2019	19-101	Archie W. White	8/15/2019	Board heard case		\$455,750.00	
	LEC190562	(Non-Homestead) - Building Code	2/24/2020	Filed Order Imposing Fine			
District 1		806 Greenleaf Drive	10/23/2024	Staff inspected property, Not in Compliance			

*Periodic reminder letters sent to property owners

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
9/4/2019	19-103	W Tenn of Tallahassee LLC	8/15/2019	Board heard case		\$418,250.00	
	LEC190312	(Non-Homestead) - Building Code	3/24/2020	Filed Order Imposing Fine			
District 3		5816 Lumberjack Lane	10/24/2024	Staff inspected property, Not in Compliance			
9/4/2019	19-124	Tamecia Sapp	8/15/2019	Board heard case	\$16,000.00		
	LEC190707	(Homestead) - Repeat Junk Code	9/19/2019	Filed Order Imposing Fine			
District 3		4448 Blue Bill Pass	10/10/2019	In Compliance. Fine unpaid			
			9/24/2024	Staff inspected property, Not in Compliance			
			1/29/2025	Reminder Letter sent			
12/3/2019	19-165	Doris Simpson	11/21/2019	Board heard case		\$10,000.00	
	LEC190403	(Non-Homestead) Junk Code	5/7/2020	Filed Order Imposing Fine			
		1416 Silver Saddle Dr	7/18/2024	Board directed staff to send the first notice of possible foreclosure actions			
District 2			10/4/2024	Staff inspected property, Not in Compliance			
			10/18/2024	Board denied staff's request for direction to refer case to CAO for foreclosure			
			1/24/2025	Reminder Letter			
12/3/2019	19-167	Florencio Hernandez & Imelda Pacheco (New Owners)	11/21/2019	Board heard case		\$10,000.00	
	LEC190412	(Non-Homestead) - Junk Code	1/22/2020	Filed Order Imposing Fine			
District 2		1520 Bareback Drive	9/13/2022	New owner of record			
			10/18/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letter Sent			
12/4/2019	19-168	Mirna Esperanza Landaverde Carsoza & Margarito Rivas Carranza	11/21/2019	Board heard case		\$10,000.00	
	LEC190538	(Non-Homestead) - Junk Code	3/24/2020	Filed Order Imposing Fine			
		7510 Big Horn Street	10/18/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letter Sent			
12/4/2019	19-173	Ruth Dugon Navas Estefany (New Owner)	11/21/2019	Board heard case		\$324,736.40	
	LEC190597	(Non-Homestead) - Building Code	3/24/2020	Filed Order Imposing Fine			
District 2		9055 Hardwood Lane	7/7/2022	Reminder letter sent			
			12/15/2023	Tax Deed surplus received in the amount of \$2,013.60			
			8/8/2024	Quit Claim recorded - change in ownership			
			10/28/2024	In Compliance. Fine unpaid			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
12/4/2019	19-177	Ronals Lee Glover (New Owner)	11/21/2019	Board heard case		\$10,000.00	
	LEC190501	(Non-Homestead) - Junk Code	3/24/2020	Filed Order Imposing Fine			
District 2		1511 Daniel Lee Road	2/22/2023	Quit Claim recorded - change in ownership			
			2/2/2024	Reminder letter sent.			
			10/23/2024	Staff inspected property, Not in Compliance			
			1/24/2025	reminder letter sent			
12/3/2019	19-179	Jennifer A. Tice	11/21/2019	Board heard case	\$7,171.00		
	LEC190292	(Homestead) - Junk Code	2/24/2020	Filed Order Imposing Fine			
District 2		2103 Oak Ridge Road E	8/21/2020	In Compliance. Fine Unpaid			
			11/25/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letter Sent			
1/28/2020	20-014	Ed Michael Jefferson	1/16/2020	Board heard case		\$425,000.00	
	LEC190789	(Non-Homestead) - Minimum Housing	2/12/2020	Staff inspected property, Not in Compliance			
District 1		2982 Lilly Road	2/24/2020	Filed Order Imposing Fine			
1/28/2020	20-017	Michelle Hassler	1/16/2020	Board heard case		\$210,250.00	
	LEC190660	(Non-Homestead) - Building Code	3/24/2020	Filed Order Imposing Fine			
District 3		2110 Longview Drive	9/16/2021	Nuisance Abatement Board approved abatement			
			5/17/2022	Property abated by County. In Compliance. Fine unpaid			
			11/22/2022	NAB Order Imposing Fine filed		\$18,600.00	
3/6/2020	20-024	ABCO I LLC (New Owner)	2/20/2020	Board heard case		\$1,395.00	
	LEC190895	(Non-Homestead) - Junk Code	5/7/2020	Filed Order Imposing Fine			
District 5		6297 Crestwood Dr	5/13/2020	In Compliance. Fine Unpaid			
			6/8/2023	Quit Claim recorded - change in ownership			
			1/24/2025	Reminder Letter Sent			
3/6/2020	20-025	Seminole Fish Farms Limited	2/20/2020	Board heard case		\$1,430.00	
	LEC190788	(Non-Homestead) - Junk Code	5/7/2020	Filed Order Imposing Fine			
		10087 Blue Waters Rd	10/12/2023	Reminder letter sent.			
District 3			10/29/2024	In Compliance. Fine Unpaid			
			1/24/2025	Reminder letter sent.			
11/3/2020	20-032	Daniel C. Kirschenbaum	10/15/2020	Board heard case		\$10,000.00	
	LEC190823	(Non-Homestead) Junk Code	1/25/2021	Filed Order Imposing Fine			
District 2		0 East Place	10/23/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letter Sent			
10/7/2021	20-040	Charles Clark & Betty Clark Estate	9/17/2020	Board heard case		\$10,000.00	
District 2	LEC200139	(Non-Homestead) Junk Code	1/25/2021	Filed Order Imposing Fine			
		18095 Blountstown Hwy	11/25/2024	In Compliance. Fine Unpaid			
			1/24/2025	Reminder Letter			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
9/8/2020	20-041	Anthony Belk c/o Mary Mathis	8/20/2021	Board heard case		\$61,500.00	
	LEC200131	(Non-Homestead) - Building Code	12/28/2021	Filed Order Imposing Fine			
District 2		1255 Poplar Dr.	1/21/2021	Nuisance Abatement Board approved abatement			
			6/10/2021	Property abated by County. In Compliance. Fine unpaid			
			12/3/2021	NAB Order Imposing Fine filed		\$21,160.00	
11/3/2020	20-043	Tamecia Sapp	10/15/2020	Board heard case	\$12,000.00		
District 3	LEC200334	(Homestead) - Repeat Junk Code	1/25/2021	Filed Order Imposing Fine			
		4448 Blue Bill Pass	10/13/2022	In Compliance. Fine Unpaid			
			9/24/2024	Staff inspected property, Not in Compliance			
			1/27/2025	Reminder Letter Sent			
10/7/2020	21-044	Donald Beach Clark	8/17/2020	Board heard case		\$10,000.00	
District 2	LEC200138	(Non-Homestead) - Junk Code	5/27/2021	Filed Order Imposing Fine			
		18189 Blountstown Hwy	10/23/2024	Staff inspected property, Not in Compliance			
			1/24/2025	Reminder Letter Sent			
11/20/2020	20-052	Doris Simpson	11/19/2020	Board heard case		\$335,000.00	
District 2	LEC200202	(None-Homestead) - Building Code	5/28/2021	Filed Order Imposing Fine			
		1416 Silver Saddle Drive	7/18/2024	Board directed staff to send the first notice of possible foreclosure actions			
			10/4/2024	Staff inspected property, Not in Compliance			
			10/18/2024	Board denied staff's request for direction to refer case to CAO for foreclosure			
11/20/2020	20-053	Doris Simpson	11/19/2020	Board heard case		\$10,000.00	
District 2	LEC200647	(Non-Homestead) - Mowing Code	5/28/2021	Filed Order Imposing Fine			
		1416 Silver Saddle Drive	7/18/2024	Board directed staff to send the first notice of possible foreclosure actions			
			10/4/2024	Staff inspected property, Not in Compliance			
			10/18/2024	Board denied staff's request for direction to refer case to CAO for foreclosure			
2/28/2021	21-004	Shawn E. Gallagher	1/21/2021	Board heard case		\$10,000.00	
	LEC200158	(Non-Homestead) Junk Code	5/28/2021	Filed Order Imposing Fine			
District 2		4020 Hals Circle	10/23/2024	Staff inspected property, Not in Compliance			
			1/29/2025	Reminder Letter Sent			
4/1/2021	21-017	Kristopher Maurice Long	3/18/2021	Board heard case		\$10,000.00	
	LEC200562	(Non-Homestead) - Junk Code	5/27/2021	Field Order Imposing Fine			
District 1		803 Brent Drive	10/25/2024	Staff inspected property, Not in compliance			
			1/29/2025	Reminder Letter sent			

*Periodic reminder letters sent to property owners

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
9/16/2021	21-034	Geary Martin Reeves	8/19/2021	Board heard case	\$10,000.00		
	LEC210288	(Homestead) - Junk Code	11/17/2021	Filed Order Imposing Fine			
District 4		16222 Elis Run	8/29/2024	Staff inspected property, Not in compliance			
			1/29/2025	Reminder letter sent			
9/16/2021	21-038	William D. Hurst	7/15/2021	Board heard case		\$10,000.00	
	LEC210166	(Homestead)- Junk Code	11/18/2021	Filed Order Imposing Fine			
District 2		18730/18740 Blountstown Hwy	10/25/2024	Staff inspected property, Not in compliance			
			1/29/2025	Reminder Letter Sent			
9/16/2021	21-041	Joseph D. Burdeshaw & CL Burdeshaw	8/19/2021	Board heard case		\$10,000.00	
	LEC200677	(Non-Homestead) - Junk Code	11/18/2021	Filed Order Imposing Fine			
District 2		310 Mastic Lane	10/25/2024	Staff inspected property, Not in compliance			
			1/29/2025	Reminder Letter Sent			
9/16/2021	21-047	Juan Melgar and Martha Melgar (New Owners)	8/19/2021	Board heard case			\$10,000.00
	LEC210280	(Non-Homestead) - Junk Code	11/18/2021	Filed Order Imposing Fine			
District 2		1609 Lemonwood Court	7/20/2023	Board directed staff to refer case to CAO to begin foreclosure proceeding			
			7/28/2023	Quit Claim. Change in ownership			
			10/16/2024	Staff inspected property, Not in compliance			
			1/29/2025	Reminder Letter Sent			
9/16/2021	21-050	Shanna R. Brown & Michele W.D. Polland	8/19/2021	Board heard case	\$1,560.00		
	LEC210006	(Homestead) - Junk Code	11/18/2021	Filed Order Imposing Fine			
		1923 Faulk Drive	9/10/2024	In Compliance. Fine unpaid			
District 3			9/19/2024	Board heard Request for Reduction of Fine. Fine reduced from \$4580.00 to \$1560 to be paid within 60 days or will revert to original fine amount			
9/16/2021	21-051	Thomas B. Leggett Estate	8/19/2021	Board heard case		\$10,000.00	
	LEC200653	(Non-Homestead) - Junk Code	11/18/2021	Filed Order Imposing Fine			
District 3		2040 Faulk Drive	10/29/2022	In Compliance. Fine unpaid			
			10/29/2024	Staff inspected property, Not in compliance			
			1/29/2025	Reminder Letter Sent			
10/5/2021	21-063	Scott Craig Hall & Peggy Ann Comer	9/16/2021	Board heard case		\$173,750.00	
	LEC210394	(Non-Homestead) - Building Code	11/18/2021	Filed Order Imposing Fine			
District 5		6727 Chevy Way	9/2/2022	Staff inspected property. Unable to access property to inspect			
10/5/2021	21-064	Scott Craig Hall & Peggy Ann Comer	9/16/2021	Board heard case		\$10,000.00	
	LEC210395	(Non-Homestead) - Junk Code	11/18/2021	Field Order Imposing Fine			
District 5		6727 Chevy Way	9/2/2022	Staff inspected property. Unable to access property to inspect			

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STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
10/29/2021	21-065	Flora Elaine Eichelberger	10/12/2021	Board heard case		\$212,250.00	
	LEC210210	(Non-Homestead) - Building Code	8/5/2022	Filed Order Imposing Fine			
District 2		9242 Bartlett Lane	10/28/2024	Staff inspected property, Not in compliance			
10/29/2021	21-071	Flora Elaine Eichelberger	10/12/2021	Board heard case		\$10,000.00	
	LEC210200	(Non-Homestead) - Junk Code	8/5/2022	Filed Order Imposing Fine			
District 2		9242 Bartlett Lane	10/25/2024	Staff inspected property, Not in compliance			
			1/29/2025	Reinder Letter sent			
12/7/2021	21-074	Russell T. & Nancy A. Haines	11/18/2021	Board heard case		\$10,000.00	
	LEC200189	(Non-Homestead) - Junk Code	8/5/2022	Filed Order Imposing Fine			
District 2		5722 Pine Park Circle	10/25/2024	Staff inspected property, Not in compliance			
			1/29/2025	Reminder Letter			
12/7/2021	21-085	Russell T. & Nancy A. Haines	10/21/2021	Board heard case		\$10,000.00	
District 2	LEC200546	(Homestead) - Junk Code	8/5/2022	Filed Order Imposing Fine			
		785 Aeon Church Road	10/25/2024	Staff inspected property, Not in compliance			
			1/29/2025	Reminder Letter Sent			
2/7/2022	22-002	Eduardo Onan Orellana Mejia and Veronica Guadalupe Rivas Polanco	1/20/2022	Board heard case		\$197,000.00	
	LEC210176	(Non-Homestead) - Building Code	8/18/2022	Filed Order Imposing Fine			
District 2		530 Ravensview Road	10/25/2024	Staff inspected property, Not in compliance			
2/7/2022	22-003	Santos Catalina Rivas	1/20/2022	Board heard case		\$234,500.00	
District 2	LEC210231	(Non-Homestead) - Building Code	4/21/2022	Filed Order Imposing Fine			
		1331 Bayberry Drive	10/25/2024	Staff inspected property, Not in compliance			
2/7/2022	22-004	Amy Lynn Thompson Sancir (New Owner)	1/20/2022	Board heard case		\$226,750.00	
	LEC210245	(Non-Homestead) - Building Code	3/9/2022	Filed Order Imposing Fine			
District 2		1338 Bayberry Drive	10/9/2023	Warranty Deed.			
			10/25/2024	Staff inspected property, Not in compliance			
2/7/2022	22-005	Amy Lynn Thompson Sancir (New Owner)	1/20/2022	Board heard case		\$10,000.00	
	LEC210244	(Non-Homestead) - Junk Code	3/9/2022	Filed Order Imposing Fine			
District 2		1338 Bayberry Drive	10/9/2023	Warranty Deed.			
			10/25/2024	Staff inspected property, Not in compliance			
			1/29/2025	Reminder Letter			
2/7/2022	22-007	Woodrun East LP	1/20/2022	Board heard case		\$234,500.00	
	LEC210408	(Non-Homestead) Building Code	3/9/2022	Filed Order Imposing Fine			
District 5		2607 Chandalar Lane	11/14/2024	Staff inspected property, Not in Compliance			
2/7/2022	22-008	Woodrun East LP	1/20/2022	Board heard case		\$10,000.00	
	LEC210380	(Non-Homestead) Junk Code	3/9/2022	Filed Order Imposing Fine			
District 5		2607 Chandalar Lane	11/14/2024	Staff inspected property, Not in Compliance			
			1/29/2025	Reminder Letter sent			

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STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
2/7/2022	22-015	Kevin L and Kerry B. McCroan	1/20/2022	Board heard case		\$135,250.00	
	LEC190683	(Non- Homestead) Building Code	3/9/2022	Filed Order Imposing Fine			
District 2		1201 McCroan Lane	9/15/2022	Nuisance Abatement Board approved abatement. Unable to access property to abate			
2/7/2022	22-017	Joseph Daniel and Danny Lee Norris Sr.	1/20/2022	Board heard case		\$10,000.00	
	LEC200250	(Non-Homestead) Junk Code	4/21/2022	Filed Order Imposing Fine			
District 2		11001 Bright Star Cricle	10/25/2024	Staff inspected property, Not in Compliance			
			1/29/2025	Reminder Letter sent			
11/7/2022	22-018	Willie Washinton, JR. Revocable Truct and	2/17/2022	Board Heard Case.		\$165,750.00	
District 4	LEC210110	(Non-Homestead) Building Code	2/27/2023	Filed Order Imposing Fine			
		13953 Harley Robinson Court	10/12/2023	Reminder letter sent.			
			10/31/2024	Staff inspected property, Not in Compliance			
2/7/2022	22-024	Jack Bryant Jr. Life Estate & Gilda B. Gainous Estate	2/17/2022	Board heard case	\$10,000.00		
	LEC200339	(Non-Homestead) Junk Code	5/19/2022	Filed Order Imposing Fine			
District 1		3305 Pine Knot Court	10/25/2024	Staff inspected property, Not in Compliance			
			1/29/2025	Reminder Letter Sent			
4/4/2022	22-026	Herbert Alexander Estate	2/17/2022	Board heard case		\$10,000.00	
	LEC200286	(Non-Homestead) Junk Code	4/18/2022	Filed Order Imposing Fine			
District 5		2472 Chateau Lane	10/24/2024	Staff inspected property, Not in Compliance			
			1/29/2025	Reminder Letter			
4/21/2022	22-028	Longleaf Westville I, LLC (New Owner)	2/16/2022	In compliance. Fine unpaid		\$2,000.00	
	LEC220022	(Non-homestead) Repeat Junk Code	3/17/2022	Board Heard case			
		1700 Sunbeam Lane	3/17/2022	Change of Ownership			
District 2			4/21/2022	Filed Order Imposing Fine			
4/21/2022	22-029	Latosha Tarver	3/17/2022	Board heard case		\$10,000.00	
	LEC200037	(Non-Homestead) Junk Code	7/21/2022	Filed Order Imposing Fine			
District 1		1433 Cane Road	11/25/2024	In compliance. Fine unpaid			
			1/29/2025	Reminder Letter Sent			
4/4/2022	22-033	Christopher D. Carroll	3/17/2022	Board heard case	\$10,000.00		
	LEC210624	(Homestead) Mowing Code	5/6/2022	Filed Order Imposing Fine			
District 3		2868 Bell Drive	2/15/2024	Reminder letter sent.			
			10/29/2024	In compliance. Fine unpaid			
4/4/2022	22-035	Aisha Carter	3/17/2022	Board heard case		\$10,000.00	
	LEC210594	(Non-Homestead) Junk Code	5/6/2022	Filed Order Imposing Fine			
District 3		3691 Wood Hill Drive	10/29/2024	Staff inspected property, Not in Compliance			
			1/29/2025	Reminder Letter Sent			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
4/21/2022	22-038	Raymond A. David III	3/17/2022	Board heard case	\$10,000.00		
	LEC210540	(Homestead) Junk Code	8/5/2022	Field Order Imposing Fine			
District 3		2605 Rippee Road	10/29/2024	Staff inspected property, Not in Compliance			
			1/29/2025	Reminder Letter Sent			
6/1/2022	22-047	Luvy Carballo	5/19/2022	Board heard case		\$140,000.00	
	LEC191053	(Non-Homestead) Building Code	8/18/2022	Filed Order Imposing Fine			
District 2		9050 T Bird Road	10/25/2024	Staff inspected property, Not in Compliance			
5/3/2022	22-048	Cedrick Frazier	4/21/2022	Board heard case		\$10,000.00	
	LEC220020	(Homestead) Junk Code	7/21/2022	Filed Order Imposing Fine			
District 1		4025 Bishop Road	10/30/2024	Staff inspected property, Not in compliance			
			1/30/2025	Reminder Letter Sent			
8/5/2022	22-055	Latosha Tarver	7/1/2022	Board heard case		\$73,250.00	
	LEC210730	(Non-Homestead) Building Code	12/15/2022	Filed Order Imposing Fine			
District 1		1433 Cane Road	2/2/2024	Reminder letter sent.			
			11/25/2024	In compliance. Fine unpaid			
8/5/2022	22-062	Jefferson E. Walker	7/21/2022	Board heard case		\$10,000.00	
	LEC220019	(Non-Homestead) Junk Code	12/15/2022	Filed Order Imposing Fine			
District 2		6004 Dome Level/706 Aenon Church Rd	10/25/2024	Staff inspected property, Not in compliance			
			1/30/2025	Reminder Letter Sent			
9/7/2022	22-064	KPRM II LLC	8/18/2024	Board heard repeat case		\$101,750.00	
	LEC220260	(Non-Homestead) REPEAT Junk	9/13/2022	Filed Order Imposing Fine			
District 1		4439 Lost Pine Drive	11/25/2024	In compliance. Fine unpaid			
9/7/2022	22-065	Carl Bowling	8/18/2022	Board heard case.		\$181,250.00	
	LEC220162	(Non-Homestead) Building Code	10/20/2022	Filed Order Imposing Fine			
District 4		14905 (14909 & 14915) N. Meridian Rd	10/31/2024	Staff inspected property, Not in compliance			
9/7/2022	22-067	Skylynn Enterprises Inc. (New Owner)	8/18/2022	Board heard Case		\$39,500.00	
	LEC200484	(Non-Homestead) Min. Hsg Code	2/14/2023	Change in ownership			
District 1		4292 Bark Dr W	7/21/2023	Filed Order Imposing Fine			
			10/3/2023	In compliance. Fine unpaid			
10/10/2022	22-082	David Hayes	9/15/2022	Board heard Case.		\$10,000.00	
	LEC210662	(Homestead) Junk Code	12/15/2022	Filed Order Imposing Fine			
District 1		8134 Blackjack Rd	10/30/2024	Staff inspected property, Not in compliance			
			1/30/2025	Reminder Letter Sent			
10/10/2022	22-084	Jasper Mathers	9/15/2022	Board heard Case.		\$10,000.00	
	LEC220208	(Non- Homestead) Mowing Code	12/15/2022	Filed Order Imposing Fine			
District 1		2529 Shadowwood Dr	10/30/2022	Staff inspected property, Not in compliance			
			1/30/2025	Reminder Letter Sent			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
10/10/2022	22-086	Ruth Dugon Navas Estefany (New Owner)	9/15/2022	Board heard Case.		\$7,135.00	
	LEC210733	(Non-Homestead) Junk Code	2/27/2023	Filed Order Imposing Fine			
District 5		9055 Hardwood Lane	8/8/2024	Quit Claim recorded			
			10/28/2024	In compliance. Fine unpaid			
10/10/2022	22-087	Ruth Dugon Navas Estefany (New Owner)	9/15/2022	Board heard Case.		\$5,665.00	
	LEC210734	(Non-Homestead) Mowing Code	2/27/2023	Filed Order Imposing Fine			
District 5		9055 Hardwood Lane	8/8/2024	Quit Claim recorded			
			10/28/2024	In compliance. Fine unpaid			
2/16/2023	22-094	Phot Pinmora	1/19/2023	Board heard Case.	140,500.00		
	LEC220009	(Homestead) Building Code	5/18/2023	Filed Order Imposing Fine			
District 4		1377 Jeffrev Rd	10/12/2023	Reminder letter sent.			
			10/31/2024	Staff inspected property. Not in compliance			
11/7/2022	22-095	PKY 5 FUND 1 LLC (New Owner)	10/20/2022	Board heard Case.		\$10,000.00	
	LEC220223	(Non-Homestead) Junk Code	3/16/2023	Filed Order Imposing Fine			
District 1		4742 Orchid Drive	10/12/2023	Reminder letter sent.			
			11/15/2023	Tax Deed Sale. New owner of record			
			10/30/2024	Staff inspected property. Not in compliance			
11/7/2022	22-096	PKY 5 FUND 1 LLC (New Owner)	10/20/2022	Board heard Case.		\$165,750.00	
	LEC220314	(Non-Homestead) Building Code	3/16/2023	Filed Order Imposing Fine			
District 1		4742 Orchid Drive	10/12/2023	Reminder letter sent.			
			11/15/2023	Tax Deed Sale. New owner of record			
			10/30/2024	Staff inspected property. Not in compliance			
2/16/2023	22-101	Senna Stidham	1/19/2023	Board heard case.		\$171,500.00	
	LEC220624	(Homestead) Repeat Junk Code	2/16/2023	Filed Order Imposing Fine.			
District 2		2403 (2373 & 2367) Oscar Harvey Road	10/30/2024	Staff inspected property. Not in compliance			
11/30/2022	22-102	Saturnino Ceballos and Leslie O. Ceballos	11/17/2022	Board heard Case.		\$114,250.00	
	LEC220134	(Non-Homestead) Building Code	1/18/2024	Filed Order Imposing Fines.			
District 2		257 Big Richard Road	10/30/2024	Staff inspected property. Not in compliance			
11/30/2022	22-103	Saturnino Ceballos and Alexis Ceballos	11/17/2022	Board heard Case.		\$121,750.00	
	LEC220145	(Non-Homestead) Building Code	1/18/2024	Filed Order Imposing Fines.			
District 2		265 Big Richard Road	10/30/2024	Staff inspected property. Not in compliance			
2/16/2023	22-104	201904WY-18 LLC	1/19/2023	Board heard Case.		\$79,250.00	
	LEC220368	(Non-Homestead) Building Code	4/20/2023	Filed Order Imposing Fine.			
District 2		1919 Sika Deer Drive	8/17/2023	Nuisance Abatement Board approved abatement			
			1/9/2024	Property abated. In compliance. Fine unpaid			
			5/8/2024	NAB Lien filed		\$9,725.00	

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
2/16/2023	22-105	Seminole Fish Farms Limited Partnership	1/19/2023	Board heard Case.		\$136,750.00	
	LEC210538	(Non-Homestead) Minimum Housing Code	4/7/2023	No request for inspection.			
District 2		10087 Blue Waters Road	4/20/2023	Filed Order Imposing Fine.			
			10/12/2023	Reminder letter sent.			
11/30/2022	22-106	W Tenn Of Tallahassee LLC	11/17/2022	Board heard Case.		\$5,250.00	
	LEC220597	(Non-Homestead) Repeat Junk Code	11/30/2022	Filed Order Imposing Fine.			
District 3		5816 Lumberjack Lane	10/24/2024	In compliance. Fine unpaid			
11/30/2022	22-107	Tallahassee Lassie 2 LLC	11/17/2022	Board heard Case.		\$8,500.00	
	LEC220601	(Non-Homestead) Repeat Junk Code	11/30/2022	Filed Order Imposing Fine.			
District 3		2137 Faulk Drive	10/12/2023	Reminder letter sent.			
			10/31/2024	In compliance. Fine unpaid			
2/16/2023	22-112	Judy Ann Miller	1/19/2023	Board heard Case.		\$10,000.00	
	LEC220312	(Non-Homestead) Junk Code	5/18/2023	Filed Order Imposing Fine.			
District 1		4045 Samantha Court	10/30/2024	Staff inspected property. Not in compliance			
			1/30/2025	Reminder Letter Sent			
2/16/2023	22-113	Casey White and Terrance D. White	1/19/2023	Board heard Case.	\$10,000.00		
	LEC220448	(Homestead) Junk Code	9/21/2023	Filed Order Imposing Fine.			
District 5		12735 Roalde Road	12/2/2024	Staff inspected property. Not in compliance			
			1/30/2025	Reminder Letter Sent			
2/16/2023	22-119	Arturo Magana	1/19/2023	Board heard Case.		\$10,000.00	
	LEC220413	(Non-Homestead) Junk Code	5/18/2023	Filed Order Imposing Fine.			
District 2		1436 Silver Saddle Drive	10/30/2024	Staff inspected property. Not in compliance			
			1/30/2025	Reminder Letter Sent			
2/27/2023	23-002	Ernest J. Knight	2/16/2023	Board heard Case.		\$143,250.00	
	LEC220293	(Non-Homestead) Minimum Housing Code	3/17/2023	No inspection requested.			
District 1		1437 Balboa Drive	4/20/2023	Filed Order Imposing Fine.			
2/27/2023	23-004	James E. Shaper	2/16/2023	Board heard Case.		\$94,500.00	
	LEC220590	(Non-Homestead) Building Code	4/20/2023	Filed Order Imposing Fine.			
District 3		5500 Split Oak Court	9/21/2023	Nuisance Abatement Board approved abatement			
			4/10/2024	Property abated. In compliance. Fine unpaid		\$8,200.00	
2/27/2023	23-005	James E. Shaper	2/16/2023	Board heard Case.		\$10,000.00	
	LEC220589	(Non-Homestead) Mowing Code	5/10/2023	Filed Order Imposing Fine.			
District 3		5500 Split Oak Court	4/10/2024	In compliance. Fine unpaid			
4/4/2023	23-006	Anthony Hugar and Bell Hugar	3/16/2023	Board heard Case.	\$10,000.00		
	LEC220094	(Homestead) Junk Code	2/15/2024	Filed Order Imposing Fine.			
District 2		1123 Fernwood Road	12/4/2024	Staff inspected property. Not in compliance			
			1/30/2025	Reminder Letter sent			

*Periodic reminder letters sent to property owners

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
4/4/2023	23-008	Angela Wyatt Life Estate and Teresia Jones	3/16/2023	Board heard Case.		\$10,000.00	
	LEC220638	(Non-Homestead) Junk Code	2/15/2024	Filed Order Imposing Fines.			
District 1		4119 Susan Avenue	11/1/2024	Staff inspected property. Not in complinace			
			1/30/2025	Reminder Letter Sent			
5/18/2023	23-015	Ronny E. Register and Brian D. Register	5/18/2023	Board heard Case.		\$10,000.00	
	LEC220571	(Non-Homestead) Junk Code	8/17/2023	Filed Order Imposing Fine.			
District 1		1245 Lutterloh Road	7/3/2024	Reminder letter sent.			
			11/1/2024	Staff inspected property. Not in complinace			
6/5/2023	23-016	Sebastian Paz & Juan Melgar (New Owners)	5/18/2023	Board heard Case.		\$113,250.00	
	LEC220618	(Non-Homestead) Building Code	2/29/2024	Change of ownership			
		1148 Doves Hollow Lane	3/11/2024	Filed Order Imposing Fine.			
District 2			9/22/2024	Tax surplus received in amount of \$13,776.32			
			11/1/2024	Staff inspected property. Not in complinace			
6/5/2023	23-017	Leon R. McKenzie Jr.	5/18/2023	Board heard Case.	\$10,000.00		
	LEC220694	(Homestead) Junk Code	8/17/2023	Filed Order Imposing Fine.			
District 1		163 Ross Road	11/1/2024	Staff inspected property. Not in complinace			
			1/30/2025	Reminder Letter Sent			
5/30/2023	23-018	Juan Melgar Portillo (New Owner)	4/20/2023	Board heard Case.		\$10,000.00	
	LEC230034	(Non-Homestead) Junk Code	7/21/2023	Filed Order Imposing Fines.			
District 1		1755 Balkin Road	9/19/2023	Quit Claim Deed transferring ownership.			
			11/1/2024	Staff inspected property. Not in complinace			
			1/30/2025	Reminder Letter Sent			
5/30/2023	23-023	Richard P. Christens	4/20/2023	Board heard Case.	\$97,250.00		
	LEC230017	(Homestead) Building Code	2/16/2024	Filed Order Imposing Fines.			
District 2		3536 Oak Hill Trail	11/1/2024	Staff inspected property. Not in complinace			
5/10/2023	23-024	Anthony James Roach	4/20/2023	Board heard Case.		\$82,250.00	
	LEC220437	(Non-Homestead) Building Code	1/18/2024	Filed Order Imposing Fines.			
District 2		20845 Osprey Lane	2/15/2024	Board Directed staff to send the first notice of possible foreclosure action.			
			5/16/2024	Board denied staff's request to refer case to CAO			
			11/1/2024	Staff inspected property. Not in complinace			
9/12/2023	23-032	Anthony James Roach	8/17/2023	Board heard Case.		\$28,000.00	
	LEC230372	(Non-Homestead) Repeat Junk Code	9/12/2023	Filed Order Imposing Fine.			
District 2		20845 Osprey Lane	11/13/2023	In Compliance. Fine Unpaid			
			2/15/2024	Board directed staff to send the 1st notice of possible foreclosure actions.			
			5/16/2024	Board denied staff's request to refer case to CAO			
			11/1/2024	Staff inspected property. Not in complinace			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
7/20/2023	23-035	Basem Hakim	7/20/2023	Board heard Case.		\$4,370.00	
	LEC230285	(Non-Homestead) Junk Code	8/19/2023	Nuisance Abatement Board approved abatement			
District 2		0 Jackson Bluff Road	9/12/2023	Filed Order Imposing Fine.			
			12/4/2023	Property Abated. In Compliance. Fine unpaid			
			2/15/2024	NAB Ordng Imposing Fine Filed		\$51,500.00	
8/17/2023	23-039	Elizabeth D. Moumousis and Dawn M. McDermott	7/20/2023	Board heard Case.	\$10,000.00		
	LEC230061	(Homestead) Mowing Code	10/2/2023	Staff inspected property. Not in complinace			
District 5		9555 Rose Road	12/15/2023	Filed Order Imposing Fines.			
			1/30/2025	Reminder Letter Sent			
10/26/2023	23-040	Audrey Clarke	9/21/2023	Board heard Case.	\$110,500.00		
	LEC230349	(Homestead) Repeat Junk Code	10/20/2023	Filed Order Imposing Fine.			
District 3		Address Redacted	2/1/2024	Reminder letter sent.			
			10/31/2024	Staff inspected property. Not in complinace			
9/12/2023	23-043	Michael N. Mathis	8/17/2023	Board heard Case.	\$10,000.00		
	LEC230195	(Homestead) Junk Code	2/16/2024	Filed Order Imposing Fine.			
District 3		7261 Kidd Drive	10/15/2024	Staff inspected property. Not in complinace			
			1/30/2025	Reminder Letter Sent			
9/12/2023	23-044	Jamar Williams and Vishona Chandler-	8/17/2023	Board heard Case.	\$10,000.00		
	LEC230198	(Homestead) Junk Code	2/16/2024	Filed Order Imposing Fine.			
District 5		8050 Goodwin Drive	11/15/2024	In compliance. Fine unpaid			
9/12/2023	23-046	Heritage Pine LLC	8/17/2023	Board heard Case.		\$10,000.00	
	LEC220687	(Non-Homestead) Junk Code	2/16/2024	Filed Order Imposing Fine.			
District 1		5968 Shawmut Street	11/1/2024	Staff inspected property. Not in complinace			
			1/30/2025	Reminder Letter			
10/26/2023	23-050	Douglas Renken & Angela Renken	9/21/2023	Board heard Case.	\$10,000.00		
	LEC230339	(Homestead) Junk Code	8/1/2024	Staff inspected property. Not in complinace			
District 4		6601 Tim Tam Trail	10/18/2024	Filed Order Imposing Fine.			
			1/30/2025	Reminder Letter Sent			
10/26/2023	23-055	Henry Edd Cook Life Estate and Sena Bradham	9/21/2023	Board heard Case.	\$10,000.00		
	LEC230046	(Homestead) Junk Code	2/16/2024	Filed Order Imposing Fines.			
District 2		2665 Blue Waters Court	10/31/2024	Staff inspected property. Not in complinace			
			1/30/2025	Reminder Letter sent			
11/16/2023	23-061	Luke Steven Powers	10/19/2023	Board heard Case.		\$10,000.00	
	LEC230209	(Non-Homestead) Junk Code	3/8/2024	Filed Order Imposing Fine.			
District 2		526 Rock Drive	11/1/2024	Staff inspected property. Not in complinace			
			1/30/2025	Reminder Letter sent			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
2/15/2024	23-062	Allan Douglas Porostovsky	11/16/2023	Board heard Case.	\$9,200.00		
	LEC230368	(Homestead) Junk Code	4/18/2024	Filed Order Imposing Fine.			
District 3		4131 Mission Road	10/31/2024	Staff inspected property. Not in complinace			
11/16/2023	23-064	Kimberly L. Wade	10/19/2023	Board heard Case.		\$72,250.00	
	LEC210449	(Non-Homestead) Building Code	3/8/2024	Filed Order Imposing Fine.			
District 2		214 Beth Circle	7/18/2024	NAB Heard Case. Abatement approved			
			9/4/2024	Staff inspected property. Not in complinace			
12/15/2023	23-071	Joseph Osborn	11/16/2023	Board heard Case.	\$7,100.00		
	LEC230188	(Homestead) Junk Code	2/15/2024	Board granted extension of time to comply			
District 3		5015 Box Wood Ct	9/23/2024	Staff inspected property. Not in complinace			
			10/18/2024	Filed Order Imposing Fine.			
12/15/2023	23-072	Joseph Osborn	11/16/2023	Board heard Case.	\$29,000.00		
	LEC230187	(Homestead) Building Code	2/15/2024	Board granted extension of time to comply			
District 3		5015 Box Wood Ct	9/23/2024	Staff inspected property. Not in complinace			
			10/18/2024	Filed Order Imposing Fine.			
4/9/2024	24-001	Benge L. Donaldson	3/21/2024	Board heard Case.		\$5,140.00	
	LEC230421	(Non-Homestead) Junk Code	9/18/2024	Staff inspected property. Not in complinace			
District 2		8691 Wide Road	12/12/2024	Filed Order Imposing Fine.			
4/9/2024	24-005	Benge L. Donaldson	3/21/2024	Board heard Case.		\$36,250.00	
	LEC230422	(Non-Homestead) Building Code	9/18/2024	Staff inspected property. Not in complinace			
District 2		8691 Wide Road	12/12/2024	Filed Order Imposing Fine.			
4/9/2024	24-006	Alejandro Bolanos Soto	3/21/2024	Board heard Case.		\$36,250.00	
	LEC210013	(Non-Homestead) Building Code	9/18/2024	Staff inspected property. Not in complinace			
District 2		1154 Stan Circle	12/12/2024	Filed Order Imposing Fine.			
4/9/2024	24-008	Alejandro Bolanos Soto	3/21/2024	Board heard Case.		\$36,250.00	
	LEC230495	(Non-Homestead) Building Code	9/18/2024	Staff inspected property. Not in complinace			
District 2		1154 Stan Circle	12/12/2024	Filed Order Imposing Fine.			
4/9/2024	24-009	Elmer W. Cassidy Estate	3/21/2024	Board heard Case.	\$5,140.00		
	LEC230408	(Homestead) Junk Code	9/18/2024	Staff inspected property. Not in complinace			
District 5		5974 Deer Park Circle	10/18/2024	Filed Order Imposing Fine.			
4/9/2024	24-012	Luke Steven Powers	3/21/2024	Board heard Repeat Case.		\$61,500.00	
	LEC240018	(Non-Homestead) Repeat Junk Code	4/9/2024	Board Order and OIF Filed.			
District 2		526 Big Richard Road	11/1/2024	Staff inspected property. Not in complinace			
6/26/2024	24-016	Luke Powers	5/16/2024	Board heard Case.		\$30,750.00	
	LEC240024	(Non-Homestead) Building Code	9/18/2024	Staff inspected property. Not in complinace			
District 2		525 Rock Drive	12/12/2024	Filed Order Imposing Fine.			

STATUS OF OUTSTANDING CEB FINES FOR FY 2023/2024

ORDER DATE:	CASE NO.:		STATUS DATE:	STATUS:	HOMESTEAD FINE AMOUNT	NON-HOMESTEAD FINE AMOUNT	AMOUNT REFERRED TO CAO
7/18/2024	24-020	Tiffany Weather LLC (New Owner)	7/3/2024	Staff inspected property. Not in complinace		\$29,250.00	
	LEC240252	(Non-Homestead) Repeat Junk Code	7/18/2024	Board heard Case.			
District 2		10095 Blue Waters Road	7/24/2024	Quit claim deed. Change of ownership			
			9/6/2024	Filed Order Imposing Fine.			
9/6/2024	24-024	Dazhen Z. Zhang	8/15/2024	Board heard Case.		\$2,750.00	
	LEC220204	(Non-Homestead) Min Housing Code	10/10/2024	Staff inspected property. Not in complinace			
District 5		2364 Quazar Circle	12/12/2024	Filed Order Imposing Fine.			
8/16/2024	24-026	Roger Dale Bodiford	7/18/2024	Board heard Case.		\$18,000.00	
	LEC240023	(Non-Homestead) Building Code	10/11/2024	Staff inspected property. Not in complinace			
District 2		5670 Caribou Lane	11/22/2024	Filed Order Imposing Fine.			
		GRAND TOTAL			\$8,923,971.00	\$12,356,549.09	\$7,973,260.61
		TOTAL NUMBER OF CEB CASES	213				\$29,253,780.70

**COMPARISON OF CODE ENFORCEMENT BOARD ACTIVITY
BY FISCAL YEAR**

ACTIVITY	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>
Breakdown of Cases Heard:					
EMA Code	0	6	1	1	1
Junk Code	43	52	58	43	29
Zoning	1	5	7	1	1
Building	3	4	10	11	6
Unsafe Building	9	5	14	15	13
Electrical Code	0	0	0	0	0
Minimum Housing	3	1	2	8	6
Mowing	6	3	12	5	5
Abandoned Property Registration	0	1	0	0	0
Refueling Assistance	0	1	0	0	0
Total Cases Heard by CEB	65	78	104	84	61
Cases Dismissed	0	0	0	0	0
Cases Withdrawn	0	0	0	0	3
In Compliance	0	0	0	0	0
Staff Reconsideration	0	0	0	0	3
Change of Ownership	0	0	0	0	0
Deadline not Expired	6	17	15	10	17
Cases Found in Compliance by CEB deadline	30	45	43	37	18
Cases not Found in Compliance by CEB deadline	26	14	40	38	26
Board Assessed Fines	\$1,174,436	\$573,940	\$554,670	\$1,122,225	\$1,129,255
Staff Recommended-Reductions	\$11,250	\$20,720	\$31,445	\$22,140	\$30,205
Board Action-Reductions	\$450,564	\$652,943	\$1,760,810	\$68,675	\$22,098
Fines Collected*	\$21,221	\$28,046	\$86,577	\$98,407	\$56,048

* Fine Collection is not necessarily collected in the same fiscal year as assessed.

Leon County Board of County Commissioners

Agenda Item #17

October 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Herbert W.A. Thiele, County Attorney

Title: Status Report on the Criminal History Records Check and Waiting Period for Purchase of Firearms (“Gun Show Loophole”) Ordinance

Review and Approval:	Vincent S. Long, County Administrator Herbert W.A. Thiele, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support and Environmental Management
Lead Staff/ Project Team:	Emma Smith, Director, Permit and Code Services LaShawn Riggans, Deputy County Attorney

Statement of Issue:

As requested by the Board, this agenda item seeks acceptance of the Status Report on the Criminal History Records Check and Waiting Period for Purchase of Firearms (“Gun Show Loophole”) Ordinance.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Status Report on the Criminal History Records Check and Waiting Period for Purchase of Firearms (“Gun Show Loophole”) Ordinance.

Title: Status Report on the Criminal History Records Check and Waiting Period for Purchase of Firearms ("Gun Show Loophole") Ordinance

October 23, 2018

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Report and Discussion

Background:

At the Board's April 10, 2018 meeting, the Board adopted Chapter 12 of the Code of Laws of Leon County, Article III, Criminal History Records Check and Waiting Period for Purchase of Firearms ("Gun Show Loophole") Ordinance, and requested staff provide a status report within six months. The Ordinance is effective in the incorporated as well as unincorporated areas of Leon County (Attachment #1).

The intent of this Ordinance is to implement countywide the constitutionally granted authority to ensure that no firearm is sold, offered for sale, transferred or delivered where any part of the transaction is conducted on property to which the public has a right of access unless there is a full three-day waiting period, and a national criminal history background check of the potential purchaser is conducted. This Ordinance applies to both seller and purchasers of firearms, regardless if they are private individuals or a Federal Firearms Licensed (FFL) dealer.

Copies of the Ordinance are required to be displayed at all entrances to any public venue at which permitted firearm sales are being conducted. Additionally, any unlicensed sellers conducting business on property to which the public has the right of access must prominently display the following information adjacent to the firearms being sold:

- 1) legal name of the private seller;
- 2) the name of the FFL dealer who is facilitating the transaction for the private seller; and
- 3) the license number of the FFL dealer who will be facilitating the transaction on behalf of the private seller.

Any complaints received through the Leon County Code Compliance Program will be forwarded to the Leon County Sheriff's Office for processing. As of this date, no complaints have been received or processed.

Analysis:

Since the adoption of the countywide Ordinance on April 10, 2018, staff has conducted periodic inspections at the Tallahassee Flea Market and attended three (3) scheduled Gun Show weekends at the Leon County Fairgrounds to ensure the Ordinance requirements were being met. Staff has been in continuous communication with the Tallahassee Flea Market regarding the Ordinance requirements, as well as being informed of a Flea Market employee being on site to monitor the vendor booths as well. The Tallahassee Flea Market has complied with prominently displaying the Ordinance at all entrances into the activity or event, in addition to posting in the main office. In addition, the Tallahassee Flea Market was advised to remind their tenants of the Ordinance, as well as recommended they include language in the rental agreement which discusses the Ordinance requirements.

Title: Status Report on the Criminal History Records Check and Waiting Period for Purchase of Firearms (“Gun Show Loophole”) Ordinance

October 23, 2018

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There have been three (3) Gun Show weekends scheduled at the Leon County Fairgrounds since the adoption of the Ordinance. The dates were April 28 and 29, 2018; July 14 and 15, 2018; and September 22 and 23, 2018. Staff attended each show to observe and report any potential violations. In addition, the Friday prior to each Gun Show weekend, staff conducted site visits prior to each scheduled event to observe the vendor set up and answer any questions they may have.

On April 27, 2018, staff met with the Gun Show Operator for an initial visit after the adoption of the Ordinance and was provided a thorough overview/tour of the set-up of the Gun Show weekend events. Specifically, for the April 28 and 29 weekend event, there were approximately 40 vendors registered and staff was provided a list of the vendors in addition to information regarding the vendor’s merchandise, attendees, and the classes offered. Staff observed the Ordinance displayed as required in multiple locations. The Gun Show Operator reported that all the vendors were FFL dealers, except one who sells antique firearms. Staff informed the Gun Show Operator that the unlicensed seller would be required to prominently display next to the firearms, the full legal name of the seller; name of FFL dealer facilitating the transaction and the license number of the FFL dealer. However, based on subsequent visits by staff during the event it was observed that the unlicensed dealer did not participate in the Gun Show.

There have been no complaints received and processed by the Leon County Code Compliance Program or referred to Leon County Sheriff’s Office for potential violations of this Ordinance. A Report Log will be maintained of any violation-related incidents for tracking purposes. Staff will continue to conduct inspections at the above venues to observe and report any violations of Chapter 12, Article III, regarding the Criminal History Records Check and Waiting Period for Purchase of Firearms (“Gun Show Loophole”) Ordinance. As of this date, no litigation has been filed or challenges made following the passage of the Ordinance.

Options:

1. Accept the Status Report on the Criminal History Records Check and Waiting Period for Purchase of Firearms (“Gun Show Loophole”) Ordinance.
2. Do not accept the Status Report on the Criminal History Records Check and Waiting Period for Purchase of Firearms (“Gun Show Loophole”) Ordinance.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Criminal History Records Check and Waiting Period for Purchase of Firearms (“Gun Show Loophole”) Ordinance

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ORDINANCE NO. 18-03

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 12, OF THE LEON COUNTY CODE OF LAWS ENTITLED "OFFENSES - MISCELLANEOUS," GENERALLY; ADDING A NEW ARTICLE III TO BE ENTITLED "CRIMINAL HISTORY RECORDS CHECK AND WAITING PERIOD FOR PURCHASE OF FIREARMS"; PROVIDING FOR DEFINITIONS; PROVIDING FOR POSTING OF ORDINANCE; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in 1998, an amendment to the Florida Constitution, Article VIII, Section 5(b), was adopted which gave counties the authority to require a criminal history records check and a 3 to 5-day waiting period in connection with the sale of any firearm occurring within the county; and

WHEREAS, the Leon County Board of County Commissioners desire to implement their Constitutional authority to enact an ordinance providing for a criminal history records check and a three day waiting period in connection with the sale of any firearm occurring within the county; and

WHEREAS, this Ordinance is not intended to deprive any person of their Fourth Amendment right against unreasonable searches and seizures; enforcement shall be in accordance and compliance with all local, state, or federal laws.

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

SECTION 1. Chapter 12, of the Code of Laws of Leon County, Florida, is hereby amended by adding a new Article III, entitled, Criminal History Records Check and Waiting Period For Purchase of Firearms, which is to read as follows:

ARTICLE III. CRIMINAL HISTORY RECORDS CHECK AND WAITING PERIOD FOR PURCHASE OF FIREARMS

Sec. 12-81. – Intent and purpose.

It is the intent of this Ordinance to implement countywide the constitutionally granted authority to ensure that no firearm is sold, offered for sale, transferred or delivered where any part of the transaction is conducted on property to which the public has a right of access unless there is a full three day waiting period and a national criminal history background check of the potential purchaser is conducted. This Ordinance applies to both seller and purchasers of firearms.

1 Any violation of Article III. Criminal History Records Check and Waiting Period for
2 Purchase of Firearms, presents a serious threat to the public health, safety, or welfare and the
3 violation is considered irreparable or irreversible.

4 Sec. 12-82. – Definitions.

5 The following words, terms and phrases, when used in this article, shall have the
6 meanings ascribed to them in this section, except where the context clearly indicates a different
7 meaning:

8 *Antique firearms* means any firearm manufactured in or before 1918 (including any
9 matchlock, flintlock, percussion cap, or similar early type of ignition system) or replica thereof,
10 whether actually manufactured before or after the year 1918, and also any firearm using fixed
11 ammunition manufactured in or before 1918, for which ammunition is no longer manufactured in
12 the United States and is not readily available in the ordinary channels of commercial trade.

13 *Any part of the transaction* means any part of the sales transaction, including but not
14 limited to, the offer of sale, negotiations, the agreement to sell, the transfer of consideration, or
15 the transfer or delivery of the firearm.

16 *Business day* means a 24-hour day (beginning at 12:01 a.m.), excluding weekends and
17 legal holidays.

18 *Buyer* means the person or persons taking delivery of or transferring money or other
19 valuable consideration for a firearm in any sale.

20 *FDLE* means the Florida Department of Law Enforcement.

21 *Firearm* means any weapon (including a starter gun) which will, is designed to, or may
22 readily be converted to expel a projectile by the action of an explosive; the frame or receiver of
23 any such weapon; any firearm muffler or firearm silencer; any destructive device; or any
24 machine gun. The term “firearm” does not include an antique firearm unless the antique firearm
25 is used in the commission of a crime.

26 *Handgun* means a firearm capable of being carried and used by one hand, such as a pistol
27 or revolver.

28 *Licensed dealer* means a dealer licensed under the provisions of Title 27, Code of Federal
29 Regulations, Part 478, or any successor federal regulations requiring licenses for firearm dealers.

30 *Licensed importer* means an importer licensed under the provisions of Title 27, Code of
31 Federal Regulations, Part 478, or any successor federal regulations requiring licenses for firearm
32 importers.

33 *Licensed manufacturer* means a manufacturer licensed under the provisions of Title 27,
34 Code of Federal Regulations, Part 478, or any successor federal regulations requiring licenses for
35 firearm manufacturers.

36 *NICS* means the National Instant Criminal Background Check System established
37 pursuant to Title 18, United States Code, Section 922.

38 *Person* includes, but is not limited to, any individual, corporation, company, association,
39 firm partnership, society, or joint stock company.

1 ***Prominently displayed*** means standing out so as to be seen easily; conspicuous;
2 particularly noticeable.

3 ***Property to which the public has the right of access*** means any property open for public
4 access and expressly includes, but is not limited to, flea markets, gun shows, and firearms
5 exhibits.

6 ***Sale*** means the transfer of money or other valuable consideration for any firearm.

7 ***Seller*** means the person or persons delivering a firearm in any sale.

8 **Sec. 12-83. – Mandatory three day waiting period.**

9 There shall be a mandatory three day waiting period, which shall be three full days,
10 excluding weekends and legal holidays, in connection with the sale of firearms occurring within
11 the county when the sale involves a transfer of money or other valuable consideration, and any
12 part of the sale transaction is conducted on property to which the public has the right of access.
13 An uninterrupted, continuous, and cumulative aggregate of 72 hours must elapse between such
14 sale and receipt of the firearm, excluding the hours of weekends and legal holidays. A person
15 who violates the prohibition of this section is guilty of a violation of a county ordinance,
16 punishable as provided in F.S. § 125.69 (1), as it may be amended, and the violation shall be
17 prosecuted in the same manner as misdemeanors are prosecuted.

18 **Sec. 12-84. – Mandatory criminal records check.**

19 (a) No person, whether licensed or unlicensed, shall sell, offer for sale, transfer or
20 deliver any firearm to another person when any part of the transaction is conducted on property
21 to which the public has the right of access within Leon County until all procedures specified
22 under section 790.065, Florida Statutes, have been complied with by a person authorized by that
23 section to conduct a criminal history check of background information as specified in that
24 section, and the approval number set forth by that section has been obtained and documented. In
25 the event section 790.065, Florida Statutes is repealed, no person, whether licensed or
26 unlicensed, shall sell, offer for sale, transfer or deliver any firearm to another person when any
27 part of the transaction is conducted on property to which the public has the right of access until
28 all procedures specified under any other state or federal law which requires a national criminal
29 history information or national criminal history check on potential buyer or transferee of firearms
30 have been complied with by any person authorized by law to conduct the required national
31 criminal history or background records check and any required approval under such state or
32 federal law or rule has been obtained.

33 (b) In the case of a seller who is not a licensed importer, licensed manufacturer or
34 licensed dealer:

35 1. Compliance with section 790.065, F.S. or its state or federal successor
36 shall be achieved by the seller requesting that a licensed importer, licensed manufacturer or
37 licensed dealer complete all the requirements of section 790.065, F.S. or its state or federal
38 successor.

1 2. Licensed importers, manufacturers and dealers may charge a fee of an
2 unlicensed seller as established by the FDLE to cover costs associated with completing the
3 requirements of section 790.065, F.S.

4 3. An unlicensed seller must prominently display next to any firearms being
5 sold on property to which the public has the right of access the following information:

6 i. The full legal name of the seller.

7 ii. The name(s) of the licensed importer, licensed manufacturer, or
8 licensed dealer who will be completing the transaction of behalf of
9 the seller.

10 iii. The license number of the licensed importer, licensed manufacturer,
11 or licensed dealer who will be completing the transaction of behalf
12 of the seller.

13 (c) Sellers who conduct or cause to be conducted criminal history records checks
14 shall maintain records pursuant to Florida Statutes.

15 Sec. 12-85. – Posting of Ordinance.

16 Any activity or event in which firearms are permitted to be sold or transferred by persons
17 other than a licensed importer, licensed manufacturer or licensed dealer when any part of the
18 transaction is conducted on property to which the public has the right of access the person
19 hosting or putting on such activity or event must prominently display this Ordinance at all
20 entrances into the activity or event.

21 Sec. 12-86. – Exemptions.

22 (a) This division does not apply to the purchaser of firearms by holders of a Florida
23 concealed weapons or firearms permit or license issued pursuant to general law. However, this
24 exemption shall not relieve such purchasers from compliance with otherwise applicable state or
25 federal law requirements.

26 (b) Sales to a licensed importer, licensed manufacturer or licensed dealer shall not be
27 subject to the provisions of this section.

28 (c) Law enforcement officers, correctional officers or correctional probation officers
29 who are purchasing a handgun(s) for official use and who provide the seller with a certification
30 on agency letterhead, signed by a person in authority within the agency (other than the officer
31 purchasing the handgun) stating that the officer will use the handgun(s) in official duties and that
32 a records check reveals that the purchasing officer has no convictions for misdemeanor crimes of
33 domestic violence.

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1 Sec. 12-87. – Applicability.

2 This ordinance shall be effective in the incorporated as well as unincorporated areas of
3 the county.

4 Sec. 12-88. – Enforcement.

5 Law enforcement officers and code inspectors shall enforce the provisions of this section
6 against any person found violating these provisions within their jurisdiction.

7 For the purpose of enforcing the provisions contained herein the violator does not have to
8 be provided a reasonable time period to correct the violation and may immediately be cited or
9 issued a notice to appear, as any violation of the provisions contained in this Article presents a
10 serious threat to the public health, safety, or welfare, and the violation is irreparable or
11 irreversible.

12 Sec. 12-89. – Penalty.

13 Any violation by any person of any requirement or provision of this Article shall be
14 prosecuted in the same manner as misdemeanors are prosecuted. Upon conviction, any person
15 violating any requirement or provision of this section shall be punished by a fine not to exceed
16 \$500.00 or by imprisonment in the Leon County Detention Center not to exceed 60 days or by
17 both such fine and imprisonment as provided in F.S. § 125.069, as it may be amended.

18 Secs. 12-90—12-110. - Reserved.

19 **SECTION 2. Conflicts.** All ordinances or parts of ordinances in conflict with the
20 provisions of this ordinance are hereby repealed to the extent of such conflict.

21
22 **SECTION 3. Severability.** If any word, phrase, clause, section or portion of this
23 Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such
24 portion or words shall be deemed a separate and independent provision and such holding shall
25 not affect the validity of the remaining portions thereof.

26
27 **SECTION 4. Effective date.** This Ordinance shall have effect upon becoming law.

28
29 DULY PASSED AND ADOPTED BY the Board of County Commissioners of Leon
30 County, Florida this 10th day of April, 2018.

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LEON COUNTY, FLORIDA

By 
Nick Maddox, Chairman
Board of County Commissioners



1 ATTESTED BY:
2 GWEN MARSHALL,
3 CLERK OF THE CIRCUIT COURT AND COMPTROLLER
4 LEON COUNTY, FLORIDA
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7 By: 
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10 APPROVED AS TO FORM:
11 COUNTY ATTORNEY'S OFFICE
12 LEON COUNTY, FLORIDA
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14
15 By: 
16 HERBERT W. A. THIELE, ESQ.
17 COUNTY ATTORNEY
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**Leon County
Board of County Commissioners**

Notes for Agenda Item #16

Leon County Board of County Commissioners

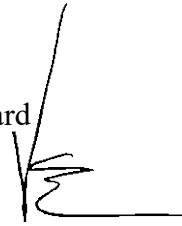
Agenda Item #16

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Tallahassee-Leon County Board of Adjustment and Appeals 2024 Annual Report



Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Scott Brockmeier, Director, Development Support and Environmental Management
Lead Staff / Project Team:	Ryan Culpepper, Director, Development Services Division Nathan Kusel, Principal Planner, Development Services

Statement of Issue:

This agenda item seeks Board acceptance of the Tallahassee-Leon County Board of Adjustment and Appeals (BOAA) 2024 Annual Report as required by the BOAA bylaws.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Tallahassee-Leon County Board of Adjustment and Appeals 2024 Annual Report (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of the Tallahassee-Leon County BOAA 2024 Annual Report as required by the BOAA bylaws.

The BOAA is responsible for hearing and deciding appeals related to administrative decisions and variances for zoning, signs, plumbing, housing, building, gas, and fire prevention codes as outlined in the City of Tallahassee and Leon County Land Development Codes.

Established under the Leon County Land Development Code, the BOAA does not have the authority to modify the allowable uses of a zoning district. However, it may grant variances with reasonable conditions to ensure the protection of public health, safety, and general welfare. Additionally, the BOAA reviews petitions for Previously Existing Land Use Conformity (PELUC) certificates, which allow the continuation of previously permissible uses that have become nonconforming under current zoning regulations. Finally, the BOAA hears appeals from applicants who believe the true intent or meaning of a regulatory code has been misconstrued or misinterpreted.

The BOAA is composed of seven members and two alternate members. The Leon County Board of County Commissioners (Board) appoints three members, the Tallahassee City Commission (City) appoints three members, and one member is appointed on a rotating basis by the City or the Board. To comply with meeting quorum requirements, the BOAA has two alternate members: one appointed by the City and one appointed by the Board. When necessary, the alternate members attend meeting to make up the required BOAA quorum of four members. The current members of the BOAA are:

- John Phelps – Board appointment
- Darryl Williams – Board appointment
- Susanne Ryan – Board appointment
- James A. Pfeiffer – Board appointed Alternate
- Jean R. Calixte – City appointment
- Jeremy Floyd – City appointment
- Lauren M. Buecker – City appointment

Analysis:

During the 2024 calendar year, the BOAA received nine applications pertaining to land located in unincorporated Leon County as follows:

- One application requested a variance pertaining to relaxation of commercial setback requirements;
- One application requested a variance pertaining to site location standards that apply to electronic messaging center (EMC) signs;

- Two applications requested variances pertaining to relaxation of residential setback requirements for principal structures;
- One application requested an amendment to a Previously Existing Land Use Conformity (PELUC) certificate;
- One application requested a variance to allow a direct connection from a subdivision to a major collector roadway;
- One application requested a variance to extend the discontinuance period to relocate a mobile home on a property; and
- Two applications were withdrawn by the applicant.

Five of the requests were approved by the BOAA, one request was approved with conditions, one request was denied, and two requests were withdrawn prior to the BOAA meeting. The full BOAA 2024 annual report, which includes details for each case, is included as Attachment #1.

Options:

1. Accept the Tallahassee-Leon County Board of Adjustment and Appeals 2024 Annual Report (Attachment #1).
2. Do not accept the Tallahassee-Leon County Board of Adjustment and Appeals 2024 Annual Report.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Tallahassee-Leon County Board of Adjustment and Appeals 2024 Annual Report



TALLAHASSEE ~ LEON COUNTY BOARD OF ADJUSTMENT AND APPEALS (BOAA)



2024 ANNUAL REPORT

*Leon County Department of Development Support and
Environmental Management*

Renaissance Center, 2nd Floor
435 North Macomb Street
Tallahassee, Florida 32301-1019
Phone (850) 606-1300
<http://www.leoncountyfl.gov>

Tallahassee-Leon County Board of Adjustment and Appeals (BOAA)
2024 Annual Report

Date: January 11, 2024
Case No: BOAA 24-01
Applicant/Property Owner: Interplan, LLC, agent on behalf of Chick-fil-A, Inc.,
Owner: Bannerman Crossings II, LLC
Parcel Identification #(s): 14-22-28-000-005-2

Request: The applicant sought a variance to the Land Development Code (LDC) to allow a relaxation of the required side setback established in the Bradfordville Commercial Auto-Oriented Zoning District (BC-1). Section 10-6.673(5)(b) of the LDC, of 15 feet to 2 feet.

Case Comments: The applicant did not meet the criteria for a variance. The applicant stated the volume of business has prompted the need to increase efficiency of the site layout in order to queue more vehicles in the drive-thru lanes. The existing site constraints limit Chick-fil-A's ability to accomplish this without relocating the dumpster to the proposed location resulting in the 2 foot side setback.

As the site is currently operating as a Chick-fil-A consistent with the zoning standards, the variance would grant this parcel a unique advantage in perpetuity.

A timely application was made to the BOAA.

Proper notice was given to the general public and to owners of property within two hundred (200) feet of the subject property. Staff mailed thirty-three (33) notices to property owners within the notification boundary and to neighborhood and business associations (registered with the County) within a one-mile radius of the subject property. There were no responses in regard to the variance request.

Staff recommended denial of the variance request.

Decision: The motion to deny the variance request was passed five (5) in favor to zero (0) opposed.

Tallahassee-Leon County Board of Adjustment and Appeals (BOAA)
2024 Annual Report

Date: January 11, 2024
Case No: BOAA 24-02
Applicant/Property Owner: Jim Spinnenweber, Janis Engineering Group, Inc.
Owner: William A. Wack, Bishop Diocese of Pensacola-Tallahassee
Parcel Identification #(s): 21-09-51-000-102-0

Request: The applicant sought a variance to the Sign Code, Article IX of the LDC, specifically, to the locational requirements regulating Electronic Messaging Centers (EMC), Section 10-9.401(g)(2).

Case Comments: EMC's are not permitted by the sign code within the Residential Preservation (RP) zoning district; the subject site is located within the RP zoning district. The applicant did not provide a justification for staff to recommend approval, however, during the meeting, the Board members and the applicant agreed to conditions for the use of the sign, including limiting tree impacts during construction and time restrictions for the sign's use.

A timely application was made to the BOAA.

Proper notice was given to the general public and to owners of property within two hundred (200) feet of the subject property. Staff mailed sixty-three (63) notices to property owners within the notification boundary and to neighborhood and business associations (registered with the County) within a one-mile radius of the subject property. There were no responses in regard to the variance request.

Staff recommended denial of the variance request.

Decision: The motion to grant approval for the variance request was passed five (5) in favor to zero (0) opposed with the conditions that the EMC be turned off from between the hours of 9pm and 7am and no trees shall be impacted during the construction of the sign.

Tallahassee-Leon County Board of Adjustment and Appeals (BOAA)
2024 Annual Report

Date: April 11, 2024
Case No: BOAA 24-03
Applicant/Property Owner: Martin Cirou
Parcel Identification #(s): 44-15-64-000-014-1

Request: The property owner requested a variance from the Lone Star Camp Unit 4 Subdivision setbacks to reduce the required minimum front yard setback from 25 feet to 23 feet, the side yard setback from 15 feet to 7 feet, and the rear yard setback from 50 feet to 7 feet. The property owner requested the variance to convert an existing accessory structure into a single-family residence.

Case Comments: The subject property, which consists of the southern 59 feet of Lots 14 and 15 of the Lone Star Camp Unit 4 Subdivision, was created in 1970. The existing structure first appears on the 1966 aerial map and was expanded to a larger size as shown in the 1983 aerial. In 2023, the structure was enlarged again without permits and was part of a code complaint. Without the variance, the non-conforming structure would need to be removed completely as the zoning district would not allow for an accessory structure without a primary structure.

A timely application was made to the BOAA.

Proper notice was given to the general public and to owners of property within two hundred (200) feet of the subject property. Staff mailed twenty-eight (28) notices to property owners within the notification boundary and to neighborhood and business associations (registered with the County) within a one-mile radius of the subject property. There was one response in regard to the variance request.

Staff recommended approval of the variance request.

Decision: The motion to grant approval for the variance request was passed five (5) in favor to zero (0) opposed.

Tallahassee-Leon County Board of Adjustment and Appeals (BOAA)
2024 Annual Report

Date: May 9, 2024
Case No: BOAA 24-04
Applicant/Property Owner: Applicant: Robert Volpe, Esq. and Darrin Taylor, AICP, Hotzman Vogel
Owner: Wal-Mart Stores East LP
Parcel Identification #(s): 21-15-15- -000-1

Request: The applicant requested an amendment to the Previously Existing Land Use Conformity (PELUC) certificate issued by the BOAA in 2006. The 2006 PELUC granted legal conforming status to the existing Wal-Mart for 101,760 SF. The request was to increase the total building area by 19,513 SF.

Case Comments: The 2006 PELUC approved the structure to the existing square footage of the Sams's Club/Super Saver Planned Unit Development (PUD) (101,760 square feet). At the time of the 2006 PELUC, Wal-Mart was in the process of purchasing an additional 19,513 square feet adjacent to the original Sam's Club site. Wal-Mart now owns these properties and the structures have been demolished. The applicant requested to reallocate the 19,513 square feet to the Wal-Mart building for a no net impervious increase on the site.

Proper notice was given to the general public and to owners of property within five hundred (500) feet of the subject property. Staff mailed fifty-three (53) notices to property owners within the notification boundary and to neighborhood and business associations (registered with the County) within a one-mile radius of the subject property. There were two responses in regard to the variance request.

Staff recommended approval of the PELUC amendment.

Decision: The motion to grant approval for the PELUC amendment was passed five (5) in favor to zero (0) opposed.

Tallahassee-Leon County Board of Adjustment and Appeals (BOAA)
2024 Annual Report

Date: April 11, 2024
Case No: BOAA 24-05
Applicants/Property Owners: Applicant: David Walton
Owner: Alfred Walton and M. L. Walton
Parcel Identification #(s): 44-22-08-000-074-0

Request: The property owners are requesting a variance from Section 10-7.502(c) of the LDC, which states that no direct driveway access shall be permitted to a canopy road, or inside the urban service area, to a major collector or arterial roadway from any newly created residential subdivision lot, unless a variance is granted by the county. The property owners requested a variance to allow for a driveway to be constructed connecting to Velda Dairy Road, a Leon County maintained major collector roadway.

Case Comments: The applicant brought the item to the BOAA to allow access to Velda Dairy Road as part of a 1 into 2 lot subdivision. While the property has frontage along Tom John Lane, the proposed lot layout, and other considered options, would not allow for an access to Tom John Lane due to the presence of the existing structure, patriarch trees, the location of a buried propane tank, and existing Talquin Electric infrastructure.

A timely application was made to the BOAA.

Decision: Proper notice was given to the general public and to owners of property within two hundred (200) feet of the subject property. Staff mailed forty-five (45) notices to property owners within the notification boundary and to neighborhood and business associations (registered with the County) within a one-mile radius of the subject property. There were no responses in regard to the variance request.

Staff recommended approval of the variance request.

The motion to grant approval for the variance request was passed five (5) in favor to zero (0) opposed.

Tallahassee-Leon County Board of Adjustment and Appeals (BOAA)
2024 Annual Report

Date: October 10, 2024
Case No: BOAA 24-06
Applicant/Property Owner: Allan Ballas
Parcel Identification #(s): 41-24-20-605-000-0

Request: The applicant requested a variance from Section 10-6.301 of the LDC to replace a previously existing manufactured home on the subject property that has exceeded the 24-month discontinuance period as outlined in the definition of “Abandonment”. The applicant is requesting a 2-year extension from the date of the hearing.

Case Comments: Prior to the property owner purchasing the property, Leon County owned the property and had a demolition permit issued for all structures on site. The property owner purchased the property with the intention of placing a manufactured home, similar to the surrounding properties. The site and surrounding area is zoned Light Industrial (M-1) which does not allow for residential uses; however, the predominant use is residential. The only way to permit a manufactured home was through the County’s replacement policy which had expired as a result of the demolition permit.

Proper notice was given to the general public and to owners of property within two hundred (200) feet of the subject property. Staff mailed forty-seven (47) notices to property owners within the notification boundary and to neighborhood and business associations (registered with the County) within a one-mile radius of the subject property. There were two responses in regard to the variance request.

Staff recommended approval of the variance request.

Decision: The motion to grant approval for the variance request was passed six (6) in favor to zero (0) opposed.

Tallahassee-Leon County Board of Adjustment and Appeals (BOAA)
2024 Annual Report

Date: November 14, 2024
Case No: BOAA 24-07
Applicants/Property Owners: Applicant: Brent Pell, P.E., Leon County Public Works
Owner: Leon County
Parcel Identification #(s): 33-21-20-402-000-0

Request: The applicant requested a variance from Section 10-6.612(10) of the LDC, which does not allow heavy trucks and equipment related to mining activities to travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. The site ultimately has access from Selena Road, a local road with residential land uses.

Case Comments: The applicant withdrew the application.

Tallahassee-Leon County Board of Adjustment and Appeals (BOAA)
2024 Annual Report

Date: January 9, 2025
Case No: BOAA 25-01
Applicant/Property Owner: Applicant: Hadi Boulos
Owner: Boulos Builders LLC
Parcel Identification #(s): 24-31-21-00-B-002-0

Request: The Applicant requested a variance from Section 10-6.637 of the Leon County LDC to reduce the rear setback to by 7 feet to 18 feet rather than the required 25 feet from the rear property line to construct a single-family detached home.

Case Comments: The subject property was created in 2019, but due to the location of a drainage inlet on the street, and the shape of the property, the applicant had to reconfigure the home to fit on the property, creating the need for the setback variance.

Proper notice was given to the general public and to owners of property within two hundred (200) feet of the subject property. Staff mailed twenty-seven (27) notices to property owners within the notification boundary and to neighborhood and business associations (registered with the County) within a one-mile radius of the subject property. There were two responses in regard to the variance request.

Staff recommended approval of the variance request.

Decision: The motion to grant approval for the variance request was passed six (6) in favor to zero (0) opposed.

Tallahassee-Leon County Board of Adjustment and Appeals (BOAA)
2024 Annual Report

Date: January 9, 2025
Case No: BOAA 25-02
Applicants/Property Owners: Applicant: Cassie Mills
Owner: Mitchell Brothers Inc.
Parcel Identification #(s): 22-34-20-611-000-0 and 22-34-20-601-000-0

Request: The applicant requested a variance from Section 10-6.612(10) of the LDC, which does not allow heavy trucks and equipment related to mining activities to travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. The site ultimately has access from Camp Ground Pond Road, a local road with residential land uses.

Case Comments: The applicant withdrew the application.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #17

Leon County Board of County Commissioners


Agenda Item #17

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: 2024 Supervised Pretrial Release Program Report



Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Teresa Broxton, Director, Office of Intervention and Detention Alternatives
Lead Staff / Project Team:	James B. Crum, Drug Screening Coordinator, Drug and Alcohol Testing Division

Statement of Issue:

As required by Florida Statutes, this item seeks Board acceptance of the 2024 Supervised Pretrial Release Program Report, and authorization to submit the report to the Clerk of Circuit Court and Comptroller for Leon County.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the 2024 Supervised Pretrial Release Program Report (Attachment #1) and authorize submittal to the Clerk of Circuit Court and Comptroller for Leon County.

Report and Discussion

Background:

As required by Florida Statutes, this item seeks Board acceptance of the 2024 Supervised Pretrial Release Program Report, and authorization to submit the report to the Clerk of Circuit Court and Comptroller (Clerk of the Court) for Leon County (Attachment #1). In an effort to manage the population in the Leon County Detention Facility, the Leon County Supervised Pretrial Release Program (SPTR) is an alternative to monetary bond for defendants who are likely to appear in court and unlikely to present a danger to the community if released. In accordance with Administrative Order 2023-03 issued by the Chief Judge, all Leon County Supervised Pretrial Release Program participants are effectively assigned by judicial order (Attachment #2). The Administrative Order also establishes general conditions of release and procedures for notifications to the Courts.

Section 907.043, Florida Statutes (F.S.), cited as the “Citizens’ Right-to-Know Act,” requires that a pretrial release program submit an annual report to the governing body and the Clerk of the Court by March 31st each year. The report must identify a number of things including, funding sources, the number of defendants assessed and interviewed after arrest for pretrial release, and the number of defendants ordered into the pretrial release program by the court. The report must also provide the name and case number of each defendant granted nonsecured release who violated the terms of release by one of the following: failed to attend a scheduled court appearance; was issued a warrant for failing to appear in court; or was arrested for any offense while on release through the pretrial release program.

In 2018, the Florida Legislature established a framework for expanded criminal justice data collection and sharing. As a result, the reporting requirements under section 907.043, F.S., expanded the data elements required for the annual report to include the following for all defendants accepted into a pretrial release program to include additional details such as: type of release (non-monetary or monetary); the number of defendants charged with dangerous crimes, nonviolent felonies, or misdemeanors only; and the number of defendants with no prior criminal conviction. The report must provide the required data for the calendar year.

Analysis:

The 2024 Leon County SPTR Program Report presents the data required by Florida Statutes. The following summarizes the activities between January 1 and December 31, 2024:

- A total of 2,539 defendants were supervised in the calendar year.
 - 1,781 initially entered the SPTR Program in the calendar year (2024) and the remaining 758 entered during a previous year.
 - 1,914 or 75% of the defendants supervised had no violations.
- 625 of the defendants supervised (25%) violated their condition of pretrial release for one of the following reasons:
 - 308 (12%) tested positive for illegal drug or alcohol use or failed to maintain contact with their Pretrial Release Officer.

- 222 (9%) committed a new offense.
- 95 (4%) failed to appear for a court hearing.

Upon Board acceptance, the Report will be submitted to the Clerk of the Court as required by Florida Statute.

Options:

1. Accept the 2024 Supervised Pretrial Release Program Report (Attachment #1) and authorize submittal to the Clerk of Court and Comptroller for Leon County.
2. Do not accept the 2024 Supervised Pretrial Release Program Report.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. 2024 Supervised Pretrial Release Program Report
2. Administrative Order 2023-03

*LEON COUNTY BOARD OF COUNTY COMMISSIONERS
SUPERVISED PRETRIAL RELEASE PROGRAM
ANNUAL REPORT*



January 1, 2024 – December 31, 2024

In compliance with Section 907.043, Florida Statutes

In compliance with Section 907.043, Florida Statutes, also known as the Citizens' Right-to-Know Act, each pretrial release program must submit an annual report for the previous calendar year to the governing body and to the Clerk of the Circuit Court in the county where the pretrial release program is located. The annual report must be submitted no later than March 31st of every year. This report is submitted in compliance with the aforementioned legislation. The information requested by the statute, which is in bold letters and italicized, is included prior to each response. The statute is also attached for reference.

4(b)1. The name, location, and funding sources of the pretrial release division, including the amount of public funds, if any, received by the pretrial release division.

The Leon County Supervised Pretrial Division is located at 501 Appleyard Drive, Tallahassee, Florida 32304.

Funding sources for the Supervised Pretrial Release (SPTR) Division include local general revenue totaling \$1,013,811.25.

2. The operating and capital budget of each pretrial release program receiving public funds.

The operating budget from public funds was \$1,013,811.25; there was no capital cost associated with the program.

3a. The percentage of the pretrial release program's total budget representing receipt of public funds.

The percentage of the pretrial release program's total budget representing receipt of public funds was 90%.

3b. The percentage of the total budget which is allocated to assisting defendants obtain release through a non-publicly funded program.

Revenues were not allocated to assist defendants to obtain release through a non-publicly funded program.

3c. The amount of fees paid by defendants to the pretrial release program.

The amount of fees paid by defendants to the pretrial release program total \$113,993.00. Fees included \$40 monthly supervision. Defendants assigned additional conditions of supervision were required to pay for the service(s) unless the court waived the associated fee(s). Additional conditions of supervision may include the following: electronic monitoring through Secure Continuous Remote Alcohol Monitoring (SCRAM) unit at \$12 per day; Global Positioning Satellite (GPS) unit at \$9.00 per day; urinalysis at \$20 per test; and alco-breathalyzers at \$5 per test. These fees helped to support the programs and offset revenues expended from public funds.

4. The number of persons employed by the pretrial release program.

The number of persons employed by the Division totaled 14 staff members during 2024. SPTR staff was responsible for all administrative and operations tasks.

5. *The number of defendants interviewed and assessed for pretrial release.*

The number of defendants interviewed and assessed for pretrial release totaled 600.

6. *The number of defendants recommended for pretrial release.*

In accordance with Administrative Order No. 2023-03, Uniform Bond Schedule and Pretrial Release Procedures, Second Judicial Circuit, Florida which governs SPTR operations, Program staff did not recommend defendants for pretrial release. All defendants authorized to participate in the Leon County's Supervised Pretrial Release Program were admitted through Judicial Order.

7. *The number of defendants for whom the pretrial release program recommended against non-secured release.*

In accordance with Administrative Order No. 2023-03, Program staff did not recommend defendants against non-secured release.

8. *The number of defendants granted non-secured release after the pretrial release program recommended non-secured release.*

In accordance with Administrative Order No. 2023-03 and as stated in number 6 above, staff did not recommend defendants for pretrial release.

9. *The number of defendants assessed and interviewed for pretrial release who were declared indigent by the court.*

As the pretrial program is dictated by Administrative Order No. 2023-03, indigent status was not assessed at time of interview.

10. *The number of defendants accepted into a pretrial release program who paid a surety or cash bail or bond.*

The number of defendants accepted into the pretrial release program who paid a surety or cash bail or bond totaled 824.

11a. *The number of defendants for whom a risk assessment tool was used in determining whether the defendant should be released pending the disposition of the case.*

The number of defendants for which a risk assessment tool was utilized totaled 600.

11b. *The number of defendants for whom a risk assessment tool was not used.*

The number of defendants for which a risk assessment tool was not utilized totaled 1,181.

12. *The specific statutory citation for each criminal charge related to a defendant whose case is accepted into a pretrial release program, including, at a minimum, the number of defendants charged with dangerous crimes as defined F.S. 907.041; nonviolent felonies; or misdemeanors only.*

- a. 489 defendants were accepted into the pretrial release program with dangerous crimes as defined under F.S. 907.041;

- b. 575 defendants were accepted into the pretrial release program with non-violent felonies;
- c. 687 defendants were accepted into the pretrial release program having only misdemeanors; and
- d. 30 defendants' arrests were expunged or sealed in accordance with F.S. 943.0585 and 943.059 following disposition of their case(s) and therefore, access to the offense(s) and any criminal history is no longer available.

13. The number of defendant's accepted into a pretrial program with no prior criminal conviction.

The number of defendant's accepted into the pretrial program with no prior criminal conviction is 1,055.

14. The name and case number of each person granted nonsecured release who:

- a. Failed to attend a scheduled court appearance.
- b. Was issued a warrant for failing to appear.
- c. Was arrested for any offense while on release through the pretrial release program.

The attached *List of Violators* answers these questions.

15. Any additional information deemed necessary by the governing body to assess the performance and cost efficiency of the pretrial release program.

- a. 957 defendants were granted non-secured release to the Supervised Pretrial Division between January 1 and December 31, 2024.
- b. The average daily operating cost of the jail per inmate was \$98.49. The use of SPTR as an alternative, costs \$4.08 per day. The Program diverted an estimated total of 276,670 inmate days from the Leon County Detention Facility. This resulted in a daily savings of \$94.42. The total cost savings was \$26,120,414.70.

**IN THE SECOND JUDICIAL CIRCUIT
OF FLORIDA**

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER 2023-03

(Rescinding 2018-06 and 2019-05)

IN RE: UNIFORM BOND SCHEDULE AND PRETRIAL RELEASE PROCEDURES

WHEREAS, the Florida Legislature amended section 903.011, Florida Statutes, to require the Florida Supreme Court to adopt a Uniform Statewide Bond Schedule (“bond schedule”); and

WHEREAS, in compliance with section 903.011, Florida Statutes, on December 12, 2023, the Florida Supreme adopted a bond schedule in Administrative Order AOSC23-88, effective January 1, 2024; and

WHEREAS, Florida Rule of Criminal Procedure 3.131 provides that unless charged with a capital offense or an offense-punishable by life imprisonment and the proof of guilt is evident or the presumption is great, every person charged with a crime or a violation of a municipal or county ordinance shall be entitled to pretrial release on reasonable conditions. If no conditions of release can reasonably protect the community from risk of physical harm to persons, assure the presence of the accused at trial, or assure the integrity of the judicial process, the accused may be detained; and

WHEREAS, the bond schedule applies when police or county jail staff or pretrial release employees exercise their discretion to release a person on bond before that person’s first appearance hearing; and

WHEREAS, the bond schedule stated herein shall not bind a judge in an individual case who is conducting a first appearance hearing or bail determination; and

WHEREAS, the Chief Judge of a judicial circuit may establish a local bond schedule that adds conditions of release and/or increases the bond amounts above those required by the bond schedule established in AOSC 23-88;

IT IS THEREFORE ORDERED that Administrative Orders 2018-06 and 2019-05 are rescinded and that the bond schedule and pretrial release program procedures set forth below are hereby adopted for the Second Judicial Circuit effective January 1, 2024, as follows:

I. CIRCUIT-WIDE UNIFORM BOND SCHEDULE

1. Pursuant to section 903.011(6), Florida Statutes and Supreme Court AOSC23-88, a person may not be released before his or her first appearance hearing . . . if the person meets any of the following criteria:
 - a. The person was, at the time of arrest for any felony, on pretrial release, probation, or community control in this state or any other state;
 - b. The person was, at the time of arrest, designated as a sexual offender or sexual predator in this state or any other state;
 - c. The person was arrested for violating a protective injunction;

- d. The person was, at the time of arrest, on release from supervision under sections 947.1405, 947.146, 947.149, or 944.4731, Florida Statutes;
- e. The person has, at any time before the current arrest, been sentenced pursuant to section 775.082(9) or section 775.084, Florida Statutes, as a prison releasee reoffender, habitual violent felony offender, three-time violent felony offender, or violent career criminal;
- f. The person has been arrested three (3) or more times in the six (6) months immediately preceding his or her arrest for the current offense; or,
- g. The person's current offense of arrest is for one or more of the following crimes:
 - i. A capital felony, life felony, felony of the first degree, or felony of the second degree;
 - ii. A homicide under chapter 782, Florida Statutes, or any attempt, solicitation, or conspiracy to commit a homicide;
 - iii. Assault in furtherance of a riot or an aggravated riot; felony battery; domestic battery by strangulation; domestic violence, as defined in section 741.28, Florida Statutes; stalking; mob intimidation; assault or battery on a law enforcement officer; assault or battery on juvenile probation officer, or other staff of a detention center or commitment facility, or a staff member of a commitment facility, or health services personnel; assault or battery on a person 65 years of age or older; robbery; burglary; carjacking; or resisting an officer with violence;
 - iv. Kidnapping, false imprisonment, human trafficking, or human smuggling;
 - v. Possession of a firearm or ammunition by a felon, violent career criminal, or person subject to an injunction against committing acts of domestic violence, stalking, or cyberstalking;
 - vi. Sexual battery; indecent, lewd, or lascivious touching; exposure of sexual organs; incest; luring or enticing a child; or child pornography;
 - vii. Abuse, neglect, or exploitation of an elderly person or disabled adult;
 - viii. Child abuse or aggravated child abuse;
 - ix. Arson; riot, aggravated riot, inciting a riot, or aggravated inciting a riot; or a burglary or theft during a riot;
 - x. Escape; tampering or retaliating against a witness, victim, or informant; destruction of evidence; or tampering with a jury;
 - xi. Any offense committed for the purpose of benefitting, promoting, or furthering the interests of a criminal gang;

- xii. Trafficking in a controlled substance, including conspiracy to engage in trafficking in a controlled substance;
 - xiii. Racketeering; or,
 - xiv. Failure to appear at required court proceedings while on bail.
2. Pursuant to section 903.047(1)(a), Florida Statutes, and Florida Rule of Criminal Procedure 3.131(a), an arrested person released from jail before trial must refrain from criminal activity of any kind and must refrain from any contact of any type with the victim, except through pretrial discovery. A violation of either of these conditions of pretrial release subjects the arrestee to revocation of bond.
3. Each crime of arrest requires a separate bond pursuant to section 903.02(4), Florida Statutes, and Florida Rule of Criminal Procedure 3.131(b)(2). The bond schedule below is effective beginning January 1, 2024, and must be used by the police, county jail or pretrial release employees upon a person's arrest:
- a. For persons arrested for a crime listed in section 903.011(6), Florida Statutes, or who meet the criteria in section 903.011(6), Florida Statutes. Bond: None
First Appearance Required
 - b. For persons not covered by number 3.a., arrested for a third-degree felony that involves any amount of force or threat of force against a person. Bond: \$5,000
 - c. For persons not covered by number 3.a., arrested for a third-degree felony that does not involve any force or threat of force against a person. Bond: \$2,500
 - d. For persons not covered by number 3.a., arrested for a first-degree misdemeanor or an ordinance punishable like a first degree misdemeanor, that involves any amount of force or threat of force against a person. Bond: \$1,000
 - e. For persons not covered by number 3.a., arrested for a first-degree misdemeanor or an ordinance punishable like a first degree misdemeanor, that does not involve any force or threat of force against a person and that is not driving under the influence or boating under the influence. Bond: \$500
 - f. For persons not covered by number 3.a., arrested for a second-degree misdemeanor or an ordinance punishable like a second Bond: \$250

degree misdemeanor, that involves any amount of force or threat of force against a person.

- g. For persons not covered by number 3.a.,
arrested for a second-degree misdemeanor or an ordinance punishable like a second degree misdemeanor, that does not involve force or threat of force against a person and that is not driving under the influence or boating under the influence. Bond: \$150
 - h. For persons arrested for driving under the influence or boating under the influence. Bond: None
First Appearance Required
 - i. Any felony offense in which the defendant is alleged to have actually possessed or discharged a firearm. Bond: None
First Appearance Required
4. If a person arrested is eligible for bond under this bond schedule, but the police, county jail, or pretrial release employees are unable to determine their status under section 903.011(6), Florida Statutes, the defendant shall be required to attend a first appearance hearing.

II. WARRANTS

Bond for persons arrested on a warrant will be set as follows:

- 1. Arrest Warrants:
 - a. In the amount provided for in the warrant itself.
 - b. If the warrant is silent as to a bond amount, then the bond will be set in accordance with the provisions of this administrative order's circuit-wide bond schedule.
- 2. Violation of Probation or Failure to Appear Warrants:
 - a. In the amount provided for in the warrant itself.
 - b. If the warrant is silent as to a bond amount, then there will be no bond and first appearance is required.
- 3. If the warrant indicates a bond amount, but the police, county jail, or pretrial release employees determine there is additional information that may impact the set bond amount, the arrestee will be required to appear at the first appearance hearing.

III. GENERAL PROVISIONS

For the purposes of this administrative order, the booking officer or pretrial release officer shall be responsible for collecting information from each defendant for use in determining eligibility for bond pursuant to this bond schedule or for the judge at first appearance.

IV. LEON COUNTY SUPERVISED PRETRIAL RELEASE PROGRAM (SPRP)

An officer of the Leon County Supervised Pretrial Release Program (SPRP) shall be on duty at the Leon County Detention Center every day, twenty-four hours a day. The pretrial release officer, along with the booking officer, shall be responsible for collecting information from each defendant for use in determining eligibility for bond pursuant to this bond schedule or for the judge's use at first appearance.

In addition, the conditions of SPRP include:

- a. The defendant must stay in regular contact with his or her pretrial release officer as required by the officer.
- b. The defendant must immediately inform his or her pretrial release officer of any change the defendant's address or other contact information.
- c. Pretrial release officers have the authority to enforce a defendant's court-ordered conditions of release under the SPRP.
- d. If any defendant released under the supervision of the SPRP violates any of the conditions of release, the officer shall prepare an affidavit and a proposed order to show cause why the defendant's pretrial release should not be revoked. The affidavit and proposed order to show cause shall be presented to the assigned trial judge.
- e. Emergency situations during non-business hours, as determined by the pretrial release officer, shall be presented to any available judge. Any individual arrested under the emergency procedures must be brought before a judge within 24 hours. Otherwise, violations of pretrial release conditions should be promptly presented to the judge having trial jurisdiction over the case.


"Emergency situations" shall be defined as circumstances necessary to protect the community from risk of personal injury, to assure the presence of the accused at trial, or to assure the integrity of the judicial process.

- f. These procedures shall not be interpreted to extend or limit a law enforcement officer's authority to make a warrantless arrest for violating a condition of release.

V. COUNTIES NOT HAVING A SUPERVISED PRETRIAL RELEASE PROGRAM

Counties within the Second Judicial Circuit are authorized to develop separate procedures for a supervised pretrial release program, as approved by the Chief Judge, in consultation with the judges presiding over criminal matters in the respective county.

DONE and ORDERED in chambers in Tallahassee, Leon County, Florida, this 30th day of December, 2023.



FRANCIS J. ALLMAN
Chief Judge

Copies furnished to:

All Circuit and County Judges, Second Judicial Circuit
All Clerks of the Court, Second Judicial Circuit
Office of Court Administration, Second Judicial Circuit
Office of the State Attorney, Second Judicial Circuit
Office of the Public Defender, Second Judicial Circuit
All Sheriff's, Second Judicial Circuit

**Leon County
Board of County Commissioners**

Notes for Agenda Item #18

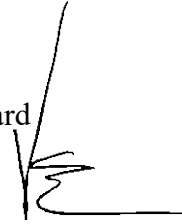
Leon County Board of County Commissioners

Agenda Item #18

March 18, 2024

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: February 2025 Quarterly Economic Dashboard Report

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagahi, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement (PLACE)
Lead Staff / Project Team:	Keith Bowers, Director, Office of Economic Vitality (OEV) Dan Lucas, Business Intelligence Manager, OEV

Statement of Issue:

This item seeks Board acceptance of the February 2025 Quarterly Economic Dashboard Report which analytically quantifies the economic health and growth of Leon County every quarter to evaluate local economic vitality.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the February 2025 Quarterly Economic Dashboard Report (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of the February 2025 Quarterly Economic Dashboard Report which analyzes the economic health and growth of Leon County every quarter to quantify local economic vitality.

Since February 2017, the Tallahassee-Leon County Office of Economic Vitality (OEV) has produced the *Quarterly Economic Dashboard* to give a consistent recurring snapshot of the local economy and to demonstrate the ongoing efforts to support economic vitality and provide a return on investment. The Dashboard is designed to appeal to local decision-makers and business leaders outside Leon County who may be considering company expansion or relocation. In addition to the *Quarterly Economic Dashboard*, in 2019, OEV began producing a monthly data release, *Data Driver*, which has City and County employment, unemployment, and other statistics. OEV also produces the [Annual Economic Review](#), a one-year and five-year retrospective of the indicators featured in the *Quarterly Economic Dashboard*. In 2020, the International City/County Management Association recognized the *Quarterly Economic Dashboard* with a Certificate of Achievement in Performance Management.

Analysis:

OEV staff monitors key economic metrics and tracks current economic trends and conditions important to the local economy. [The Data Center](#) is the community's most comprehensive database of over 80 economic indicators, updated continuously to ensure visitors can retrieve the most accurate data. [The Dashboard](#) supplements the Data Center as a snapshot of the local economy by focusing on the 13 key and most commonly requested economic indicators in a consistent format that is easy to read and follow.

The most recent Dashboard has data from the fourth quarter of 2024 (Q4, October-December), or the latest information available for the 13 indicators (Attachment #1). The Dashboard metrics include:

Employment & Labor Market

- Employment levels averaged 205,700, a 2.1% increase from Q4 2023.
- Private sector employment in the MSA (Gadsden, Jefferson, Leon, Wakulla Counties) rose by 2,700 jobs (2.0%).
- The 3-month average Unemployment Rate was 3.6%, up 0.4 points from Q4 2023 but down 0.2 points from Q3 2024.
- Initial Unemployment Claims fell 5.4% from Q3 2024 and were 69% lower than the 10-year Q4 average.
- The MSA Labor Force declined slightly by 0.2% year-over-year, while the statewide labor force dropped by 0.9%.

Wages & Housing Market

- The Average Weekly Wage in Q2 2024 was \$1,142, a 7.7% increase from Q2 2023 and reflects 89% of the state's average wage.
- Median Single-Family Home Sales Price was \$325,000, up 0.9% year-over-year but down 1.5% from Q2 2024.
- New Single-Family Construction Permits dropped 31.3%, with 110 total permits issued, primarily in Lake Mary Forest, Fallschase, Canopy Units 4 & 5, and Landon Hills.
- Mortgage Foreclosures in Leon County fell slightly to 37, remaining 58% below the 10-year Q4 average.

Commercial & Industrial Real Estate

- The Office Vacancy Rate declined to 4.4% from 5.0% in Q4 2023, staying under 6% since Q1 2020.
- The Industrial Vacancy Rate was 2.9%, up from 1.6% in Q4 2023 but slightly lower than Q3 2024.

Consumer & Business Activity

- Taxable Sales in Q3 2024 totaled \$1.59 billion, a 0.6% increase year-over-year and 9.5% above the 5-year Q3 average.
- Tourist Development Tax Receipts in Q3 2024 rose 11.2% year-over-year.
- TLH Airport Passengers reached 258,141, marking the highest Q4 total since 2005, up 10.2% from Q4 2023.

Key Takeaways

- Employment & wages are rising, but the labor force is slightly contracting.
- Real estate trends indicate higher home prices but fewer new permits and stable commercial space demand.
- Consumer spending and tourism continue to grow, supporting economic momentum.

The economic indicators for Q4 2024 reflect a balanced outlook: the labor force contracted slightly by 0.2%, while private sector employment grew at the median 10-year rate of 2%. Wage growth significantly outpaced regional inflation, with average weekly wages increasing by 1.2% compared to the 1.5% average decrease in median single-family home prices. And while the real estate stability is underscored by office vacancy rates remaining under 6% since Q1 2020 and industrial vacancies below 4% since Q1 2018, it is also affected by the quarter-to-quarter price decrease for median single family home sales price (which has decreased in six of the past eight quarters in the metro area). Additionally, the unemployment rate has consistently stayed below 4% since Q4 2021, with both mortgage foreclosures and initial unemployment claims well below historical averages, reflecting overall economic resilience.

Staff monitors and analyzes these and other indicators to support the implementation of the adopted Economic Development Strategic Plan and to ensure that policymakers, business operators, and the public have the information they need to make informed business decisions.

Options:

1. Accept the February 2025 Quarterly Economic Dashboard Report (Attachment #1).
2. Board direction.

Recommendation:

Option #1







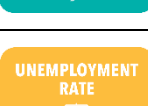






Attachment:

1. February 2025 Quarterly Economic Dashboard

February
2025
Edition

QED
QUARTERLY ECONOMIC DASHBOARD

OFFICE OF
ECONOMIC
VITALITY

Indicator* – Most Recent Quarter	Since Last Year	What Does This Mean?
 EMPLOYMENT 205,700 (4 th qtr. 2024)	+2.1% Up 4,200 from Q4 2023	MSA Employment was up 2.7% from the Q3 2024 average of 200,300. Private sector employment in Q4 2024 increased by 2,700 (2.0%) compared to Q4 2023.
 UNEMPLOYMENT CLAIMS 470 (4 th qtr. 2024)	+8.8% 38 more than in Q4 2023	MSA Initial Claims for Unemployment Compensation in Q4 2024 were down by 27 (-5.4%) from a total of 497 in Q3 2024, and 69% less than the 10-year Q4 average of 1,509 during 2014-2023.
 NEW SINGLE-FAMILY CONSTRUCTION PERMITS 110 (4 th qtr. 2024)	-31.3% 50 fewer than in Q4 2023	Single-Family Construction Permits in Leon Co. totaled 110 (City of Tallahassee, 84; Unincorporated Leon Co., 26), up 1 (0.9%) from 109 permits in Q3 2024, and 15% lower than the 10-year Q4 average of 130 permits during 2014-2023.
 MEDIAN SINGLE-FAMILY HOME SALES PRICE \$325,000 (3 rd qtr. 2024)	+0.9% Up \$3K from Q3 2023	MSA Median Sales Price was down 1.5% from Q2 2024, has risen in 13 of the past 20 quarters in the MSA, and has been more than 20% lower than the statewide median sales price since Q3 2021.
 TOURIST TAX RECEIPTS \$2.32 M (3 rd qtr. 2024)	+11.2% Up \$233K from Q3 2023	MSA Tourist Development Tax Receipts decreased by 6.2% from Q2 2024 (receipts for Q3 were lower than Q2 in 18 of the past 20 years). Receipts were 30% higher than the 5-year Q3 average of \$1.79M during 2019-2023.
 TALLAHASSEE PASSENGERS 258,141 (4 th qtr. 2024)	+10.2% 23,840 more than in Q4 2023	TLH Passengers in Q4 2024 were the most for any Q4 since 2005, and 31% higher than the 10-year Q4 average of 196,946 during 2014-2023.
 UNEMPLOYMENT RATE 3.6% (4 th qtr. 2024)	+0.4 pts. Up from 3.2% in Q4 2023	The MSA 3-month average Unemployment Rate was down 0.2 points from 3.8% in Q3 2024. The 3-month average Unemployment Rate has been under 4% since Q4 2021.
 AVERAGE WEEKLY WAGE \$1,142 (2 nd qtr. 2024)	+7.7% \$82 more than in Q2 2023	MSA Average Weekly Wage was up 1.2% from Q2 2023, with quarter-to-quarter increases in 14 of the past 20 quarters.
 MORTGAGE FORECLOSURES 37 (4 th qtr. 2024)	-30.2% 16 fewer than in Q4 2023	Mortgage Foreclosures in Leon Co. were down by 1 from a total of 38 in Q3 2024. Foreclosures in Q4 2024 were 58% lower than the 10-year Q4 average of 88 during 2014-2023.
 OFFICE VACANCY RATE 4.4% (4 th qtr. 2024)	-0.6 pts. Down from 5.0% in Q4 of 2023	MSA Office Vacancy was down 0.3 points from 4.7% in Q3 2024, and has been under 6% every quarter since Q1 2020.
 INDUSTRIAL VACANCY RATE 2.9% (4 th qtr. 2024)	+1.3 pts. Up from 1.6% in Q4 of 2023	MSA Industrial Vacancy was down 0.2 points from 3.1% in Q3 2024, and has been under 4% every quarter since Q1 2018.
 LABOR FORCE 205,340 (4 th qtr. 2024)	-0.2% Down 385 from Q4 2023	MSA avg. monthly Labor Force was up 1,093 (0.5%) from Q3 2024. Statewide labor force in Q4 2024 was down -0.9% compared to Q4 2023.
 TAXABLE SALES \$1.59 B (3 rd qtr. 2024)	+0.6% Up \$10M from Q3 2023	MSA Taxable Sales in Q3 2024 were down -4.7% from Q2 2024, and 9.5% higher than the Q3 average of \$1.46 B during 2019-2023.

Note: Q1 = January-March; Q2 = April-June; Q3 = July-September; Q4 = October-December. All metrics are for the Tallahassee MSA unless stated otherwise.

Sources: Florida Commerce, Current Employment Statistics (CES, not seasonally adjusted) and Local Area Unemployment Statistics (LAUS); Bureau of Labor Statistics, Quarterly Census of Employment and Wages (QCEW); Florida Commerce, Bureau of Workforce Statistics and Economic Research; Florida Legislature's Office of Economic and Demographic Research; Florida Department of Revenue, Office of Tax Research; City of Tallahassee Growth Management Department and Leon County Department of Development Support & Environmental Management; Leon County Clerk of Courts; Tallahassee Board of Realtors; Tallahassee International Airport; CoStar Property.

***Leading:** May signal future changes; **Lagging:** May confirm pattern already in progress; **Coincident:** Occurs in real-time and clarifies condition of economy.

Put into Words...

- **Employment** was up 2.7% from the Q4 2024 average of 200,300. Month-to-month employment levels have increased in 38 of the past 60 months, with an average gain of approximately 300 per month.
- **Initial Claims for Unemployment Compensation** in Q4 2024 were down by 27 (-5.4%) from 497 in Q3 2024, and 69% less than the 10-year Q4 average of 1,509 during 2014-2023. Quarterly claims have been under 700 since Q3 2021.
- **New Single-Family Construction Permits** Single-Family Construction Permits in Leon County were up 0.9% from 109 permits in Q3 2024, and 15% lower than the 10-year Q4 average of 130 permits during 2014-2023. The City of Tallahassee accounted for 76% of Q4 2024 permits; unincorporated Leon County, 24%. Total permit value was \$29.4 million, up 6.2% from the 10-year (2014-2023) Q4 average, but down 5.8% from the 5-year (2019-2023) Q4 average of \$31.2 million.
- The Q3 2024 **Median Single-Family Home Sales Price** was down 1.5% from Q2 2024, has risen in 13 of the past 20 quarters in the MSA, and has been more than 20% lower than the statewide median sales price since Q3 2021. The quarter-to-quarter median price for the Tallahassee metro area has decreased in six of the past eight quarters.
- **Tourist Development Tax Receipts** decreased by 6.2% from Q2 2024 (receipts for Q3 were lower than Q2 in 18 of the past 20 years). Receipts were 30% higher than the 5-year Q3 average of \$1.79M during 2019-2023.
- The volume of **TLH Passengers** in Q4 2024 was the most for any Q4 since 2005, and 31% higher than the 10-year Q4 average of 196,946 during 2014-2023. Passenger traffic has increased month-to-month in 32 of the past 60 months.
- The 3-month average **Unemployment Rate** in Q4 2024 was down 0.2 points from 3.8% in Q3 2024. The 3-month average Unemployment Rate has been under 4% since Q4 2021 and under 5% since Q2 2021.
- The Tallahassee metro area **Average Weekly Wage** was up 1.2% from Q2 2023, with quarter-to-quarter increases in 14 of the past 20 quarters. The 4-quarter moving average has increased in all but one quarter since 2017, comparing same quarter of the prior year. The Q2 2024 average weekly wage was 89% of the State's average (\$1,280).
- Leon County **Mortgage Foreclosures** were down by 1 from a total of 38 in Q3 2024. Foreclosures in Q4 2024 were 58% lower than the 10-year Q4 average of 88 during 2014-2023. Foreclosures have been under 100 per quarter since Q4 2019.
- The **Office Vacancy Rate** was down 0.3 points from 4.7% in Q3 2024, and has been under 6% since Q1 2020. The **Industrial Vacancy Rate** was down 0.2 points from 3.1% in Q3 2024, and has been under 4% every quarter since Q1 2018.
- The Tallahassee metro area average monthly **Labor Force** was up 1,093 (0.5%) from Q3 2024. The -0.2% decrease in Q4 2024 was the first year-over-year reduction since Q1 2021.
- **Taxable Sales** in Q3 2024 were down -4.7% from Q2 2024, and 9.5% higher than the Q3 average of \$1.46 B during 2019-2023. Leon County accounted for 86% of metro area taxable sales.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #19

Leon County Board of County Commissioners

Agenda Item #19

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Fiscal Year 2024 Annual Domi Entrepreneurial Community Impact Report

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagahi, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement (PLACE)
Lead Staff / Project Team:	Keith Bowers, Director, Office of Economic Vitality (OEV) Dineta O'Hara, Business Development Manager, OEV

Statement of Issue:

This item seeks Board acceptance of the Fiscal Year (FY) 2024 annual Domi Education, Inc. (Domi) Entrepreneurial Community Impact Report (Attachment #1). Per the lease agreement with the County, Domi must submit an annual report detailing the incubator activities, programs, membership, and economic impact from the previous year.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Domi Entrepreneurial Community Impact Annual Report for FY 2024 (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of Domi's Entrepreneurial Community Impact Annual Report for FY 2024 (Attachment #1). This report is required by Domi's lease agreement with Leon County.

Acceptance of this report advances the following FY 2022 – FY 2026 Strategic Initiative:

- *Implement the Economic Development Strategic Plan as adopted and revised by the Intergovernmental Agency. (2022-2)*

This Strategic Initiative aligns with the Board's Economy Strategic Priority:

- *(EC2) Support programs, policies, and initiatives to attract, create, and promote the expansion of business, entrepreneurship, job creation, workforce development, economic equality, and mobility.*

The Board has consistently prioritized supporting entrepreneurship to drive job growth in Leon County. On October 29, 2013, Leon County formed a public-private partnership with Domi Education, Inc. (Domi), to operate an urban business incubator program in a 7,700 square foot County-owned warehouse previously used to house election equipment. Key partners at the time included Florida State University (FSU) and Florida A&M University (FAMU). The Domi incubator facility, known as Domi Station, officially opened on May 22, 2014, and has been an active hub for innovation and growth ever since.

The lease terms find that it is in the County's best interest to lease the County-owned property at a below-market rental rate in exchange for the tenant (Domi) providing incubation management and operation services to the community. In 2022, the County and Domi approved a five-year lease extension, which includes an annual base rental rate of \$1 plus operating expenses incurred by the County. Domi Station's rent payment is currently under negotiation, with the final amount pending receipt of a new invoice from the County.

Per the lease agreement with the County, Domi must submit an annual report detailing the incubator activities, programs, membership, and economic impact from the previous fiscal year.

For FY 2024, Domi reports that its supported companies (coworking, mentorship, and educational programming) have generated \$55.6 million in overall economic impact, over \$18.8 million in overall member business revenue, created or retained 261 jobs, and contributed almost \$1.7 million in state and local taxes. Domi members have made an overall economic impact of \$394,168,556 since 2020. These impacts are reported by coworking and incubation members, both current and alumni, who identify as entrepreneurs and small businesses.

Analysis:

The County and Domi regularly collaborate to support the entrepreneurial community and cultivate an environment for job creation. Domi's mission is to create a climate where high-growth entrepreneurs can develop sustainable companies by providing educational programs, mentoring, resources, and coworking space. In partnership with the Office of Economic Vitality (OEV) and other community partners, Domi also provides entrepreneurs with technical assistance to cultivate successful businesses. Domi and Tallahassee State College (TSC) finalized an agreement on October 25, 2022, allowing Domi incubation program graduates to transfer up to 12 credits into TSC's entrepreneurship track curriculum.

The following analysis summarizes the key findings of Domi's Entrepreneurial Community Impact Annual Report for FY 2024 (Attachment #1). The key metrics reported by Domi for the period of October 1, 2023, through September 30, 2024, are as follows:

- \$55.6 million in overall economic impact due to recurring operational expenditures and sales by businesses served by Domi.
- \$18.8 million in direct, indirect, and induced income or wages from businesses served by Domi.
- \$1.7 million contributed to state and local taxes from Domi-supported companies.
- 261 jobs created or retained at businesses served by Domi.
- 78 Domi coworking members.
- 232 mentor sessions provided to prospective and existing businesses by Domi.
- 46 business startups participated in Domi's business incubator program.
- 24 companies expanded beyond Domi support.

Since Domi's formation as a 501(c)3 in 2013, Leon County has invested nearly \$500,000 to support the development of its incubator and coworking space. This includes \$250,000 for improvements to the County-owned warehouse facility and funding for the extension, installation, and ongoing service of high-speed fiber. The County has also provided sponsorships for entrepreneurial events and programming. In response to the COVID-19 recovery efforts, Leon County allocated \$83,000 from CARES Act and American Rescue Plan Act funds to support Domi Station's post-pandemic recovery and overhead expenses. Additionally, in FY 2021 – 2022, the Blueprint Intergovernmental Agency Board paid for \$100,000 in renovations at Domi Station, adding nine new offices to the space.

Domi's Community Impact:

Domi has amplified its impact through innovative events and strategic partnerships. Through Domi's outreach efforts, it hosted or organized 120 events, including 58 virtual events with over 640 attendees. These efforts were aimed at Domi members and the community, with 58 events specifically for members and 62 open to the public. The following are some of the events hosted/partnered by Domi:

The Gear Up Mentorship Program

The Gear Up mentorship program is a business accelerator that supports early-stage entrepreneurs in launching and growing their ventures. The program provides participants with mentorship, educational workshops, and networking opportunities to help them refine their business models, develop go-to-market strategies, and access essential resources. Gear Up is particularly beneficial for startups looking to validate their ideas and scale their operations, offering structured guidance from experienced entrepreneurs and industry experts. This program guided 46 businesses from early stages to scalable growth during FY 2024.

First Fridays

First Friday is a networking event that is free and open to the public on the first Friday of every month. It facilitates the introduction of entrepreneurs to mentors, stakeholders, and other connections.

Domi jointly hosted many of these First Friday events with the Leon County Division of Tourism and COCA, named “Stop at the Station,” to include all hosts within the Amtrak property. A total of 21 small businesses attended the event. Domi’s Pitch Event in November of 2023 allowed area innovators to apply and pitch their ideas to an independent panel of judges to win \$25,000 worth of in-kind and cash prizes. Out of numerous applications, six finalists were invited to pitch, and three winners were selected.

- 1st Place: Jonah Kalter of PHAST Labs, a protective hand accessory shooting tool. The prototype is still in the development stage.
- 2nd Place: Mike Michel of CaringPort, a platform that simplifies finding qualified caregivers for non-medical home care agencies. He later joined Domi’s Incubation program in spring of 2024, and joined an accelerator program shortly after graduating in Orlando, FL. After this event, he became a new member of Domi.
- 3rd Place: Chirag Shah of Made Equal Clothing, a lifestyle brand that celebrates diversity and equality for all. The business has partnered with athletes, podcasters, and local organizations, growing its audience.

The evening was rounded out with networking opportunities for attendees.

Impact Week

Domi was one of the main organizers of Impact Week, which consisted of a multitude of events throughout a one-week period. There were 52 different events ranging in topics over various industries, attended by 289 registrants. Various workshops were open to the public on a wide range of business topics relevant to current challenges that entrepreneurs and small business owners face. These workshops were led by subject matter experts across a multitude of industries, from marketing to government contracting.

The Domi Awards

The Domi Awards celebrates entrepreneurship and small businesses and their positive impact on our community. Businesses and individuals receive awards in five categories: Innovation, Community, Sustainability, Influence, and Resilience. This signature event is one of the largest attended and engaged events and continues to grow in participation each year.

Capital Readiness Program

In August 2023, Domi partnered with the Florida Small Business Development Center at FAMU, the Big Bend Minority Chamber, and the Capital City Chamber to support underserved communities through the Capital Readiness Program (CRP), administered by the Minority Business Development Agency (MBDA). This partnership provides scholarships, technical assistance, and mentorship at no or reduced cost.

The CRP is a U.S. Government initiative aimed at helping small businesses, particularly those owned by socially and economically disadvantaged individuals, access capital. The consortium's application was successful, securing a \$3 million grant to deliver services across the Florida Panhandle.

Under the grant terms, these services must be provided over a four-year period, concluding in March 2027. As the grant's fiscal agent, FAMU manages the funds, disbursing them as services are rendered.

In conjunction with the CRP, Domi's Gear Up Mentoring Program has equipped 46 entrepreneurs with the tools and knowledge to secure capital, foster innovation, inclusivity, and facilitate economic growth in the region. The program hopes to enroll an additional 1,000 entrepreneurs and a minimum of 700 businesses started or scaled by the end of the four-year period.

Domi's Success Stories:

Since its inception, Domi has nurtured 396 companies that have scaled beyond their support, significantly expanding their impact. These entrepreneurial success stories have empowered individuals to develop critical skills, launch thriving businesses, and drive substantial economic growth by creating jobs and fueling local economic activity. Examples of these achievements are:

- Call Simulator, Inc., an AI-powered platform revolutionizing conversation training, expanded its reach in 2024 by securing Fortune 500 clients and launching its first business-to-customer mobile app. This company currently resides at Domi Station.
- 32 Degrees Creamery (WCM Eagles LLC). What started as an ice cream and coffee vendor in the Governor Square Mall has now expanded into its own brick-and-mortar business. The business launched its new location in Tallahassee for 32 Degree Creamery in 2024 while hiring 17 new employees from the Tallahassee-Leon County area.
- Juming Delmas Studios, LLC (JDS), launched two new businesses, I'm Just Here to Listen LLC, a podcast dedicated to exposing the challenges faced by black entertainers, rappers, and actors while advocating for transformative change in the industry, and Infinite Spectrum Foundation Inc. (Infinite Spectrum), a nonprofit engaged in providing supportive

services for families with autistic children. In addition, JDS won eight film awards, won first place in Domi's 2024 Pitch Event for Infinite Spectrum, and expanded into a second office at Domi Station to house more equipment for filming and working space for his four team members.

The Center for Economic Forecasting & Analysis (CEFA) at FSU conducts annual economic impact analyses of Domi Station activities, utilizing financial statements from startups served, with a breakdown by industry, sales, investment, and job creation (Attachment #2). As a result of recurring operational expenditures and sales by businesses served, the impact analysis found a total economic output of \$55.6 million in FY 2024. Employment generated by this activity amounted to 261 jobs in FY 2024 (\$18.8 million in income or wages).

OEV Assessment of Domi's Entrepreneurial Community Impact Annual Report:

In FY 2025, OEV will collaborate closely with Domi's leadership to enhance outcomes and maximize its impact on Leon County's economic development. OEV, in partnership with Domi, is committed to fostering entrepreneurial growth and business development through the following initiatives:

- Facilitating the establishment of a Memorandum of Understanding (MOU) with FAMU to provide entrepreneurial development opportunities for students.
- Organize joint workshops to provide Domi members with technical assistance on the MWSBE certification process and related opportunities.
- Maintain support for Domi through sponsorships, quarterly strategic meetings, and participation in hosted events.
- Provide access to OEV marketing intelligence and data tools to help Domi startups make informed scaling decisions.
- Promote awareness of available funding and incentive opportunities that can benefit Domi and its members.

As the key incubator in our community's entrepreneurial ecosystem, Domi continues to provide value, including opportunities for co-working, networking, and collaboration for businesses in their ideation and start-up phases. With Leon County's support, Domi has provided this valuable service for over 10 years.

Options:

1. Accept the Domi Entrepreneurial Community Impact Annual Report for FY 2024 (Attachment #1).
2. Do not accept the Domi Entrepreneurial Community Impact Annual Report for FY 2024.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Domi Entrepreneurial Community Impact Annual Report for FY 2024
2. Annual economic impact analysis by the Center for Economic Forecasting & Analysis (CEFA) at Florida State University for FY 2024



2023-2024

DOMI STATION ANNUAL REPORT





We Give Small Businesses a Home. And a Guide.

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Our Plan

\$394+



MILLION

ECONOMIC IMPACT* REPORTED SINCE 2020



*Based on FSU's Office of Economic Forecasting & Analysis for the period 2020-2024

THE BOARD | 2023 - 2024



Chairman | Jake Kiker,
Williams Gautier Law Firm



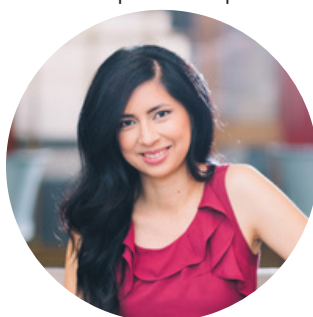
Director | Susan Fiorito, Jim
Moran College of Global
Entrepreneurship



Director | Eric Thomas,
Understory



Treasurer | David White,
Carr, Riggs, & Ingram



Director | Julia Holly,
JH Creative



Director | David Lawson,
NewSci & Call Simulator



Director | Curt Bender,
Bender Legal



Director | Bill Lickson,
Jim Moran College of
Entrepreneurship



Director | Phuong Truong,
Roboto, LLC



Director | Ricardo Schneider,
Danfoss Turbocor



OUR OVERVIEW

Since Domi formed as a 501(c)3 in 2013, Leon County has directly invested \$474,500 to support the development of the incubator and coworking space. The County's overall investment has included \$350,000 in improvements to the County-owned warehouse facility and the funding of the extension, installation, and ongoing service of high-speed fiber, as well as sponsorships for entrepreneurial events and programming. Leon County also facilitated the dissemination of \$190,000 in Cares Act and American Rescue Plan Act dollars to support Domi Station during the transitional time of Covid restrictions and recovery. \$100,000 was granted during the 2021-22 fiscal year for renovations that added 9 additional offices into the space.

As a direct result of this partnership and investment by the County, Domi has supported over 380 business start-ups and small businesses, served almost 900 coworkers, and hosted or organized over 1000 events to date. Since 2013, Domi Station has successfully supported entrepreneurs and their companies through critical stages of the entrepreneurial process with an overall direct, indirect, and induced economic impact.

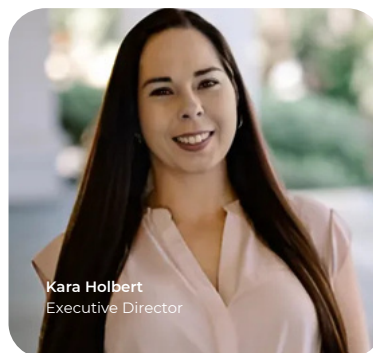
For FY 2024, Domi reports their supported companies (coworking, mentorship, and educational programming) have generated the following:

\$55.6 MILLION
overall economic impact
\$18.8 MILLION
overall member revenue
\$1.7 MILLION
state & local taxes
261 JOBS
created or retained

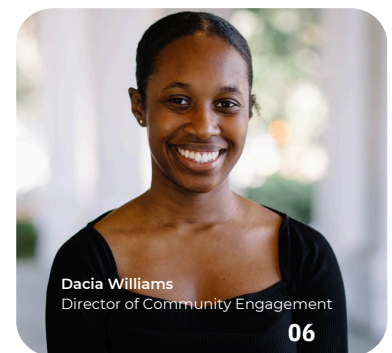
Domi's Executive team underwent some changes as former Associate Director, Kara Holbert was appointed as Executive Director in 2024. Kara is a collaborator, mentor, and ecosystem builder. Her background includes a Business Administration degree from Flagler College, with many years of experience in marketing, public relations, and office & product management, but finds economic development a true passion.

Perhaps most importantly, she herself is a current entrepreneur, being the co-owner of Dream Street Diecast, a specialty retail store based in Tallahassee, Florida. From her work at Domi, and as a co-owner of a family-owned local brick-and-mortar and e-commerce business, Kara knows first-hand the daily grind of everyday businesses, what the current business/economic landscape looks and feels like, as well as an understanding of scalable and high tech

Dacia Williams was promoted to Director of Community Engagement. Dacia is a graduate of the Jim Moran College of Entrepreneurship at Florida State University and has been a pivotal force in fostering partnerships with other ecosystem partners, as well as promoting and managing the coworking space, onboarding program participants each cohort, and planning and executing events on behalf of Domi.



Kara Holbert
Executive Director



Dacia Williams
Director of Community Engagement



FY 2023-24 marks Domi's **tenth year** of full operation. Domi's **Annual Report** details the activities for the fiscal year including an overview of *program impacts, highlights, partnerships, support, and planned next steps.*

Domi Station would not be possible without the generous support of our sponsors. If you would like to learn more about sponsorship opportunities, please speak to a Staff.

"Keep doing what you are doing, what you are doing is working."

-Marilyn Proctor-Givens,
Pieces of Art, LLC

COMMUNITY IMPACT REPORT OVERVIEW

A summary of the report is provided in the following sections. Some notable success stories from the past year include:

1. Domi continued its Gear Up and mentorship programs to help early stage businesses start and scale, as well as supplemental in-person events into a hybrid format to allow the continuation and expansion of business incubation services and to best meet the needs of entrepreneurs.

2. Domi partnered with the Small Business Development Center at Florida A&M University, Big Bend Minority Chamber of Commerce, and the Capital City Chamber of Commerce to submit a grant proposal to the Minority Business Development Agency and won \$3 million to be distributed amongst all partners for the next five years to provide capacity building and access to capital under the Capital Readiness Program. Domi will focus on providing technical assistance and mentorship in underserved communities for free or at a reduced rate.

3. Domi renewed a partnership with Google for Nonprofits, including a \$10,000 monthly Google Ads award, in order to offset marketing costs with targeted Google Ads driving membership, training, and participation recruitment.

4. Domi renewed its position as a Certified Partner with HubSpot for Startups. This allows the incubator to use HubSpot programming for training workshops and provides entrepreneurs with a wealth of resources to use for free or at steeply discounted prices.

5. Domi renewed its position as a Certified Partner with HubSpot for Startups. This allows the incubator to use HubSpot programming for training workshops and provides entrepreneurs with a wealth of resources to use for free or at steeply discounted prices.

6. Domi partnered with Visit Tallahassee to host multiple Stop at the Station networking events in conjunction with First Friday that was free and open to the public. These events promoted both organizations, as well as musicians, artists, and small business owners, with over 125 attendees

7. Domi Station held its annual Pitch Event. The event featured a panel of judges and five pitching companies. Presenters competed to win \$22,400 value in cash and in-kind prizes, sponsored by Jim Moran College of Entrepreneurship, Jackie Brown Consulting and Envision Credit Union.

- First Place consisted of **\$2,000** in cash and **\$9,075** in in-kind prizes from area resources to scale their business ventures.

- Second place consisted of **\$1,000** in cash and **\$6,375** in in-kind prizes from area resources to scale their business ventures.

- Third Place consisted of **\$500** in cash and **\$3,725** in in-kind prizes from area resources to scale their business ventures.

8. Domi Station and Tallahassee Community College renewed its agreement from 2022 that will allow Domi incubation program graduates to transfer up to 12 credit hours into TCC's entrepreneurship track.

9. Domi established a partnership with Lively Technical College to assist graduates of the Cosmetology and Automotive programs who are planning on establishing their own businesses.

10. Domi renewed its agreement with Florida State University under President McCollough to provide coworking, internships, and access to our programming to students, faculty, staff, and trailing spouses. Domi and the Jim Moran College of Global Entrepreneurship at Florida State University work closely to provide opportunities to pitch and network at a variety of events each year.

11. Domi Station organized the third annual Domi Awards Banquet on March 28th, 2024. This event highlighted aspiring entrepreneurs and small businesses who are making a direct, local impact. Community recognized individuals received awards in the following categories: Innovation, Sustainability, Influence, Community, and Resilience, during the event. Domi Station utilized partnerships with Danfoss, The Jim Moran College of Global Entrepreneurship, and the Office of Economic Vitality to sponsor the event.



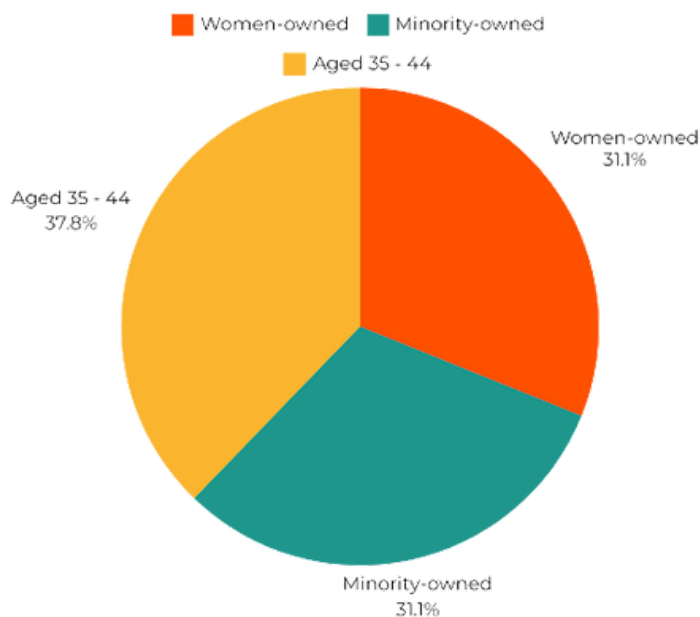
"I heard a lot from Domi. I will continue to rely on them for support going forward. It's important that Domi is here to help us launch our businesses."
-Melanie Simmons, Saejo Investor Lab

PROGRAM *IMPACTS*

In an effort to measure and benchmark Domi's impact in the community, additional reporting requirements took place in FY 2017 once Domi Station had been in operation for a few years. Data is collected from both incubation and coworking members annually. This includes tracking the revenue generated, number of jobs created or maintained, capital raised within the Tallahassee metropolitan statistical area and, where possible, data on the businesses' valuation and revenue information.



For the period of **October 1, 2023**, through **September 30, 2024**, Domi reported the following program impact metrics



PROGRAM OVERVIEW

PROGRAM HIGHLIGHTS

Domi Station continues to provide high-quality education and mentorship to new and existing businesses with its program, Gear Up. Gear Up is open to businesses of all industries that are just starting out or recently launched to provide fundamental education needed to sustain a successful business and assist business owners by providing quality mentorship on an individual need basis. The program runs in six-month intervals and cycles through a business-related theme each month. A Gear Up Lab is conducted virtually every week with the Executive Director or a subject-matter expert to present on the selected topic, allowing time for questions and interaction among participants. The participants schedule one-on-ones separately with Domi team members to then help determine the best mentor to guide them with any challenges.

01

PARTNERSHIPS, SUPPORT & EVENT

Much of Domi's success can be attributed to its partnerships and sponsors throughout the community. Domi continues to work closely with all of Leon County's institutions of higher education, including Florida State University, Florida A&M University, Tallahassee State College and Lively Technical College, as well as a variety of private or quasi-private organizations like Big Bend Minority Chamber, Young Entrepreneurs, Women Wednesdays, Capital City Chamber of Commerce,, Florida Technology Council, Office of Economic Vitality, TalTech Alliance, Launch Tally, Council on the Culture and Arts, Alliance of Entrepreneur Resource Organizations, Small Business Development Center at FAMU, Ignite FSU, Jim Moran College of Global Entrepreneurship, and the Florida Institute for the Commercialization of Public Research.

02

PARTNERSHIPS, SUPPORT & EVENT (CONT'D)

These partnerships not only validate the important work being done by and in collaboration with Domi, but also demonstrates the importance of Leon County's initial investment in the incubator facility to help build the entrepreneurial ecosystem. Finally, Domi staff participated in OEV stakeholder meetings, to maintain communication with key economic stakeholders about the status of the local economy and updates on entrepreneurship programming that was still being offered. Domi staff also maintains a partnership with WFSU, to appear on local radio programs and podcasts, about the incubator's services and impact on the local community.



Domi Station's July 2024 Mentor Night

VOLUNTEER MENTORS

Volunteer mentors also provide direct support to Domi's programs and its members with advisory assistance and services to small businesses across multiple industries and disciplines.

Mentors represent a variety of fields from the public, private, and educational entities and offer startups valuable support to help them succeed.

COMMUNITY EVENTS

From October 1, 2023, through September 30, 2024, Domi hosted/organized **120 events**, including **58 membership virtual events**, and **62 community-based events**, with over **640 attendees**.



DOMI AWARDS

The Domi Awards is a celebration of entrepreneurship and small businesses and the positive impact they have on our community. Awards are distributed in 5 different categories: **Innovation, Community, Sustainability, Influence, and Resilience**. This signature event is one of our largest attended and engaged events, continuing to grow each year in participation and engagement.

FIRST FRIDAYS > STOP @ THE STATION

First Friday, a networking event free and open to the public on the first Friday of every month to facilitate the introduction of entrepreneurs to mentors, stakeholders, and other connections. We jointly hosted many of these First Friday events with **Visit Tallahassee** and **COCA**, named “Stop at the Station,” to include all hosts within the Amtrak property. A total of 21 small businesses attended as vendors, along with numerous musicians and artists depending on the monthly theme throughout the reporting period.



DOMI'S PITCH EVENT

Domi's Pitch Event, in November of 2023, allowed area innovators to apply and **pitch** their ideas to an independent panel of judges to win both in-kind and cash prizes. Out of numerous applications, six finalists are invited to pitch and **three winners** are selected by the end of the evening. The evening is rounded out with **networking** opportunities for attendees.

IMPACT WEEK

Domi was a main organizer of Impact Week, which consisted of a multitude of events throughout a one week period. There were **52 different events** ranging in topics over various industries that were attended by **289 registrants**.

Frequent workshops are open to the public on various business topics that are relevant to current challenges that entrepreneurs and small business owners face, led by subject matter experts across a multitude of industries, from marketing to government contracting..



SUCCESS STORIES

CallSimulator Inc., David Lawson

Call Simulator, Inc. an AI-powered, scenario-based training platform enables practice of critical conversations at scale by empowering learning & development professionals, as well as trainers, to easily create content and provide an immersive, conversational training environment for learners of all levels across multiple industries in 16 global languages. In 2024, they were able to acquire multiple Fortune 500 clients and introduced their first B2C software application.



Juming Delmas Studios, Juming Delmas

Juming Delmas Studios launched two new businesses, Just Here to Listen Podcast and Infinite Spectrum, a nonprofit for families with autistic children. In addition, JDS won eight film awards, won first place in Domi's Pitch Event for Infinite Spectrum in 2024, as well as expanding into a second office.



Diatech Diabetes, John Wilcox

Diatech Diabetes is a medical device company using infusion monitoring software that detects insulin infusion failure and provides insights on how infusion performance affects diabetes management, called SmartFusion™. In 2024, they won the American Diabetes Association's Diabetes Innovation Challenge, and was the 1st Place National Winner of the 2024 American Heart Association Business Competition.



DOMI'S PLAN

Domi's planned expansion and "10X" model, seeks to expand the number of entrepreneurs incubated to over 1,000, multiplying its cumulative economic impact to over \$1 billion by 2030. The 10X goal will be pursued through the expansion of virtual and in-person business incubation programs, specialized mentorship, events, the growth and improved utilization of the current Domi Station coworking space, as well as the expansion of partnerships and collaborations across the entrepreneurial ecosystem.

**"We have been happy with the services we received from Domi this past year."
-Louis Brooks, Welwyn Woodworking LLC**

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2023-2024



Annual Economic Impact Analysis by the Center for Economic Forecasting & Analysis (CEFA) at Florida State University for FY 2024

Project DOMI Station	Economic Output (Sales/Revenues)	Employment	Income
Economic Measure			
Project DOMI	\$55,621,262	261	\$18,813,314
Grand Total	\$55,621,262	261	\$18,813,314

* in 2025 \$

Employment

Employment	Direct	Indirect	Induced	Total
Project DOMI	118	81	62	261
Grand Total	118	81	62	261

* in 2025 \$

Output

Output	Direct	Indirect	Induced	Total
Project DOMI	\$30,233,469	\$14,612,487	\$10,775,306	\$55,621,262
Grand Total	\$30,233,469	\$14,612,487	\$10,775,306	\$55,621,262

* in 2025 \$

Income

Income	Direct	Indirect	Induced	Total
Project DOMI	\$10,216,686	\$5,403,757	\$3,192,871	\$18,813,314
Grand Total	\$10,216,686	\$5,403,757	\$3,192,871	\$18,813,314

* in 2025 \$

Economic Impacts Total	Direct	Indirect	Induced	Total
Output	\$30,233,469	\$14,612,487	\$10,775,306	\$55,621,262
Jobs	118	81	62	261
Income	\$10,216,686	\$5,403,757	\$3,192,871	\$18,813,314

State, Local and Federal Taxes

Project DOMI Station	Project DOMI	Grand Total
Economic Measure		
State & Local Taxes	\$1,685,731	\$1,685,731
Federal Taxes	\$4,686,330	\$4,686,330
Grand Total	\$6,372,061	\$6,372,061

* in 2025 \$

IMPLAN 2023 Data for Tallahassee MSA

**Leon County
Board of County Commissioners**

Notes for Agenda Item #20

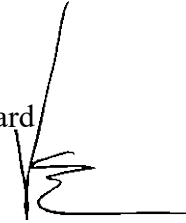
Leon County Board of County Commissioners

Agenda Item #20

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Establishing the Fiscal Year 2026 Maximum Discretionary Funding Levels for Outside Agencies Including the Community Human Services Partnership

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator
Lead Staff / Project Team:	Roshaunda Bradley, Director, Office of Management & Budget Mathieu Cavell, Director, Community Relations & Resilience Abigail Thomas, Director, Human Services & Community Partnerships Brandy Furbee, Budget Manager Shawnya Hernandez, Management Analyst

Statement of Issue:

Pursuant to the County's Discretionary Funding Ordinance and Policy No. 93-44, "Fiscal Planning", this item seeks Board consideration to establish the Fiscal Year (FY) 2026 maximum discretionary funding levels for outside agencies including the Community Human Services Partnership, dedicated homeless services, and special events.

Fiscal Impact:

This item has a fiscal impact. Specifically, this item establishes the maximum discretionary funding levels for outside agencies including the Community Human Services Partnership, dedicated line-item funding for emergency homeless shelters, and special events for FY 2026.

Staff Recommendation:

Provided on the following page.

Staff Recommendation:

- Option #1: Establish the Community Human Services Partnership funding level for FY 2026 at \$1,445,000.
- Option #2: Establish the non-departmental maximum discretionary funding level for FY 2026 at \$74,500 for special events funding.
- Option #3: Establish the Commissioner Office Budgets at \$23,500.
- Option #4: Establish the FY 2026 Outside Agency Contracts as follows, and authorize the County Administrator to execute the associated funding agreements, and any amendments thereto, subject to legal review by the County Attorney:
- 2-1-1 Big Bend: \$112,500
 - DISC Village: \$222,759
 - Domestic Violence Coordinating Council: \$25,000
 - Oasis Center: \$68,750
 - St. Francis Wildlife Association: \$71,250
 - Tallahassee Senior Citizens Foundation: \$179,000
 - Tallahassee Trust for Historic Preservation: \$63,175
 - United Partners for Human Services: \$40,000
 - Whole Child Leon: \$38,000
- Option #5: Authorize the County Administrator to execute an agreement with the Apalachee Regional Planning Council to formalize the scope of services to be provided to the County each year that aligns with the dues to be paid by the County, and any amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

Leon County's budget process is designed to seek early Board input and guidance in the development of the annual budget. Each year to ensure a timely, deliberate, and transparent budget process, the Board adopts an annual detailed budget calendar. This year, the Board approved the FY 2026 budget calendar at the January 28, 2025 meeting. This item presents one of the early considerations for the Board in the process with the establishment of the maximum discretionary funding levels for the FY 2026 budget.

While each year presents new and unique budget challenges, the early development of the County's FY 2026 budget coincides with the highest level of fiscal uncertainty and instability since the COVID-19 pandemic in 2020. In addition to fluctuations in property tax and general revenue growth, the FY 2026 budget development process is impacted by ongoing deliberations at the national and state levels of government related to tariffs and property tax reform, continued inflation for capital improvement projects, and the final year of Federal American Rescue Plan Act (ARPA) funds to support the budget. These ongoing factors present short- and long-term budgetary pressures for preparing a fiscally responsible budget for the Board's consideration that continues to provide the highest level of public services to taxpayers.

At the federal level, the Trump Administration has aggressively implemented its agenda to reform and reshape government including a review of all federal spending, the pausing of federal funding disbursements, authorizing mass layoffs across federal agencies, and imposing tariffs on products imported by U.S. trade partners. Since the presidential inauguration on January 20, 2025, President Trump has issued more than 120 Executive Orders (EO) or other executive actions on wide-ranging issues including a memorandum issued by the White House's Office of Management & Budget which directed federal agencies to pause the obligation and disbursement of all federal grants, loans, and financial assistance programs while the new Administration reviews all federal spending to ensure alignment with its priorities. While the legal challenges to the sudden freezing of federal funding proceeds through the courts, the Trump Administration has indicated that its review and scrutiny of federal spending will continue and result in reduced federal spending.

The temporary pausing and potential elimination of federal funding set forth under the President's wide-ranging executive actions will impact the delivery of government services at all levels, the administration of non-profit organizations reliant on federal funding, and scientific research activities at universities. Florida State University recently estimated that it could lose \$50-\$65 million in science research funding based on the recent executive actions which would have a broad and long-lasting impact on our local economy. Further, the President has aggressively pursued various trade policies including the issuance of EOs imposing tariffs on imports from Canada, Mexico, and China. As initially proposed, the tariffs are expected to have significant impacts on certain industry sectors, including the automotive, energy, and food sectors which would have a direct impact to Florida's economy. However, it is still unclear what the timelines, impacted sectors, and ultimately, the economic impact associated with the proposed tariffs will be as the Administration has announced several expansions and retractions to the proposed tariffs since initially proposed. As a general outlook, according to the Florida Chamber Foundation, 25%

of Florida's imports come from Canada, Mexico, and China so the tariffs could lead to higher prices for businesses and consumers in the short term. The same would also apply to the County budget and our local economy. For example, the tariffs could result in the increase of up to 25% for the cost of vehicles, automotive parts, and fuel which has internal impacts related to maintaining the County's fleet as well as broader impacts on the local economy.

At the state level in early 2025, the Governor and Legislature focused on immigration reform and supporting President Trump's immigration enforcement efforts by convening two special sessions of the Legislature. However, as the normal committee weeks resumed prior to the March 4th start of the annual legislative session, the Legislature shifted its focus to local governments and additional opportunities to restrict, or completely replace, property tax revenues which support local government operations. Several bills have already been filed to increase the Homestead Exemption, and the Governor has expressed support for a bill (SB 852) that proposes to study the elimination of all local property taxes to be replaced with consumption taxes. These bills will be considered just a few months after Florida voters approved a constitutional amendment to provide an annual inflationary adjustment to the exempt value of Homestead properties. The amendment took effect on January 1, 2025, and is estimated to reduce the County's revenues by \$300,000 in FY 2026. The annual inflationary adjustment associated with this amendment will continue to grow the exempt value of Homestead properties so that the County is unable to fully realize the year-over-year growth in property values.

Similar to recent years, the Legislature is considering significant changes to the Florida Retirement System (FRS) to restore a cost-of-living (COLA) adjustment for FRS Pension Plan members. Once the proposed legislation (HB 945, SB 1126) is reviewed by state economists and begins proceeding through the legislative committee process, the legislative analysis and estimated fiscal impact to the County will be determined based on the latest version of the proposed legislation. Similar bills were filed in recent legislative sessions to restore the COLA which would have increased the County's FRS employer contributions by approximately \$10 million. During the state legislative session, the Board will continue to receive weekly Capitol Updates which provide the latest information and analysis on pending legislation including anticipated fiscal impacts to the County.

In summary, it is anticipated that the development of the FY 2026 budget will be constrained by:

- modest property tax and general revenue growth;
- continued inflation for capital improvement projects;
- increased capital and operating costs resulting from recent tariffs;
- an uncertain fiscal outlook associated with increased costs due to recent tariffs, the freezing of federal funds and programs, and decreased revenues due to property tax reform; and
- the final year of Federal American Rescue Plan Act (ARPA) to support the budget.

As such, the FY 2026 budget will limit increases in operating costs to the smallest levels necessary to ensure stable funding to maintain current service levels and continued investment in the highest needs of the community, such as supporting our human service agencies. In light of all these

budgetary pressures and ongoing direction and input from the Board, staff will continue to work closely with County Departments and the Constitutional Officers to address their operating and capital budget requests to prepare a fiscally responsible budget for the Board's consideration.

FY 2025 – FY 2026 CHSP Funding Cycle

Leon County has a long history of providing millions in annual funding to support the nonprofit agencies in our community. To ensure the funding is provided in an equitable and transparent manner, the County follows the funding guidelines established in the Discretionary Funding Ordinance (Ordinance) and Fiscal Planning Policy (Policy No. 93-44) (Attachments #1 and #2). As specified, these discretionary levels must be established prior to March 31 of each year. Additionally, to ensure complete transparency in the budgeting process, the Ordinance also requires Commissioner Office Budgets and community event sponsorships to be established annually prior to March 31.

In general, the Ordinance and Fiscal Planning Policy (Policy) provide the annual process for establishing funding levels for a series of nonprofit funding categories including Community Human Services Partnership (CHSP), direct funding for certain nonprofit agencies which are referred to as “non-departmental”, and funding for outside agencies that provide specific services for the County through an annual contract. As discussed later in the analysis, examples of these types of agencies include St. Francis Wildlife, DISC Village, United Partners for Human Services (UPHS), Tallahassee Senior Citizens Foundation, and others.

While the County's annual budget is not finalized until September of each year, early preliminary approval of outside agency funding provides the nonprofit community certainty in preparing their respective budgets for next fiscal year. This early approval was specifically requested by the CHSP agencies to provide certainty to the CHSP funding process which occurs at the same time the County is developing its annual budget. In FY 2018, the City and County established a Memorandum of Understanding regarding the joint administration of the CHSP process which also established a two-year funding cycle for CHSP agencies (Attachment #3). The two-year funding cycle provides a greater level of budget certainty for the agencies and a reduced lengthy annual application process.

To provide consistency for funding for outside agencies that provide County services, the Board amended the Policy at the June 8, 2021 meeting, to align the budgeting of these contracts with the Discretionary Funding process. The funding level for these contracts is now presented at the same time the Board establishes the funding levels specified in the Ordinance.

During the FY 2025 budget development process and in preparation for the two-year CHSP funding cycle (FY 2025 – FY 2026), the Board held a Workshop on Human Services and the CHSP process (Workshop), which included recommendations to better position the County and CHSP in addressing the human services needs of the community through strategic investments and strengthened partnerships. At that time, in recognition of the critical human services that the emergency homeless shelters provide and to align with several other local Florida communities, the Board approved the establishment of a subcategory in the CHSP Homeless Services Category for the line-item funding of emergency homeless shelter services, in addition to annual outside

agency line-item funding to 2-1-1 Big Bend for the 24-hour Helpline and Lyft Transportation Program.

The Board also considered the realignment of CHSP categories to reflect the establishment of the Children’s Services Council (CSC). This included an analysis of the CSC funding process and feedback from agencies about the proposed realignment of human services categories. At that time, the Board directed staff to continue funding all CHSP categories for the FY 2025 – FY 2026 two-year cycle and to work with the CSC and the City to develop a proposal that would replicate and fund the CHSP process for children’s services through the CSC for FY 2027. An update on this process is provided in the Analysis section.

Analysis:

The following section seeks Board consideration to establish the FY 2026 maximum discretionary funding levels for Community Human Services Partnership, including dedicated homeless services, special events, Commission Office budgets, and outside agency contracts. Additionally, this section provides information on a request from the Apalachee Regional Planning Council (ARPC) to increase the amount the County pays in membership dues. Additional information on the services provided by ARPC, its regional membership, benefits to Leon County, and a recommendation to formalize the services and key deliverables to be provided by ARPC each year to reflect the new membership dues structure is also included.

Consistent with the County’s Discretionary Funding Guidelines in the Ordinance, the Board annually establishes maximum outside agency discretionary funding levels. As reflected in Table #1 and discussed through the remainder of this analysis, this item recommends:

- Level general revenue funding for CHSP;
- Continued use of one-time ARPA funds to support the CHSP homeless services category, including line-item funding for emergency shelters;
- Level funding for special event sponsorships;
- Level funding for Commission Office Budgets; and
- Level funding for outside agency contracts.

Table #1: FY 2025 and FY 2026 Total Discretionary Funding

Discretionary Funding Category	FY 2025 Actual	FY 2026 Recommended
Community Human Service Partnership (CHSP)	\$1,445,000	\$1,445,000
Special Event Sponsorships	\$74,500	\$74,500
Commission Office Budgets	\$164,500	\$164,500
Outside Agency Contracts ¹	\$820,434	\$820,434
Total	\$2,504,434	\$2,504,434

1.) See Page 10, Table #4, for a list of Outside Agency Contracts and funding levels

Community Human Service Partnership Funding

As previously described, in FY 2018 the City and County established a Memorandum of Understanding regarding the joint administration of the CHSP process. This process also established a two-year funding cycle for CHSP agencies. FY 2026 will continue the second year of the current two-year CHSP funding cycle (FY 2025 and FY 2026). Table #1 reflects maintaining general revenue funding in the amount of \$1,445,000 for FY 2026. Consistent with the Board’s direction during the FY 2025 budget development process, the two-year CHSP funding cycle also established line-item funding in the Homeless Services category for emergency shelters as approved by the Board and provided in Table #2. This is in support of the Board’s Strategic Initiative:

- *Establish and implement line-item funding for local emergency shelters in coordination and collaboration with community stakeholders including the City of Tallahassee and Children’s Services Council of Leon County. (2024-72)*

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

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

Table #2: FY 2025 and FY 2026 Line-Item Funding for Emergency Homeless Shelters

Shelter	Bed Capacity	County Funding	City Funding	CSC Leon Funding	Total Annual Funding
Kearney Center*	375	\$356,567	\$356,567	-	\$713,134
HOPE Community	160	\$98,473	\$98,473	\$260,222	\$457,168
CCYS	18	\$40,603	\$40,603	\$88,325	\$169,531
Brehon House	16	\$28,269	\$28,269	\$62,866	\$119,404
Refuge House**	37	\$13,588	\$13,588	\$13,587	\$40,763
Total	606	\$537,500	\$537,500	\$425,000	\$1,500,000

*Kearney Center does not house children, youth, or families and therefore would not receive CSC Leon funding.

**Approximately one-third of Refuge House residents are children of domestic violence clients.

As reflected in Table #2, the line-item funding supports the collective community effort to reduce homelessness in Tallahassee-Leon County. The funding focuses investment on shelter operations (personnel, meals, utilities, etc.) and case management. Case management is critical to assisting homeless individuals and families secure long-term and sustainable income (i.e., Social Security and Veteran benefits, employment, etc.), permanent housing, and wrap around services (i.e., childcare, mental health services, etc.).

Although a subcategory to provide line-item funding for the emergency homeless shelters was established in CHSP, the Homeless Services category continues to provide competitive grant funding for programs such as street outreach and diversion. The emergency homeless shelters are eligible to apply for such programs through the CHSP competitive process in addition to line-item funding for shelter operations and case management.

Title: Establishing the Fiscal Year 2026 Maximum Discretionary Funding Levels for Outside Agencies Including the Community Human Services Partnership

March 18, 2025

Page 8

To continue support for the Homeless Service category and the newly established line-item funding for emergency shelters, the County provided \$834,000 in available ARPA funds in the FY 2025 and FY 2026 funding cycle (\$417,000 each year). This brings the total County investment in CHSP to \$1.86 million for FY 2026. However, as detailed extensively during the budget cycle last year, the ARPA funds are proposed as a one-time solution pending the development of a new process to realign children and family services, currently funded through the CHSP process, to funding opportunities through the CSC in FY 2027. If this realignment is not approved by the CSC for FY 2027, it will result in a significant reduction in the CHSP Homeless Service funding level or require the Board to significantly increase general revenue support on a recurring basis.

Most recently, in November 2024, the County and the City participated in a CHSP workshop with the CSC to discuss the development of a proposal to replicate and fund the CHSP process for children’s services which is anticipated to be finalized by Spring 2025. Further, the CSC Executive Director provided the Board an update on the CSC’s latest activities during the Board’s annual retreat in January 2025. The County, in coordination with the CSC and the City, will host a series of meetings with local nonprofit agencies to discuss the new proposed process and, once these meetings have been completed, staff will provide another update to the Board at the June Budget Workshop.

Special Event Funding

Pursuant to the Policy, the funding for special events is approved as part of the annual budget process.

Leon County has traditionally assisted in sponsoring small community festivals and events. These requests do not require a written application but are included in the budget as direct event sponsorships at the direction of the Board as specified in the Policy. Table #3 reflects the special event funding agencies that received funding in FY 2025 along with the funding recommendations for FY 2026. This item recommends maintaining these levels for FY 2026.

Table #3: FY 2025 and FY 2026 Special Event Funding

Special Event Agencies	FY 2025 Actual	FY 2026 Recommended
Celebrate America 4th of July Celebration	\$2,500	\$2,500
Dr. Martin Luther King Celebration (Inter-Civic Southern Leadership Council of Tallahassee)	\$6,000	\$6,000
NAACP Freedom Fund Award (Tallahassee NAACP)	\$1,000	\$1,000
Soul Santa (Frenchtown \$5,000 and Walker Ford \$5,000)	\$10,000	\$10,000
Frenchtown Rising Events	\$25,000	\$25,000
Shoes4Schools Event	\$5,000	\$5,000
County Sponsored Tables/Community Event Funds	\$25,000	\$25,000
Total	\$74,500	\$74,500

Due to the continued success and the level of requests for the County to sponsor tables at nonprofit events, this item recommends maintaining the \$25,000 funding level in this category for FY 2026.

Commissioner Office Budgets

Consistent with the County's Discretionary Funding Guidelines in the Ordinance, annually as part of the budget process, the Board determines the allocation of funding set aside for the Commissioner Office budgets. These budgets are authorized for approved travel, training, and day-to-day office expenses. During the FY 2024 budget development process, and in recognition of overall increases in the costs of travel and training, the Board increased Commissioner Office Budgets from \$12,500 to \$20,500. Subsequently, due to continued increases, the budgets were increased to \$23,500 for FY 2025. This item recommends maintaining individual Commissioner Office Budgets at the current \$23,500 level.

Outside Agency Contracts

The County contracts with certain outside agencies to provide specific services to the County. Some of the contracted agencies do not provide direct human services and therefore are not eligible for CHSP funding. The remaining agencies are providing services that the County would otherwise have to provide but has determined contracting with these agencies is a more cost-effective approach. To ensure the outside agency contracts receive appropriate budget oversight, the agencies are required to submit both a midyear and annual performance report detailing services provided. The agencies' FY 2024 annual reports are included in Attachment #4. FY 2025 midyear reports are due in April.

The following contracts are approved annually, do not have a multiyear funding commitment from the County, and the majority are not required to be funded either by Florida Statute or other mandate. Therefore, the funding of these annual service contracts is at the discretion of the Board. As required by the Policy, the funding level for these outside contracts must be established prior to March 31 of each year.

As reflected in Table #4, all agencies are recommended for level funding for next fiscal year for a total of \$820,434. The Domestic Violence Coordinating Council has requested an additional \$15,500, and information related to this request is provided later in the analysis for Board consideration. The following analysis provides a brief description of each agency's recommended funding, including a statement regarding whether the funding is required.

Table #4: FY 2025 and FY 2026 Outside Agency Contracts

Outside Agency Contracts	FY 2025 Actual	FY 2026 Recommended
2-1-1 Big Bend	\$112,500	\$112,500
DISC Village	\$222,759	\$222,759
Domestic Violence Coordinating Council	\$25,000	\$25,000
Oasis Center	\$68,750	\$68,750
St. Francis Wildlife Association	\$71,250	\$71,250
Tallahassee Senior Citizens Foundation	\$179,000	\$179,000
Tallahassee Trust for Historic Preservation	\$63,175	\$63,175
United Partners for Human Services	\$40,000	\$40,000
Whole Child Leon	\$38,000	\$38,000
Total	\$820,434	\$820,434

2-1-1 Big Bend

(Recommended FY 2026 Funding: \$112,500)

In advance of the FY 2025 budget cycle last year, the Board held a Workshop on Human Services and the CHSP process on November 28, 2023, and approved the establishment of annual outside agency line-item funding to 2-1-1 Big Bend for the 24-hour Helpline and the Lyft Transportation Program. At that time, the Board directed staff to provide options for the respective funding levels in coordination with the City and the CSC. During the FY 2025 budget process, the Board approved supporting both programs in the total amount of \$112,500, and this item recommends maintaining the funding level in FY 2026.

The Helpline provides residents seeking assistance information and referrals to more than 2,200 social services in the region that provide housing, food, healthcare, employment, and other essential resources. As presented at the Workshop, the Helpline does not provide direct services but instead serves as a conduit for human service resources in the community. In recognition of the Helpline’s critical role in the provision of human services, it was recommended that the County contract annually with 2-1-1 Big Bend in the amount of \$75,000 for the operation of the Helpline rather than require the Hotline to compete for funding through CHSP.

In addition to the Helpline, the Board also directed that the County contract with 2-1-1 Big Bend to enhance its on-demand transportation service provided in partnership with Lyft. The program provides free round-trip rides for Leon County residents to food pantries, doctor appointments, employment agencies, and job interviews. When the program launched in 2023, it offered individuals one ride per month and veterans of the U.S. military up to three rides per month. In FY 2023, 2-1-1 Big Bend was awarded \$52,000 in grant funding by United Way Worldwide for the Lyft program and provided 2,661 rides during that period; however, due to the demand for the program and the limited budget, the program stopped offering its service to non-veterans with about two months remaining in the fiscal year. For FY 2024, the program continued to be provided through United Way grant funding in the amount of \$20,000. As a result of reduced funding from

United Way and the rise in the cost of rideshare, the service was provided exclusively to veterans. Therefore, senior citizens, pregnant women, or parents with small children were not eligible for the program if they were not veterans. Recognizing the importance of transportation assistance to the quality of life of children and families, staff collaborated with the CSC to expand this program and recommended County funding in the amount of \$37,500. According to 2-1-1 Big Bend, the County's annual funding is anticipated to provide nearly 2,000 more rides per year. Individuals will be able to receive at least one ride per month while veterans will continue to be eligible for up to three rides per month.

Funding Required: There is no statutory or other mandate for funding this type of program.

DISC Village

(Recommended FY 2026 Funding: \$222,759)

DISC Village maintains the operations of the Juvenile Assessment Center (JAC) by providing the onsite security and supervision of arrested youth.

Funding Required: There is no statutory or other mandate for funding this type of program; however, without the JAC, the Sheriff's Office would need a separate facility and staffing at the jail to house and process juveniles, which would be a more costly approach.

Domestic Violence Coordinating Council

(Recommended FY 2026 Funding: \$25,000)

The Domestic Violence Coordinating Council (DVCC) facilitates the area's only monthly meetings where all involved agencies gather to ensure a well-coordinated community response to domestic violence and supports public awareness and education. The DVCC does not provide direct human services or programs and therefore is not eligible for CHSP funding.

The DVCC has requested an additional \$15,500 in funding for FY 2026 for a total allocation of \$40,500 (Attachment #5). According to DVCC, the costs of supplies used in monthly meetings such as handouts, t-shirts, food, digital services, etc., have increased consistently over the last five to eight years to the point they are no longer able to provide the number of workshops, events, and digital media requested by the community. As a result, the DVCC is requesting funds to hire a part-time social media producer and increase the salary of the part-time Executive Director. The following summarizes DVCC's request for an additional \$15,500:

- \$4,800 for increased supply and vendor costs for hosting community events, producing digital media, and other public awareness projects (ex. increase in t-shirt costs, food costs, etc.);
- \$5,200 to increase the salary of the part-time Executive Director from \$15/hourly to \$20/hourly; and
- \$5,200 to hire a part-time social media producer to ensure content and marketing are kept current and relevant, and to increase engagement with youth on social media platforms.

Given the current fiscal uncertainties surrounding development of the FY 2026 budget, including ongoing deliberations at the state and national levels, this item recommends maintaining level funding for all outside agencies. This consistent approach for all agencies aligns with the Board's previous guidance of limiting increases to the budget to the smallest level necessary.

Funding Required: There is no statutory or other mandate for funding this type of program.

Oasis Center

(Recommended FY 2026 Funding: \$68,750)

The Oasis Center is contracted to provide support to the *Commission on the Status of Women and Girls*. The Commission provides policy recommendations to the County and the City on issues that impact women and girls in the community. During the June 14, 2022 meeting, the Board increased funding from \$20,000 to \$68,750 to support increased staffing and programming support as requested by the Oasis Center. The Oasis Center's support of the *Commission on the Status of Women and Girls* is not eligible for CHSP funding as it is not providing direct human services.

Funding Required: There is no statutory or other mandate for funding this type of program.

St. Francis Wildlife Association

(Recommended FY 2026 Funding: \$71,250)

St. Francis Wildlife Association responds to calls regarding injured or nuisance wildlife in Leon County. Injured animals are provided rehabilitation services at St. Francis Wildlife Refuge in Gadsden County.

Funding Required: There is no statutory or other mandate for funding this type of program. However, contracting these services offsets the cost of the County providing the service.

Tallahassee Senior Citizens Foundation

(Recommended FY 2026 Funding: \$179,000)

This funding is utilized for senior programs offered by the Foundation in the rural, unincorporated communities of Leon County at the County's six community centers.

Funding Required: There is no statutory or other mandate for funding this type of program. However, contracting these services offsets the cost of the County providing the service through the County's Parks and Recreation Division.

Tallahassee Trust for Historic Preservation

(Recommended FY 2026 Funding: \$63,175)

The Tallahassee Trust for Historic Preservation (TTHP) provides historic preservation services to the community and staffing for the Tallahassee-Leon County Architectural Review Board.

Funding Required: Yes. Supports Policy 1.1.1 [HP] Comprehensive Plan: Establish a federal-state-local partnership with the Tallahassee Trust for Historic Preservation to provide funding and

technical support for identification, documentation, evaluation, preservation, and protection of historic resources.

United Partners for Human Services
(Recommended FY 2026 Funding: \$40,000)

UPHS is a coalition of human service providers and supporting partners working together to improve the delivery of human services in the Big Bend. The organization does not provide direct human services or programs and therefore is not eligible for CHSP funding. The current funding agreement requires UPHS to assist CHSP agencies with increasing capacity to deliver human services, strengthen coordination and collaboration within the human service sector, and provide a forum for discussion on issues impacting human services providers. Additionally, UPHS provides administrative support for the Housing Leadership Council of Tallahassee-Leon County (HLC), which serves as the platform to convene public-private partners on affordable housing issues; partners include the County, City, private developers, not-for-profit developers, and financial institutions.

To ensure UPHS has enough resources to meet the increased need of nonprofits to build service and funding capacity, UPHS funding was increased from \$23,750 to \$40,000 in FY 2024. The additional funding assists the agency in expanding its capacity building efforts to organizations focused on providing services to individuals and families experiencing homelessness.

Funding Required: There is no statutory or other mandate for funding this type of program.

Whole Child Leon
(Recommended FY 2026 Funding: \$38,000)

The funds are used to support funding positions involved with community outreach and direct referral to human service agencies. Whole Child Leon does not provide direct human services or programs and therefore is not eligible for CHSP funding.

Funding Required: There is no statutory or other mandate for funding this type of program.

Apalachee Regional Planning Council (ARPC)

Pursuant to the Interlocal Agreement creating the ARPC, on or before July 31st ARPC shall adopt an annual budget and notify the County of its annual membership assessment. In June 2024, ARPC notified the County of a modest increase (less than 1%) in annual dues which was incorporated into the development of the FY 2025 County budget. A few weeks before the Board's public hearings in September 2024 to adopt the budget, ARPC restructured its membership dues and notified the County of an 180% increase in dues for FY 2025. While other counties in the region fully funded the increase in FY 2025, due to the late timing and unanticipated nature of this significant funding request, the County Administrator advised ARPC the proposed increase would not be considered for FY 2025, however the current level of services provided to the County would be evaluated and presented to the Board as part of the FY 2026 budget development process. This section provides additional information on the services provided by ARPC, its regional

membership, benefits to Leon County, and a recommendation to formalize the services and key deliverables to be provided by ARPC each year to reflect the new membership dues structure.

The ARPC is a multi-purpose agency that provides technical assistance in the areas of economic development, emergency planning, transportation, and quality of life to meet the needs of member local governments within the nine-county region. The ARPC region is comprised of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla Counties and their municipalities. The ARPC is one of 10 regional planning councils in the State of Florida. These councils are greatly beneficial to rural counties that do not have adequate resources or technical expertise in planning, emergency management, and economic development.

Pursuant to Section 186.504, Florida Statutes, each comprehensive planning district in the state shall create a regional planning council, and a County governmental unit shall be a member of the council. Three Leon County residents serve on the ARPC: one county-elected official (County Commissioner) appointed by the full Board, one municipal-elected official (City Commissioner) selected by the City Commission, and the Governor appoints the third representative. Commissioner Rick Minor currently serves as the Board's representative on the ARPC. Since its inception in 1977, the County has paid annual membership dues to the ARPC. While some municipalities pay membership dues in other regional planning councils in the state, the municipalities participating in the ARPC do not contribute for their membership.

Section 186.505, Florida Statutes, grants the council power to fix and collect membership dues; however, the statute does not specify how these dues should be calculated. In 1977, the ARPC set membership dues at a \$5,000 base fee annually which remained unchanged until FY 2015. From 2011 through 2013, former Governor Rick Scott led efforts to reduce state and regional oversight of Florida's growth management laws including the elimination of the Florida Department of Community Affairs and vetoing state funding for the regional planning councils. As a result of these changes and funding support from the State, the ARPC approved a new dues structure for FY 2015 which included a base rate of \$5,000 plus a per capita rate of \$0.07. This increased the County's dues by an additional \$18,000, from \$5,000 to \$23,000 annually. The Board approved the increase at the June 10, 2014 Budget Workshop, to be included in the FY 2015 Budget. In May 2023, ARPC increased the base rate to \$6,000 and maintained the \$0.07 per capita rate, which increased the County's FY 2024 dues to \$26,858.

On June 18, 2024, the County received notice from the ARPC that dues would increase by \$183 for a new annual total of \$27,041 for FY 2025. This population-related increase was incorporated into the FY 2025 tentatively balanced budget. However, on August 30, 2024, more than two months after the Board approved the County's FY 2025 tentative budget, the County was notified that the ARPC dues structure and amount were significantly revised for FY 2025. At its meeting on August 29, 2024, the ARPC revised its dues structure in a manner that would have increased County dues by an additional \$48,289 (180%) for a revised annual total of \$75,147 for FY 2025. Due to the late timing of the request in the budget cycle and the significant increase (180% increase from FY 2024), staff advised the ARPC that the proposed increase and the current level of services provided to the County would be evaluated as part of the FY 2026 budget development process.

Since September 2024, County staff has met several times with the ARPC to better understand the restructuring of the membership dues and services provided to Leon County. The ARPC has provided materials to the County which reflect the return on investment for each of the nine dues paying counties along with the proposed changes in membership dues for each county (Attachment #6). ARPC's materials show Leon County paying the most dues among the nine counties while having the lowest return on investment as a result of the membership dues structure and reliance on per capita funding. As part of the review for the FY 2026 budget development process, the ARPC committed to exploring opportunities to ensure Leon County is benefiting from its investment with respect to dues. Staff recommends formalizing key service deliverables for the ARPC to provide each year that aligns with the dues to be paid by the County.

Most of the services provided in Leon County are generally from work the ARPC is contracted to provide throughout the nine-county region on behalf of State agencies such as the Florida Department of Emergency Management (FDEM) and Florida Department of Health (FDOH). For example, the ARPC queries local healthcare facilities to determine their operational status and unmet needs following a disaster and shares this information with County Emergency Management staff. Funding is received from FDOH to convene a regional Healthcare Coalition to develop these post impact assessments. Additionally, the ARPC provides data on hazardous materials storage facilities in Leon County including site location, chemical type, chemical quantity, and emergency point of contacts for each site. The analysis is funded by the FDEM and conducted as a provision of compliance with the United States Environmental Protection Agency's Emergency Planning and Community Right to Know Act. The ARPC surveys 49 sites within Leon County and shares the data with Leon County so that it is integrated into the County Emergency Management Plan. In recent years, the County also contracted (outside of annual dues) with the ARPC on the development of the Post Disaster Redevelopment Plan, administration of a microloan program during COVID, and to manage a Vulnerability Assessment grant.

For the County to ensure a return on investment through its membership with the ARPC, the ARPC and County staff explored opportunities to better define a proposed scope of work identifying key deliverables that could be accomplished each year to offset the proposed increase to membership dues (Attachment #7).

1. Emergency Management Tabletop Exercise (Market-Rate Estimate: \$28,000): In partnership with Leon County Emergency Management, the ARPC will develop and facilitate at least one tabletop exercise with Leon County staff annually. Conducting a tabletop exercise is essential to maintaining readiness and testing and validating emergency plans, procedures, and inter-agency coordination.
2. Emergency Management – Major/Core Plan Updates (Market-Rate Estimate: \$37,000 per plan update): In partnership with Leon County Emergency Management, the ARPC will review and update one of the County's major emergency plans annually to ensure each major document stays current and compliant with State and Federal emergency planning criteria. A major plan update typically involves a comprehensive review of existing documents, stakeholder outreach, revisions to strategic and operational sections, and finalization into a cohesive plan that meets state and federal guidelines. The types of plans to be reviewed, include, but are not limited to the following:

- Post-Disaster Redevelopment Plan (PDRP) – Reviewed immediately following a disaster and then every five years to incorporate lessons learned, changes in state/federal regulations, and updated local risk assessments.
- County Debris Collection and Management Plan – Ensures timely and cost-effective debris removal processes following a disaster.
- Leon County Comprehensive Emergency Management Plan (CEMP) – The overarching plan guiding all phases of emergency management (preparedness, response, recovery, and mitigation).

This item seeks Board authorization for the County Administrator to execute an agreement with the ARPC formalizing the scope of services to be provided each year that aligns with the dues to be paid by the County and ensures the County's return on investment.

Additionally, as previously mentioned, the City of Tallahassee has membership on the council; however, the City does not contribute annual membership dues. During the January 30, 2025 ARPC Board meeting, Commissioner Porter proposed bringing up the issue of the City of Tallahassee contributing dues to the ARPC at a future meeting of the City Commission. In a review of other regional planning councils around the state, staff found that more than 40 municipalities including those in the Emerald Coast (West Florida), Tampa Bay, and Southwest Florida Regional Planning Councils pay membership dues. The population of the City of Tallahassee is larger than the population of the other nine participating counties. Any contribution in dues paid by the City could further support services provided in the Tallahassee/Leon County area and/or mitigate future increases in ARPC dues for the region.

Conclusion

Leon County's budget process is designed to seek early Board input and guidance on policy matters which then inform the development of a transparent and fiscally responsible budget through a series of agenda items and budget workshops. This approach allows the Board to make incremental decisions throughout the process and build the budget in a deliberate manner. This item presents one of the early considerations for the Board in the process with the establishment of the maximum discretionary funding levels for the FY 2026 budget.

Consistent with previous years, the development of the FY 2026 budget will require a fiscally responsible and conservative approach to continue providing the highest level of public services to taxpayers. Preliminary forecasts for the FY 2026 budget anticipate modest general revenue growth, continued inflation for operating and capital improvement projects, increased costs resulting from recent tariffs on U.S. trade partners, and increased operational needs of County Departments and the Constitutional Offices. Any recommended increases in operational costs will be limited to the smallest levels necessary to ensure stable funding to maintain current service levels and continued investment in the highest needs of the community, such as supporting our human service agencies.

Additional budgetary and policy items will be brought to the Board at subsequent regular meetings for guidance in developing the FY 2026 budget including analyses of the County's enterprise funds and financial reserves to withstand financial turbulence. Current identified policy items include:

- Consideration of the Solid Waste Assessment study: Based on the Board’s previous direction during the FY 2024 and FY 2025 budget processes to eliminate the general revenue subsidy to the Solid Waste fund and correspondingly increase the assessment to an appropriate level, a Solid Waste Assessment study is currently underway by an independent consultant. The study is consistent with the County’s “Fiscal Guiding Principles” and fiscal policies that state fees charged in enterprise operations will be calculated at a level which will support all direct and indirect costs of the enterprise.
- Updates to the Fire Rescue Services Fee: The current fire services assessment rate approved by the Board during the FY 2024 budget development process was based on the estimated costs to provide fire services for the next five years (through FY 2028). The City has indicated fire costs are expected to increase beyond the projected amounts and the revenue generated from the fire services fee will not be sufficient to continue to provide fire services. County staff is currently doing due diligence and reviewing the City’s fire services financial status before any determinations will be made on fee increases. Additionally, an outside study will be conducted to validate the fire services finances and determine if a fee increase is necessary.
- Funding strategies for future phases of the Woodville Septic to Sewer project, including updates on recent grant applications to support the project.

Additionally, the County is closely monitoring executive action and legislation at both the State and Federal levels for any potential impacts on the County budget, including the imposing of tariffs on products imported by U.S. trade partners, the temporary pausing and potential elimination of certain federal grants, loans, and financial assistance programs, changes to FRS to restore the COLA, and opportunities to restrict, or completely replace, property tax revenues.

Following these items, the next step in the FY 2026 budget development process is the scheduled budget workshops on June 17, 2025, and July 8, 2025 (if necessary). In preparation for the workshop, staff is currently forecasting revenues, developing and analyzing County Department operating and capital budget requests, and working closely with the Constitutional Officers prior to their formal budget submissions beginning on May 1, 2025. These budget workshops will also include several budget discussion items and policy matters for consideration by the Board, including alternatives to enhance the ongoing efforts to support affordable housing needs utilizing SHIP revenues and other funding sources, all of which will compete for limited taxpayer dollars during a challenging budget year.

While the County’s annual budget is not finalized until September of each year, early preliminary approval of outside agency funding by March 31st provides the nonprofit community certainty in preparing their respective budgets for next fiscal year. At this point in the budget process, the Board may wish to provide direction on the maximum discretionary funding levels, provide additional budgetary guidance to be considered during the upcoming budget workshop in June, and/or approve Options #1 – #4 to establish the FY 2026 maximum discretionary funding levels for outside agencies. Additionally, this item seeks Board approval of Option #5 authorizing the County Administrator to formalize key service deliverables for the ARPC to provide each year that aligns with the revised membership dues to be paid by the County.

Options:

1. Establish the Community Human Services Partnership funding level for FY 2026 at \$1,445,000.
2. Establish the non-departmental maximum discretionary funding level for FY 2026 at \$74,500 for special events funding.
3. Establish the Commissioner Office Budgets at \$23,500.
4. Establish the FY 2026 Outside Agency Contracts as follows, and authorize the County Administrator to execute the associated funding agreements and any amendments thereto, subject to legal review by the County Attorney:
 - 2-1-1 Big Bend: \$112,500
 - DISC Village: \$222,759
 - Domestic Violence Coordinating Council: \$25,000
 - Oasis Center: \$68,750
 - St. Francis Wildlife Association: \$71,250
 - Tallahassee Senior Citizens Foundation: \$179,000
 - Tallahassee Trust for Historic Preservation: \$63,175
 - United Partners for Human Services: \$40,000
 - Whole Child Leon: \$38,000
5. Authorize the County Administrator to execute an agreement with the Apalachee Regional Planning Council to formalize the scope of services to be provided to the County each year that aligns with the dues to be paid by the County, and any amendments thereto, subject to legal review by the County Attorney.
6. Board direction.

Recommendation:

Options #1 through #5

Attachments:

1. County's Discretionary Funding Guidelines, Chapter 2, Article XI, Leon County Code of Laws
2. Fiscal Planning Policy No. 93-44
3. Memorandum of Understanding between Leon County and The City of Tallahassee
4. Outside Agency Annual Performance Reports
5. Domestic Violence Coordinating Council Funding Request
6. Apalachee Regional Planning Council Dues Increase Request
7. Apalachee Regional Planning Council FY 2026 Proposed Scope of Services

PART II - CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE XI. DISCRETIONARY FUNDING GUIDELINES

ARTICLE XI. DISCRETIONARY FUNDING GUIDELINES

Sec. 2-600. Application of article.

This article shall govern the allocation of discretionary funds and provide the board a maximum amount of annual funding available in each of the following fund categories:

- (1) Community Human Services Partnership Fund;
- (2) Community Human Services Partnership—Emergency Fund;
- (3) Commissioner District Budget Fund;
- (4) Midyear Fund;
- (5) Non-Departmental Fund; and
- (6) Youth Sports Teams Fund.

(Code 1992, § 2-600; Ord. No. 06-34, § 1, 11-14-2006)

Sec. 2-601. Annual appropriation.

Funding for the purposes set forth in this article shall be subject to an annual appropriation by the board in accordance with this article.

(Code 1992, § 2-601; Ord. No. 06-34, § 1, 11-14-2006)

Sec. 2-602. 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:

Community Human Services Partnership Fund means funds eligible for allocation to social service programs.

Community Human Services Partnership—Emergency Fund means funds eligible for allocation for one-time funding to meet an emergency situation.

Commissioner District Budget Fund means funds eligible for allocation to each commissioner for activities relating to his district or the county at large.

Emergency situation means those exigent circumstances that would prohibit or severely impact the ability of a currently funded community human services partnership (CHSP) agency to provide services.

Midyear Fund means funds eligible for allocation for requests that occur outside of the regular budget process.

Non-Departmental Fund means funds eligible for allocation for nonprofit entities that are included, by direction of the board, as part of the regular adopted budget.

Nonprofit means an entity that has been designated as a 501(c)(3) eligible by the U.S. Internal Revenue Services and/or registered as a nonprofit entity with the state department of state.

Youth Sports Teams Fund means funds eligible for allocation for temporary and nonrecurring youth sporting events such as tournaments and playoffs, and events recognizing their accomplishments.

(Code 1992, § 2-602; Ord. No. 06-34, § 1, 11-14-2006)

Sec. 2-603. Application process.

- (a) The County Administrator or designee is authorized to develop forms and procedures to be used by a nonprofit, group or individual when submitting a request for funding consistent with the provisions herein.
- (b) The County Administrator or designee shall establish a process for evaluating requests for funding made pursuant to this article.

(Code 1992, § 2-603; Ord. No. 06-34, § 1, 11-14-2006)

Sec. 2-604. Funding category guidelines.

- (a) *Community Human Services Partnership Program Fund.*
 - (1) Nonprofits eligible for community human service partnership (CHSP) funding are eligible to apply for funding for other programs or specific event categories as long as the organization does not receive multiple county awards for the same program or event, or when requesting funding for an activity that is not CHSP eligible, such as capital improvements.
 - (2) Annually, as part of the budget process, the board shall confirm the allocation of funding set aside for the CHSP.
- (b) *Community Human Services Partnership Program—Emergency Fund.*
 - (1) Nonprofits that are funded through the CHSP process are eligible to apply for emergency, one-time funding through the Community Human Services Partnership Program—Emergency Fund.
 - (2) Annually, as part of the budget process, the board shall confirm the allocation of funding set aside for the Community Human Services Partnership Program—Emergency Fund.
 - (3) These funds are available to any agency that is currently funded through the CHSP process.
 - (4) The request for emergency funding shall be made at a regular meeting of the board. If deemed appropriate, the request for emergency funding shall then go before a CHSP subcommittee consisting of members from the CHSP review boards of each of the partners (Leon County, the City of Tallahassee, and the United Way of the Big Bend). The subcommittee shall determine if the situation would qualify as an emergency situation and what amount of financial support would be appropriate. The CHSP shall then make a recommendation to the County Administrator, who is authorized to approve the recommendation for funding.
 - (5) In the event the board does not meet in a timely manner, as it relates to an agency's request, the County Administrator shall have the authority to appropriate expenditures from this account.
- (c) *Commissioner District Budget Fund.*
 - (1) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the Commissioner District Budget Fund.
 - (2) Expenditures shall only be authorized from this account for approved travel and office expenses.
- (d) *Midyear Fund.*

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- (1) Nonprofits, groups or individuals that do not fit into any of the other categories of discretionary funding as outlined in this article are eligible to apply for midyear funding.
 - (2) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the Midyear Fund.
 - (3) In the event the board does not meet in a timely manner, as it relates to a funding request, the County Administrator shall have the authority to appropriate expenditures from this account. Such action is thereafter required to be ratified by the board.
- (e) *Non-Departmental Fund.*
- (1) Nonprofits eligible for non-departmental funding are eligible to apply for funding in any other program or specific event categories as long as the organization does not receive multiple county awards for the same program or event. Eligible funding activities in this category are festivals and events and outside service agencies.
 - (2) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the Non-Departmental Fund.
 - (3) Nonprofits eligible for funding through the cultural resources commission (CRC) county grant program (funded through the non-departmental process) are eligible for funding in other program or specific event categories as long as the organization does not receive multiple county awards for the same program or event.
- (f) *Youth Sports Teams Fund.*
- (1) Nonprofits or athletic teams of the county school system that are eligible for the county's youth athletic scholarship program are not eligible for funding pursuant to this article.
 - (2) Annually, as part of the budget process, the board shall determine the amount of funding pursuant to this article.
 - (3) The award for youth sports teams shall not exceed \$500.00 per team.
 - (4) Youth sports teams requesting funding from the board shall first submit their requests, in writing, to the County Administrator or designee for review and evaluation. The request must include certified documentation establishing the legitimacy of the organization.
 - (5) Funding will be allocated on a first-come, first-served basis. In the event that more than one request is received concurrently when the fund's balance is reduced to \$500.00, the remaining \$500.00 will be divided equally among the applicants meeting the evaluation criteria.
 - (6) Applicants must have participated in a city, county, or school athletic program during the year in which funding is sought.
 - (7) Team participants must be 19 years of age or younger.
 - (8) The requested funding shall support post-season activity, e.g., tournaments, playoffs, or awards banquets associated with extraordinary performance.
 - (9) After the youth sports team funding level is established by the board during the budget process, the County Administrator shall have the authority to appropriate expenditures from this account.
- (g) *Appropriation process.* Annually, prior to March 31, the board shall:
- (1) Determine the amount of funding set aside for each funding category identified in this article;
 - (2) Determine the list of permanent line item funded entities that can submit applications for funding during the current budget cycle; and

- (3) Provide direction to staff on additional appropriation requests that should be considered as part of the tentative budget development process.

(Code 1992, § 2-604; Ord. No. 06-34, § 1, 11-14-2006; Ord. No. 11-04, § 1, 2-8-2011; Ord. No. 11-08, § 1, 5-24-2011; Ord. No. 13-08, § 1, 3-12-2013)

Secs. 2-605—2-649. Reserved.

Board of County Commissioners Leon County, Florida

Policy No. 93-44

Title:	Fiscal Planning
Date Adopted:	June 8, 2021
Effective Date:	June 8, 2021
Reference:	N/A
Policy Superseded:	Policy No. 92-3, "Fiscal Planning" adopted on 3/10/92; superseded by Policy No. 93-44, adopted 8/10/93; revised 11/16/04, 2/8/11, 3/11/14 and 5/10/16

It shall be the policy of Leon County, Florida that Policy No. 93-44, "Fiscal Planning", amended by the Board of County Commissioners on May 10, 2016, is hereby further amended and a revised policy is hereby adopted in its place, to wit:

The County will establish fiscal planning practices to:

1. Provide that the annual operating and capital budget for Leon County shall be developed in conformity with the Tallahassee-Leon County Comprehensive Plan by the Office of Management and Budget, under the advisement of the County Administrator and adopted as provided in State law by a majority vote of the Board of County Commissioners presiding in a public hearing.
2. Provide for the development and annual review of a capital improvement budget. This budget shall contain a 5-year plan for acquisition and improvement of capital investments in the areas of facilities, transportation, equipment and drainage. This budget shall be coordinated with the annual operating budget.
3. Provide that the Board of County Commissioners will continue to reflect fiscal restraint through the development of the annual budget. In instances of forthcoming deficits, the Board will either decrease appropriations or increase revenues.
4. Provide that the County will strive to better utilize its resources through the use of productivity and efficiency enhancements while at the same time noting that the costs of such enhancements should not exceed the expected benefits.
5. Provide that expenditures which support existing capital investments and mandated service programs will be prioritized over those other supporting activities or non-mandated service programs.

6. Provide that the County Administrator shall be designated Budget Officer for Leon County and will carry out the duties as set forth in Ch. 129, F.S.
7. Provide that the responsibility for the establishment and daily monitoring of the County's accounting system(s) shall lie with the Finance Division of the Clerk of the Circuit Court, and that the oversight of investment and debt management for the government of Leon County shall lie with the Board of County Commissioners.
8. Annually, prior to March 31, the Board of County Commissioners will:
 - A. Establish a budget calendar for the annual budget cycle.
 - B. Confirm the list of permanent line item funded agencies that can submit applications for funding during the current budget cycle.
 - C. Establish the amount of funding to sponsor community partner/table events in an account to be managed by the County Administrator.
 - D. Provide direction to staff on additional appropriation requests that should be considered as part of the tentative budget development process.
 - E. Establish outside agency funding for the next budget cycle.
9. Provide that this policy shall be reviewed annually by the Board of County Commissioners to ensure its consistency and viability with respect to the objectives of the Board and its applicability to current state law and financial trends.

Revised 6/8/2021

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LEON COUNTY AND THE CITY OF TALLAHASSEE
IN SUPPORT OF THE COMMUNITY HUMAN SERVICES PARTNERSHIP**

This Memorandum of Understanding is entered into on the *2* day of *March* 2018 by and between Leon County, Florida (the County) and the City of Tallahassee (the City) to express mutual support and commitment to the Community Human Services Partnership.

WHEREAS, Leon County, the City of Tallahassee, and the United Way of the Big Bend (UWBB) established the Community Human Services Partnership (CHSP) in 1997 to ensure cooperative and collaborative support in funding agencies that provide direct human services to the community in a manner that assures a balanced, effective and efficient delivery system; and

WHEREAS, in August 2016 the UWBB informed the County and City of its intent to disengage from the CHSP commencing with the FY 2018/2019 planning and funding cycle; and

WHEREAS, the County and City Commissions subsequently and respectively expressed their mutual continued support for and commitment to the CHSP; and

WHEREAS, the CHSP will serve as a shared County and City planning and funding distribution process for the delivery of human services to those with the greatest need in our community; and

WHEREAS, the County and City Commissions respectively wish to provide broad policy direction and structure for the CHSP process,

NOW THEREFORE, the County and the City mutually agree to the following:

I. Goals and Objectives

- A. The goal of the CHSP fund distribution process is to review agencies' capabilities and performance, and match requests for program funding to community needs, then distribute the available funds in a manner that assures a balanced, effective and efficient human services delivery system.
- B. The County and City will maintain the following mutually adopted objectives for the CHSP:
 1. Ensure that a majority of CHSP funds are used to provide direct client services to the lowest socio-economic areas where the most difficult social conditions exist.

2. Through the Citizen Review Teams, ensure that 100% of the funds are allocated towards the areas of greatest need and opportunity.
3. Support and maintain the optimal level of human services possible with the amount of resources available.
4. Provide a service delivery system that best matches identified community needs.
5. Focus spending of CHSP funds toward a long-range perspective, which incorporates changing needs and trends relative to how needs should be met.
6. Provide a means for an ongoing review of the program and the financial needs of agencies participating in the CHSP process through program monitoring.
7. Provide a method for measuring the cost and effectiveness of the programs addressing multiple community needs.
8. Use CHSP funds to complement and supplement the agencies' budgets for the provision of comprehensive services, including all tax-supported and voluntary agency activities.
9. Ensure that funds are distributed to human service agencies without unnecessarily duplicating program funding at the expense of others.
10. Eliminate duplicate preparation of applications and reviews or interviews by agencies.
11. Maximize the level of state and federal funds coming into the community through match opportunities.
12. Provide a forum for information sharing and an opportunity to find common ground in defining terms, goals and objectives.
13. Ensure that CHSP funded agencies adhere to the American Institute of Certified Public Accountants (AICPA) standards of accounting for nonprofits.

II. Funding by the Governing Bodies

- A. The CHSP funds shall be awarded annually for a two-year period, subject to the annual appropriation by the County and City Commissions respectively.
- B. The County and City Commissions shall respectively establish funding levels once every two years beginning in the spring of 2018 for the CHSP two-year funding period.
- C. The County and City Commissions shall consider and determine the final distribution of the CHSP funds to agencies for each two-year period and biennial contracts with the agencies.

III. Administration

- A. The CHSP will be administered jointly by the County and City.
- B. The County Administrator, or designee and the City Manager, or designee shall develop and maintain procedures for the implementation and administration of the CHSP process.
 - i. County Administrator, or designee and City Manager, or designee will execute agency biennial contracts.
- C. The County and City shall mutually establish and support an on-line system that provides, but is not limited to the following services:
 - 1. The CHSP Information and Notification
 - 2. Funding Request Application
 - 3. Agency Reimbursement and Reporting
 - 4. Data Collection
 - 5. Recruitment for Citizens Review Team members

IV. Human Services Categories

- A. The County and City Commissions shall jointly and periodically review, evaluate and revise the human services categories and the funding level for each category.
 - i. The initial human services categories established for the first two-year period (FY 2018/2019 and FY 2019/2020) are as follows:
 - 1. Children's Services
 - 2. Community Support Services
 - 3. Services for Persons with Disabilities
 - 4. Basic Needs and Emergency Services
 - 5. Family Support Services
 - 6. Physical Health Services
 - 7. Senior Services
 - 8. Youth Recreation and Character Building Services
 - 9. Youth Education Services
 - 10. Promise Zone (City only)
- B. The funding allocation established in FY 2017/2018 for CHSP shall serve as the base funding level for each human services category for the first two-year CHSP funding period (FY 2018/2019 and FY 2019/2020).
- C. Any restrictions on the use of funds shall be incorporated into the CHSP procedures. For example, language indicating that the City's Change for Change funding is restricted to the Basic Needs and Emergency Services category will be included in the CHSP procedures.

- D. In preparation for the two-year period of the FY 2020/2021 and FY 2021/2022 CHSP application cycle, the County and City shall re-evaluate the human service categories to identify the areas of highest human service needs within the City and County and determine whether the current human service categories reflect those needs. The evaluation process will also recommend the appropriate distribution of CHSP funding amongst the human service categories.
- E. The County and City shall review and evaluate the human services categories in coordination and collaboration with all stakeholders including: Citizen Review Team members, CHSP agencies, the UWBB, United Partners for Human Services, human services providers, human services program consumers, and other local partners and implement any proposed revisions in preparation for the two-year period beginning FY 2020-2021.
 - i. The evaluation process will consider pertinent statistical and demographic information regarding local human services to include, but not be limited to:
 - a. Local census data
 - b. Program data and reports provided by CHSP agencies
 - c. Existing human service and community assessment data and reports
 - ii. Proposed revisions to the initial categories and recommendations shall be presented to the County and City Commissions for approval respectively by September 2019.
- V. Requirement for Agency Participation in CHSP
 - A. Not-for-profit agency programs that provide direct human services to citizens in Tallahassee-Leon County are eligible for funding through the CHSP.
 - i. The procedures developed and maintained by the County Administrator, or designee and the City Manager or designee will establish minimum legal requirements for not-for-profit agencies to participate in the CHSP.
 - B. Agencies seeking funding through the CHSP shall be required to participate in the competitive funding process which includes: participation in mandated workshops and trainings and the submission of an on-line application.
 - C. Applications shall be accepted once every two years in accordance with the defined application period established by the County Administrator or designee and the City Manager or designee.
 - D. Applications shall not be accepted after an established deadline.

- E. The CHSP funding for programs of “new” agencies shall be limited to 7.5% collectively for each funding category. A new agency is defined as an organization that has not been awarded and/or received CHSP funding in the previous two funding periods.

VI. Requirements for Citizen Review Teams

- A. Citizen Review Teams shall be established to review, evaluate, and make funding recommendations for each human services category.
- B. Citizen Review Teams shall be comprised of individuals that reside or work within the City of Tallahassee or the unincorporated areas of Leon County.
- C. Citizen Review Team members shall be recruited through an open advertisement process.
- D. All Citizen Review Team members serve on a voluntary basis.
- E. Heads of agencies and/or organizations of programs funded through the CHSP or requesting funding through CHSP are prohibited from serving on Citizen Review Teams.
- F. The County and City may have independent processes for ratifying the Citizen Review Team members.
- G. The County Administrator, or designee and the City Manager, or designee reserve the right to establish a process to gather input from members of Citizen Review Teams following the completion of the evaluation and funding recommendation of each two-year period.

VII. Appeals Process

- A. Ensure that there is a process for agencies that wish to challenge the funding recommendations made by Citizen Review Teams and or staff as part of the procedures for the implementation and administration of the CHSP.

VIII. Program Reporting and Data Collection

- A. All agencies awarded funding through the CHSP process shall be required to submit periodic reports.
- B. Data shall be collected, compiled and analyzed for the purpose of evaluating program performance and monitoring trends.
- C. Data collected from the report shall include, but is not limited to the number of clients served, client demographic information such as race, gender, age and income.

- D. Data collected and reported shall be maintained in a manner which conforms to rules and regulations related client privacy and confidentiality.
- E. Data collected and analyzed will be shared with the agencies for purposes of improving program efficiency and operations.
- F. Information collected through data analysis processes shall be used to establish uniform outcome goals and measures.
- G. Information collected and analyzed will be shared with the Citizens Review Teams to assist in future review, evaluation and funding recommendation processes.
- H. Program outcome and performance data will be provided periodically the County and City Commissions respectively.

IX. Public Input

- A. The County Administrator and the City Manager shall convene a public meeting once a year to receive agency input, present recommend changes to the CHSP process for the upcoming cycle, and discuss long-term opportunities and enhancements to the process that would better address the human services needs of the community.
- B. Furthermore, the County and City staff shall conduct at least two additional meetings per year to solicit public and agency input on the CHSP program, monitoring area social service needs and trends along with reviewing and implementing modifications to CHSP processes and procedures.

X. Partnerships

- A. The County and City will consider organizations that wish to serve as an additional funding partner that share a mutual commitment to the goals and mission of the CHSP.

For Leon County





Vincent S. Long, County Administrator

For City of Tallahassee



Reese Goad, Interim City Manager

ATTESTED BY:

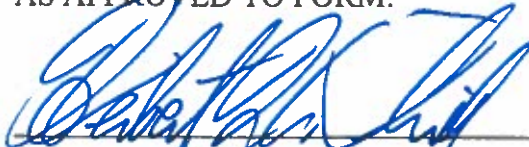


Gwendolyn Marshall, Clerk of Court &
Comptroller, Leon County, Florida



James O. Cooke, IV, City Treasurer-Clerk

AS APPROVED TO FORM:



Herbert W.A. Thiele, County Attorney



Cassandra K. Jackson, Interim City
Attorney

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Disc Village, Inc. Annual Report

LCBCC Year-End Performance Report
October 1, 2023, to September 30, 2024

Agency Name: DISC Village, Inc.

1. Program Name: Juvenile Assessment Center (JAC)/ Pre-Arrest Delinquency Citation Program
2. Program Objective: To provide assessments, screenings and various other services to youth that have been referred by local law enforcement agencies.
3. Services Provided: Assessments, screenings, case management, case staffing, referrals, counseling, groups, urinalysis screens, community service projects and community outreach. One of the important functions of the JAC is the booking component, which is conducted by JAC Correctional Officers. By having Correctional Officers at the facility, they are able to book youth that have committed crimes so that they can be fingerprinted in Live Scan and photographed in the Leon County Jail's photo imaging system. The Correctional Officers also provide the security for the facility.
4. Service Delivery Strategy: Providing assessments using the Global Appraisal of Individual Needs (GAIN-Q), which is an evidence-based tool to assist in determining the risks and needs of youth. Staff have complete required training to gain education and best ways to approach the youth population. The programs work with community stakeholders during weekly staff meetings to determine what services to provide and how best to implement the services.
5. Target Population: At-risk youth.

6. Method Used to Effectively Reach Target Population: The agency operates a twenty-four (24) hour a day facility, seven (7) days a week and three hundred and sixty-five (365) days a year, which provides law enforcement officers the ability to bring a youth in custody to a secure facility. The officers are able to complete their paperwork quickly and return to their assigned duties in the community to perform their main function of public safety. The JAC Steering Committee is held quarterly to assist stakeholders with maintaining open lines of communication. During these meetings, program goals, trends, and other services within the community are discussed.
7. Program Resources: The JAC operates with approximately 20 employees consisting of 1 Supervisor, 1 Coordinator, 1 Lead Screener, 5 full time screeners, 6 full time technicians, and 6 full time and 2 part-time Correctional Officers. The Pre-Arrest Delinquency Citation program has 2 full time Case Managers, as well as university student interns.
8. Program Capacity: The programs can serve as many youths that are referred by law enforcement officers.
9. Number of Participants: Pre-Arrest Delinquency Citation = **392** Cost per Participant: \$371.70
Number of Participants: JAC = **938** Cost per Participant: \$ 1,255.68
Total Cost: \$1,323,536 (Includes all cost associated with operating the Juvenile Assessment Center, not just the Correctional Officers.)
10. Program Goals: For the 2023-2024 Fiscal Year Short-Term Goals - To ensure that youth coming through the programs receive an assessment to determine their risk factors and needs. Intermediate Goals- To ensure through case staffing that youth are receiving the appropriate recommendations for services, sanctions, diversion programs and referrals. Long-Term Goals- for the JAC to enhance public safety and improve service delivery for youth and their families. The Pre-Arrest Delinquency Citation program will divert first time offending misdemeanor youth from the overburdened juvenile justice system.
11. Objectives: For the 2023-2024 Fiscal Year: Due to JJIS being down, recidivism rate was unable to be calculated. During this quarter, 653 youth were released within the 6-hour time frame. For youth who exceeded the 6-hour time frame, 62.11% were due to awaiting transport from the Leon Regional Juvenile Detention Center, 8.07% were due to a parent or guardian, and 29.82% were due to DCF/police report. The Pre-Arrest Delinquency Citation program objectives are that 85% or more of program participants will be assessed and engaged in program sanctions within

the first month of being referred. The data reflects that this goal was met by showing that youth were assessed and engaged in program sanctions within the first month of being referred. The objective of 85% or more of the youth that complete satisfaction surveys will report satisfaction with program services. The data indicates that the goal was met by 100% of program participants that completed surveys were satisfied with services provided. The objective of 85% or more of program participants that successfully complete the program will not re-offend for at least 12 months following program discharge. The data reflects that this goal was met by showing that the youth successfully discharged from the program did not re-offend 12 months from program closure.

12. Data Collection Method: Utilization of program logs, surveys, monthly and quarterly reports and the Juvenile Justice Information System (JJIS).

13. Number of Participants that Left or Were Dropped from the Program: This is not applicable for the JAC. Of the youth served during the Fiscal Year for the Pre-Arrest Delinquency Citation program, 88.76% were closed successfully, 11.24% were closed unsuccessfully, 10.11% were non-compliant, 1.12% were ineligible, and 0% were withdrawn by Law Enforcement.

14. Provide Participants Demographic Data:

The data for the JAC Quarter 4 report is as follows:

Age: Under 12 = 0.85%, 12-15 = 47.97% and 16-18 = 51.17%

Gender: Male = 73.03% and Female = 26.97%

Race: Black = 74.84%, White = 23.35%, Hispanic = 1.49%, Other = 0.32%

Marital Status: Single = 100%

The data for the Pre-Arrest Delinquency Citation program during the same reporting time frame is as follows:

Age: Under 12 = 3.29%, 12-15 = 49.34% and 16-18 = 47.39%

Gender: Male = 53.29% and Female = 46.71%

Race: Black = 61.18%, White = 31.69% Other = 0% Hispanic = 2.63%

Marital Status: Single = 100%

15. The Pre-Arrest Delinquency Citation program does collect data on zip codes to determine areas for at-risk youth and conducts surveys from clients and parents at the initial intake and at the completion of the program (please see the survey information attached). The JAC tracks a variety of demographic data on the program participants and inputs this data into the Juvenile Justice Information System (JJIS). Varied data sets can be obtained with a request from the department regarding the youth.

16. DISC Village has partnerships with the Department of Juvenile Justice, the Department of Children and Families and the City of Tallahassee. Each agency funds part of the cost to operate the Juvenile Assessment Center 24 hours a day 365 days a year.

The Department of Juvenile Justice supplies funds for the operations of the building and staff to process youth. The Department of Children and Families provides funds for operations and staff to process substance abuse assessments. The City of Tallahassee provides funds to help pay the cost of the Correctional Officers who are necessary to receive youth for law enforcement and to provide onsite security.

The JAC and Pre-Arrest Delinquency Citation programs have partnerships with local law enforcement agencies, the Department of Juvenile Justice, the Leon County School system, the juvenile court system, local diversion programs and a variety of community-based referral sources including but not limited to the Capital City Youth Services (CCYS), PACE School for Girls and the Palmer Munroe Teen Center.

Domestic Violence Coordinating Council Annual Report

(October, 2023 – September, 2024)

Agency Performance Report Format & Instructions

Agency Name: Domestic Violence Coordinating Council (DVCC)

Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)

1. Program Name: Domestic Violence Coordinating Council
2. Program Objective: National Coalition Against Domestic Violence (NCADV) and Federal VAWA research consistently show that the communities most successful in reducing domestic violence (DV) all have two things in common - a well-coordinated community response (CCR) and a large amount of public awareness/education. As such, the main purpose of the DVCC is to organize a well-coordinated community response to domestic violence and provide public awareness/prevention of DV.
3. Services provided: The DVCC consists of agencies working with victims and perpetrators of DV including Refuge House, the State Attorney's Office, University Victim Advocacy units, TCC, TPD, LSCO, Batterer's Intervention Programs, Probation, Oasis Center, PACE, Elder Care programs, among others. Striving to reduce DV in the Tallahassee area, the DVCC holds the area's only monthly meetings where all players may gather to ensure a well-coordinated community response to DV. The meetings serve to encourage better coordination of services between agencies, ensure that there are no gaps in services, and to resolve any issues that arise in service delivery between agencies. As an organized group, the DVCC is also able to address issues with outside agencies or service providers without one agency in particular being targeted as problematic. The DVCC is a unified and stronger voice for change when it is needed. In addition, public awareness and education events/workshops are provided around the community with a current specialization in prevention education for teens. The goal of the awareness events is to help citizens and potential victims identify the red flags associated with domestic violence as well as how to identify and assist victims who might otherwise go unnoticed.
4. Services Delivery Strategy: DVCC members meet monthly in person and offer a zoom option if needed. During the meetings, members discuss any issues regarding smooth service delivery or problems. Being in regular contact with one another allows the various agencies and advocates fighting domestic abuse to communicate more effectively, to address problems as they arise, and to maintain a more friendly interaction between those working in tandem on cases. Awareness and training events are held at key locations around town including community and teen centers, or where requested. These events target specific populations who often come into contact with victims of domestic abuse and are open to the public. The DVCC seeks to work with populations that are not currently being served or are underserved by other agencies. Our current focus on *prevention* has led to Teen Peer Advisor workshops available to teach teens about healthy vs. unhealthy relationships in schools, teen groups, and upon request. By having all involved agencies meet monthly to coordinate and communicate, and by bringing a wider understanding of the issue to the public, the DVCC aims to mitigate domestic abuse in our community.
5. Target Population: The DVCC seeks to educate the community as a whole and make citizens more aware of the dangers of domestic abuse. We also seek to educate potential victims and perpetrators of domestic violence with a current focus on prevention through education of area teens. Each year during our planning meeting, members discuss what areas or populations they feel need more attention (based on their current work and experiences.) Based on these discussions special target populations for each new year are identified. In the past, they have included medical personnel, university athletes, college campuses, churches, child care staff, the elderly, and teens. Over the last eight years, special attention has been paid to prevention efforts with teens.

6. Method used to effectively reach target population: While the DVCC strives to bring awareness to domestic violence in a number of ways, our current most pressing focus is on **prevention**. NCADV Reports show that while the number and effectiveness of services for victims has increased dramatically, the actual number of incidents of domestic violence continues to rise. In essence, perpetrators move on to new victims, and/or new perpetrators surface every day.

As recent reviews have disclosed, a common thread among Tallahassee's gun violence cases is that a significant number of perpetrators had dropped out of school. Targeting these teens early is a foundation of prevention efforts.

Teen Rallies - To combat this problem on the front end, the DVCC has focused on prevention via education and awareness efforts with teens in the Tallahassee area. We begin by hosting a number of Teen Rallies on Healthy Relationships at community and teen centers around town. These are large (100-150 kids), fun pep-rallies with music, food, prizes, games, and even a basketball shootout. Local celebrities and athletes often appear and our hostess is Shonda Knight formerly of WCTV, who conducts a jeopardy style quiz game to get the kids thinking about dating abuse and violence. The goal is to start the conversation and make them aware of the differences between healthy and unhealthy or even dangerous relationships. A Teen Rally was held in October (DV Awareness month) and February (Teen Dating Abuse Awareness month) at the Ghazvini Second Chance School for students dismissed from their regular high schools. **Approximately 186 students attended.**

Teen Peer Advisors Certification - Past conversations with area teens have taught us that teens tend to discuss relationship issues mainly with other teens. At the same time, few teens know what to say or how to help friends in abusive situations. So, the DVCC began a program to give teens more intensive education they can in turn share with other teens, launching the Certified Teen Peer Advisor program. In the weeks following the Rallies, we return to the center to provide more in-depth training to groups of teen leaders, endowing them with certification as Peer Advisors. This training includes important knowledge on healthy vs. unhealthy relationships, how to spot the warning signs of a dangerous relationship, and how to help friends in need. But more importantly, it provides teens with new communication skills and techniques they can use to prevent angry outbursts and violence. These are tools and skills teens can use throughout their lives to improve *any* relationship. The DVCC has also provided Certified Peer Advisor workshops at area schools including Godby and Rickards as well as the PACE School for Girls, Boys & Girls Clubs, Tallahassee Youth Leadership representatives, Omega Lamplighters, Distinguished Young Gentlemen, Delta Gems, Sisters in Service, the National Hook-Up of Black Women, the Tallahassee Housing Authority, Sisters Mentoring Group, SHEAcademy, Inc. and various other youth groups that have requested and received Teen Peer Adviser workshops on several occasions. We have also provided Peer Adviser workshops for college fraternities including the FAMU Omega Psi Phi chapter and the Alpha Upsilon Zeta sorority. Between October, 2023 and September, 2024, the **DVCC trained 68 teens** from various agencies and groups on domestic violence and dating abuse.

Leon County Schools Initiative - From April through May, 2024 the DVCC provided 11 different high school classes in Rickards and Chiles High with a new four class curriculum on teen dating abuse. This was designed to test a model of breaking the 2-hour workshop into four smaller pieces with interactive discussions and activities. A pre and post evaluation found this method to be the most successful so far as retention was over 90%. Subsequently, we tried to break workshops down into at least two different sessions to have more time for review as well as the kind of interaction and games that made the material most memorable to students. While this requires more staff and volunteer hours, the successes of this method are undeniable. **Student participants: 328**

Videos - One benefit of the covid experience is our latest effort to produce and use in perpetuity, online training videos, PSAs, and short informational videos for teens and targeted professions. With this awareness/education method, we can post and use the videos over and over in the future. This new project has allowed us to reach more community members than ever before. In addition, we have begun producing videos of survivors sharing their stories. We premiered these videos in October and have received very positive responses from other victims and survivors who felt both motivated and inspired by the triumphs of the featured survivors. From October to September there were **approximately 515 views**

of DVCC videos online. We are currently working on a short DV101 aimed at veterinarians to learn how to spot potential abuse in clients when treating animals, as well as how to safely offer help to victims.

7. Program Resources: The DVCC is an incredibly resourceful group, operating from donated space and office equipment, and **one part-time staff person**. In addition, the DVCC obtains many in-kind donations of goods, event space, and volunteer services. All of the DVCC's events are coordinated and provided by DVCC members as volunteers. Through this cooperation, we are able to accomplish more than other groups with far more staff. The County DVCC budget of \$25,000 has a large portion (85%) of funds going directly to providing community benefits.
8. Program Capacity: Open ended – larger events see 150 - 200 participants, individual workshops normally have 10 - 30 participants, and initial social media campaigns of videos often show 200-300 views per month.
9. Number of Participants: 582 in person + 515 online = Total of 1,097 Cost per Participant: \$12
10. List 5 highlights your agency has performed in the most recent six months:
 - I. Leon County Schools Initiative in partnership with Dr. Michelle Gayle, Assistant Superintendent, the DVCC used a revamped curriculum to provide four-part teen dating abuse workshops to 11 different classes and a total of 328 students. Pre/post evaluations found this four-part interactive method to be high in retention and skills acquired by students. Students and teachers alike scored satisfaction with the workshops in the 90th percentile and asked to have them again next year.
 - II. Teen Rally on Healthy Relationships The DVCC hosted a Teen Rally for the Students of Ghazvini Second Chance school in partnership with the Committee on the Status of Men & Boys. Approximately 96 were in attendance.
 - III. Don't Forget the Pets – The DVCC has gathered a large community of animal lovers, animal professionals, and animal activists to work on a comprehensive protocol and resource list to help animals in traumatic and dangerous situations such as those belonging to abuse victims, the homeless, or those in other states of crisis. The goal is to be sure that no one stays in a dangerous situation because there is no place for their pets. Together we are working through potential pitfalls and will be hosting an all-day workshop to develop a community plan of action as well as a comprehensive resource list for both large and small animals needing emergency, short-term, and long-term care.
 - IV. Vet Video - Production of a training video for veterinarians. This 6 minute video is designed to give Veterinarians and their staff the knowledge and skills they may need to identify victims of abuse when working with their animals. As abuse of animals is a feature of more than 42% of domestic violence cases, vets will learn what to look for, how to safely ask, and how to get potential victims the resources they need.
 - V. Omega Lamplighters - The DVCC provided a workshop for the incoming class of the Omega Lamplighters on teen dating abuse. After the success of the LCS curriculum, we chose to break it into two one-hour sessions which allowed for more interaction and games. Based on evaluations, this was the most successful Omega workshop to date. We are very excited about continuing this preferred format.
11. Program Goals:
 - a. Short-term – monthly meetings for agency coordination, public awareness and teen education.
 - b. Intermediate - improved inter-agency coordination and effective resolution of service delivery issues; teens and adults using education and awareness of domestic violence to identify and assist victims of abuse (including themselves) who might otherwise go unnoticed; prevention of some cases of domestic abuse due to advanced awareness of the issue; teens using healthy communication skills to mitigate anger and avoid violence in relationships.
 - c. Long-term – reduced rates of domestic abuse in our community.

12. Objectives (Intended impact/outcome results)

Goal One: Well-Coordinated Community Response

- a. Activities – Monthly meeting of agencies working with DV victims or perpetrators.
- b. Time Frame – Third Wednesday of every month (except December)

- c. Key Performance Indicators (Quantifiable) – 16 Member agencies with quorum reached regularly. Each meeting concludes with an Open Discussion of any new issues members wish to discuss or resolve.
- d. Outcome Measures – There exists a working list of agencies and reps who any member may contact to follow up on a case, client, or service quickly and efficiently. There also exists a friendly connection between agencies and their staff allowing for better communication than in the past. As a result, there is less aversion, rivalry, and opposition to the needs of other agencies as has been seen in the past.

Goal Two: Public Awareness and Education

- a. Activities – Teen Workshops, Certified Peer Advisor Trainings, DV Awareness Events, Video Production
- b. Time Frame – October, 2023 – September, 2024
- c. Key Performance Indicators (Quantifiable) – In the past year, 528 teens and adults have participated in the workshops or attended awareness events. At all workshops, an evaluation sheet is handed out and participants are invited to make comments and offer suggestions.
- d. Outcome Measures – As a result of the teen workshops, two additional groups have asked for workshops on preventing dating abuse. These teens expressed a desire not only to learn more themselves, but to be able to help friends in need. Per the evaluations, 94% say they are now confident they can help others with domestic abuse issues.

Also, following the social media campaign, our site traffic increased by 500%, then subsided a bit over the summer, as we continue to push out info and help on DV and dating abuse issues to subscribers to keep their education and awareness ongoing. The videos have been seen in full more than 515 times so far.

The efforts of the Animal DV task force has resulted in 5 different veterinarians agreeing to help the animals of DV victims including boarding, shots, and exams. Two vets also consulted on the video production and approximately 100 community members are part of the Don't Forget the Pets initiative.

13. Data Collection Method: Anonymous evaluations/surveys

14. Number of Participants that left or were dropped from the program: 0

Provide Participants demographic data: County-wide, with a large number of lower socio-economic citizens. (Adult events tend to be an even mix.) Student workshop groups vary by school.

15. If possible, please provide participant program satisfaction data: (surveys, etc.) For the 528 in person participants, 98% said "The training was worth my time", 97% said they "learned something they can use", and 88% said they felt confident they "Could now help others in need."

16. List any agency partnerships and collaborations related to this program. Aside from the 16 collaborating agencies that make up the DVCC, in the past year we have worked in conjunction with all agencies in Attachment A.

Collaborative Partners

DVCC

- Ability 1st
- DCF
- FAMU
- FL Dept of Corrections
- FL State Attorney's Office
- FL Office of the Attorney General
- FSU Victim Advocate / Counseling Program
- FSU Institute for Family Violence Studies
- Leon County Probation
- LCSO
- New Hope Batterer's Intervention
- Oasis Center for Women and Girls
- Omega Lamplighters
- PACE Center for Girls
- Planned Parenthood
- Refuge House
- TCC Victims Advocate Program
- TCC Early Childhood Program
- TPD

Partners

- Ghazvini Second Chance School
- Rickards and Chiles High
- Leon County Schools
- Committee on the Status of Women & Girls
- Committee on the Status of Men and Boys (Planning Committee Member)
- National Hook-Up of Black Women
- Omega Lamplighters
- Publix
- Tallahassee Housing Authority
- Hungry Howie's Pizza
- WCTV, WTXL
- Fed Ex Office
- FSU Institute for Trauma & Resilience Studies
- FSU Police Dept.
- FAMU Police Dept.
- TCC Police Dept
- B&B Sporting Goods
- Leon County Animal Aid
- Rainbow's Edge
- Red Rover .org

Legal Aid Foundation of Tallahassee Annual Report

EXHIBIT B

October 2023-September 2024
Agency Performance Report Format & Instructions

Agency Name: The Legal Aid Foundation of Tallahassee, Inc.

Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)

1. Program Name: Pro Bono Program
2. Program Objective: Efficiently and effectively deliver civil legal assistance to low-income residents of Leon County.
3. Services provided: The Pro Bono program provides advice-and-counsel, limited, or full representation in civil legal matters with our staff attorney either in-office or over the phone. The areas of service we offer include family law, landlord/tenant, probate, wills, foreclosure, small claims, and expungement. This program also encompasses the services of family law provided through Thunderdome Tallahassee, a volunteer education program focusing on our greatest area of client need—family law.
4. Services Delivery Strategy: LAF staff (Pro Bono Intake Specialist, Promise Zone Coordinator, Full-Time Staff Attorney, Full-Time Paralegals, and Executive Director) listen to each client's issue, and refer them appropriately to:
 - a. LAF Pro Bono Program
 - b. LAF Promise Zone Program
 - c. Legal Services of North Florida (by mutual agreement, LAF sends all domestic violence and foreclosure cases to Legal Services of North Florida, but LAF will attempt to serve these clients if LSNF is unable to serve them due to conflict or overcapacity)
 - d. Other legal resources (Clerk of the Courts, Southside Community Law Center, Public Defender, FloridaLawHelp.org, Florida Bar, Low Bono Center, and others)
 - e. Other human services agencies, most frequently 2-1-1 Big Bend and Refuge House
5. Target Population: LAF's target client population is the indigent population in Leon County with a civil legal issue. These are the people who fall at or below 125% of the federal poverty level (in 2024, \$18,001 for an individual and \$30,000 for a family of four). According to U.S. Census data from 2022, in Leon County, LAF estimates that 55,155 residents are eligible for civil legal aid. Not all these people will have a legal problem, yet the majority will likely have some sort of civil legal issue affecting home, family, or livelihood. The guidance and assistance of an attorney can make the difference in ensuring food, shelter, medicine, and a safe environment for children.

6. Method used to effectively reach target population: Clients learn about LAF programs by walking into the LAF office in the Leon County Courthouse, by phone, LAF’s website, brochures, community events, referrals from human service agencies, judges, lawyers, the Clerk of the Court office, word of mouth, social media, etc.

7. Program Resources:

(Input: Resource including \$ amount directly related to program. Ex: employees, volunteers, materials, etc.)

Four full-time employees, one contracted employee, and 20 volunteer attorneys.

Actual Expenditure Detail	Leon County Funded	Other Revenue Sources	Total
Compensation and Benefits	34,475	166,968	201,443
Professional Fees	0	84,000	84,000
Occupancy/Utilities/Network	0	3,720	3,720
Supplies/Postage	0	2,842	2,842
Equipment Rental, Maintenance, Purchase	0	2,000	2,000
Meeting Costs/Travel/Transportation	1440	4,320	5,760
Donor Solicitation	0	500	500
Technology & Software	0	12,021	12,021
Bad Debts/Uncollectible	0	0	0
Bonding/Liability/Directors Insurance	0	4,600	4,600
Other Expenses (please itemize)			
Bookkeeping/Controller	7660	4,340	12,000
CPA – Audit Firm		17,000	17,000
Dues and Fees	425	700	1,125
Credit card fees	0	250	250
Special Event Costs – Luncheon/Thunderdome/Chili Cook-Off	0	5,798	5,798
Advertising and Promotion	0	1,000	1000
Total	44,000	309,759	353,759

8. Program Capacity: This is difficult to determine as we’re constantly recruiting new volunteer attorneys to expand our assistance and reduce our waitlist.

9. Number of Participants: From October 2023 through the end of September 2024, it is *estimated* 800 were assisted and 284 being served directly by LAF’s programs.

Cost per Participant: \$442.20 per person assisted; \$1,245.63 per person directly served
Total budget/assisted ;Total budget/directly served (353,759/800; 353,759/284).

10. List 5 highlights your agency has performed in the past six months:

- a. Increased our capacity to provide in-person office consultations, phone, or Zoom consultations for those unable to appear in person.
- b. Hired a full-time paralegal to help expand our capacity to assist those with urgent needs.
- c. Increased our part-time attorney to full-time allowing us to serve an additional 120 clients.
- d. Recruited 3 students from Phi Alpha Delta Pre-Law to assist in-office.
- e. Recruited multiple students from Phi Alpha Delta Pre-Law to assist with programs outside of the office.
- f. Continued to improve our intake and data collection systems to improve service delivery.
- g. Collaborated with the 2nd Judicial Circuit to provide a twice-yearly pro bono mobile law clinic.
- h. Refined our systems to include a more thorough, client-centered application and intake process.
- i. Added five new volunteer attorneys to our network.

11. Program Goals:

Outcome Indicator Type	Program Outcome (Goals)	Measurable Indicators
Short-Term	Citizens seeking legal help learn about low-cost and free legal services available from LAF, or be referred to another resource agency or professional.	98% of citizens seeking legal help will talk with LAF staff about available help through LAF. 30-40% will complete an application for assistance through Legal Aid. 60-70% will be referred to another resource agency or legal professional.
Intermediate	LAF will grow the pool of volunteer lawyers available to serve low-income citizens needing pro bono assistance.	LAF will increase the prospective volunteer lawyer pool by 1-2 each quarter, either by new volunteers or by the reaffirmation of service interest in volunteers who have not opened a case in the past 2 years.
Long-Term	Match qualifying low-income citizens with pro bono attorneys in a timelier manner.	10% of pro bono cases handled by volunteer lawyers matched within 60 days.

12. Objectives (Intended impact/outcome results)

- a. Activities: client representation; community outreach & education; facilitated with FSU College of Law and other service partners to help increase and expand services.

**Year-End
October 2023 – September 2024**

Of 800 seeking legal help, we estimate 800 (100%) were in touch with a staff member at LAF via email, phone, or walk-in visit. 284 of 800 (35%) completed an application for assistance through LAF. 536 (65%) were referred to another resource agency, informational, or legal professional.

Legal Aid Foundation was able to add five new volunteer attorneys to our network through our Thunderdome training program.

Of 284 clients accepted for pro bono service:

213 Received Advice and Counsel
49 – Limited Action
1 - Negotiation Settlement with Litigation
2 - Contested Court Decision
10 – Uncontested Court Decision
5 – Client withdrew voluntarily
4 – Unable to contact client after initial conversation

b.

13. Data Collection Method:

- a. Short-term: Intake referral staff maintain daily counts of client contacts and include program information as part of each client interaction. Daily counts are compiled monthly and then quarterly. However, due to the volume of phone calls, emails, and walk-ins, it is impossible to determine an exact number.
- b. Intermediate: Continue to explore ways to improve content and reach of online survey (including email signatures, online newsletters, direct mail, LAF website, social media, etc.). LAF no longer has a pro bono coordinator, who would verbally gather a profile on each new volunteer that takes a case and regularly contacts volunteer lawyers who have not taken a case over the past two years to request updated information on preferred case areas. LAF now has a part-time staff attorney handling all in-office, phone, or Zoom cases if a volunteer attorney is unavailable.
- c. Long-term: As a volunteer lawyer agrees to take a case by conversation with the pro bono program intake specialist, the pro bono specialist initiates the first contact between the client and the lawyer, either by phone, email, or office visit (at the lawyer's office or the LAF office). The pro bono specialist records the case

assignment in the client database.

14. Number of Participants that left or were dropped from the program: 5 clients withdrew their applications, and we were unable to make contact with four after their initial consultation between October 2023-September 2024.

15. Provide Participants demographic data: Data from the clients directly served by LAF’s Pro Bono and Legal Aid Guardian programs October 2022-March 2023:

By Race: White: **66**; Black : **170**; Hispanic : **13**; Native American; **4** Other : **6** Unknown: **25**

By Gender: Female : **196**; Male : **70** Unknown: **18**

By Age: 0-18; **2** 19 -25: **25**; 26 - 39: **120**; 40 - 54: **79**; 55 and above: **36**; Unknown: **22**

Persons with Disabilities: Unknown

Total : 284

16. If possible, please provide participant program satisfaction data: (surveys, etc.) We do not currently maintain this data for the Pro Bono program, though we intend to implement tracking of this data for 2024-2025 funding cycle.

17. List any agency partnerships and collaborations related to this program.

Agency	Partnership/Collaboration
LSNF	Cross referral, program development, coordinated intake, coordinated advocacy
UPHS	Agency listing, staff development, cross referrals
Tallahassee Bar Association	Recruitment of volunteer attorneys, fundraising, and case placement
Tallahassee Women Lawyers	Recruitment of volunteer attorneys, fundraising, and case placement
Tallahassee Barristers Association	Recruitment of volunteer attorneys, fundraising, and case placement
Big Bend Chapt of FL Paralegals	Recruitment of volunteer attorneys, fundraising, and case placement
FL Bar Family Law Section	Recruitment of volunteer attorneys, fundraising, and case placement
Refuge House	Cross referrals
Oasis Center for Women and Girls	Cross referrals
Survive & Thrive Advocacy Center	Cross referrals
2-1-1 Big Bend	Cross referrals
FL Association of Civil Legal Aid	Cross referrals and advocacy

Community Centers	Client, clinic and workshop meeting space, cross referrals
Private Law Firms	Attorney recruitment, training, cross referrals
Tallahassee Veterans Legal Clinic	Cross referrals, program development, volunteer recruitment
Southside Community Law Center	Cross referrals, program development, volunteer recruitment
FSU College of Law	Meeting space, promotion of events, marketing, and intern recruitment for programs
Kearney Center	Referrals and advocacy
Frenchtown Neighborhood Association	Mobile Law for all advocacy and awareness
Griffin Heights Neighborhood Association	Mobile Law for all advocacy and awareness
Leon County Circuit Clerk	Referrals, advocacy, and program awareness
WCTV	PSAs for Mobile Law for All Clinics
Career Source Capital Region	Advocacy and cross referrals
Eldercare	Mobile Law for All awareness and advocacy
Tallahassee Senior Center	Mobile Law for All awareness and advocacy

Legal Services of North Florida Annual Report

EXHIBIT B

(Oct '23 – September '24)

Agency Performance Report Format & Instructions

Agency Name: Legal Services of North Florida, Inc.

Please provide the following information and please keep the report to a maximum of five pages (Not including attachments). Midyear reports shall reflect services provided from October to March.

1. **Program Name:** Legal Services of North Florida – Leon County
2. **Program Objective:** To provide free legal representation to individuals and families primarily with incomes under 200% of the federal poverty guidelines.
3. **Services provided:** Legal representation with priority emphasis on preservation of the home and promotion of home ownership; support for families and improved outcomes for children; promotion of employment, economic security, and health; promotion of safety and stability; and protection of vulnerable populations.
4. **Services Delivery Strategy:** To work collectively through partnering with community-based organizations and social service agencies. LSNF provides public education and outreach on legal issues in a variety of substantive areas and sponsors regular clinics to enable the working poor to have access to attorneys. LSNF also provides direct legal assistance to individuals who apply through our various intake or referral processes.
5. **Target Population:** Leon County residents whose adjusted income does not exceed 200% of the federal poverty guidelines who are experiencing a variety of civil legal problems.
6. **Method used to effectively reach target population:** LSNF regularly visits the Refuge House, senior citizen centers, Kearney Center, CCYS, and Hope Community Center. We hold low-income tax workshops and distribute brochures describing our services to many social and community service agency offices and at community events. Clinics are held in collaboration with local libraries and several churches. We provide information on our website: www.LSNF.org as well as public services announcements on television and radio.
7. **Program Resources:** See Attachment A

(Input: Resource including \$ amount directly related to program. Ex: employees, volunteers, materials, etc.)

8. **Program Capacity:** The program provides hope and justice for all through a multilingual, multicultural, dedicated staff including 17 attorneys; 6 paralegals, secretarial staff, and a pro bono panel of over 250 active members. Oversight of the project is provided by the Executive Director (29 yrs. of experience); Director of Litigation (46 yrs. of experience); and Managing Attorney (30 yrs. of experience).

9. **Number of Participants:** _____2364_____ **Cost per Participant:** \$ _____1,166.03_____

10. **List 5 highlights your agency has performed in the past six months:**

1. At a clinic at a public library, a client requested help with her FEMA application after the May tornado events at an outreach clinic in the public library. LSNF staff met the client and learned that she had been denied FEMA assistance. We prepared a FEMA appeal for her and submitted it to FEMA. We successfully obtained \$1000.00 for the client, which included \$750 for critical needs assistance and \$250 for clean and sanitize assistance.

2. Both a client and her son were victims of domestic violence. We filed a Petition for Dissolution of Marriage on the client's behalf. The perpetrator also violated the injunction the client had in place. After failing to come to an agreement at mediation we filed a motion to compel compliance. The final judgment was entered awarding the client 100% timesharing and parental responsibility.

3. A client came to us with a former landlord claiming she owed \$1,557.34. Her security deposit was not returned, and they imposed claims for damages and unpaid rent. The client stated that she paid them everything she owed and provided evidence that the apartment was in good condition when she left. We negotiated with the landlord to pay her \$394 and to not report any debt to collections.

4. Our client was experiencing homelessness and living at the Kearney Center. We assisted her in filing for disability benefits. She was awarded SSI for her physical disability, and she received the first SSI check of \$943. She will get SSI back pay/lump sum of \$34,040. These funds will allow her to pay the necessary deposits to rent a home and maintain regular payments.

5. Our client is a refugee with 12 kids. He was in danger of eviction, and having the utilities shut off. He could not work his job as a food delivery driver because of problems with the brakes on his car. He had an eviction filed against him due to non-payment of rent. LSNF worked with International Rescue Commission, which agreed to cover a month of rent. LSNF advocated with the landlord for a month's extension on the rent and to stay the eviction. The landlord agreed. LSNF worked with ECHO, which covered the utilities for the client. The client avoided eviction which would have made pursuing future housing difficult.

11. Program Goals:

- 5) **Short-term:** Provide 1,400 Leon County residents with legal advice, referrals, or brief legal services only.
- 5) **Intermediate:** Deliver 140 extended representation services to Leon County residents within one year after case acceptance.
- 5) **Long-term:** Deliver 110 extended representation services to Leon County residents after one year from the date of case acceptance.

12. Objectives (Intended impact/outcome results)

- 5) **Activities:** Provided civil legal representation to 1,400 Leon County residents
- 5) **Time Frame:** October 1, 2023- September 30, 2024
- 5) **Key Performance Indicators (Quantifiable):** Statistically driven Measurables
- 5) **Outcome Measures:** See **Attachment B**

(Benefits or changes for participants during and after their involvement with the program)

13. Data Collection Method: Case Management System

14. Number of Participants that left or were dropped from the program: 171 applicants.

15. Provide Participants demographic data:

RACE		OTHER	
Arabic	10	Veterans	130
Asian	36	Limited English Speaking (LES)	104
Black	1261		
Group	5	Male	631
Hispanic	125	Female	1704 (5) Non-Binary (19) Did not identify
Multi-Race	56	Group	5
Native	14	Disabled	897
White	747	Homeless	260
Other	110		

16. If possible, please provide participant program satisfaction data: (surveys, etc.)

LSNF provides surveys upon completion of cases. We have averaged a 94% satisfaction rating in Leon County. Survey Tools attached as **Attachment C**.

17. List any agency partnerships and collaborations related to this program. See **Attachment D**

18.

ATTACHMENT A

Actual Expenditures	Leon County Funding	Other Revenue	Total
Compensation and Benefits	\$217,169	\$1,457,717	\$1,674,886
Professional Fees	\$5,625	\$37,742	\$43,367
Occupancy/Utilities/Network	\$8,122	\$54,513	\$62,635
Supplies/Postage	\$3,237	\$21,726	\$24,963
Equipment			
Rental/Maintenance/Purch	\$7,746	\$51,991	\$59,737
Meeting Costs/Travel/Transportation	\$1,499	\$10,064	\$11,563
Staff/Bd Development/Recruit	\$6,825	\$45,815	\$52,640
Awards/Grants/Direct Aid	\$0	\$0	\$0
Bad Debts/Uncollectible	\$0	\$0	\$0
Bonding/Liability/Director Ins	\$4,114	\$27,611	\$31,725
Other Expenses			
Library	\$1,074	\$7,209	\$8,283
Bar/Membership Dues	\$966	\$6,487	\$7,453
Litigation	\$1,123	\$7,539	\$8,662
Bank Fees; Credit Card Fees	\$0	\$1,533	\$1,533
Fundraising Expenses	\$0	\$10,516	\$10,516
Total	\$257,500	\$1,740,463	\$1,997,963

ATTACHMENT B

LSNF OUTCOME MEASURES: Cases closed Oct 2023 – Sept 2024		
	Outcomes	Totals
Main Benefits Accomplished	Avoided Repossession or Replevin	1
	Obtained Monetary Award in a Consumer Matter	1
	Eliminated Delinquent Taxes Due	4
	Obtained Other Tax Relief	28
	Obtained EITC	1
	Overcame or Obtained Redress for Job Discrimination	1
	Obtained Non-Litigation Advocacy Services on Consumer Matter	1
	Avoided or Delayed Utility Termination	1
	Obtained a Divorce or Annulment	8
	Obtained, Preserved or Increased Child Support	2
	Obtained, Preserved or Increased Spousal Support	1
	Obtained or Preserved Section 8 Voucher	1
	Prevented Eviction from Federally Subsidized Housing	5
	Obtained or Increased FEMA	1
	Reduced Delinquent Taxes Due	1
	Prevented Eviction from Private Housing	12
	Avoided or Reduced Tenant Monetary Assessments	18
	Obtained Access to Homeownership Financial Assistance Programs	1
	Obtained Return of Security Deposit	6
	Obtained or Preserved Other Access to Housing	1
	Prevented Rent Increase by Mobile Home Park	1
	Avoided or Obtained Redress for Illegal or Unfair Charges by Landlord	5
	Obtained Other Benefit on a Family Matter	1
	Obtained, Preserved or Increased Food Stamps Eligibility or Right	18
Enforced Rights to Decent, Habitable Housing	1	
Obtained, Preserved, or Increased SSDI Benefit or Right	15	
Obtained, Preserved or Increased SSI Benefit or Right	24	
Corrected SSI Overpayment or Underpayment	5	
FINANCIAL IMPACT		
Financial Outcome and Recovery	Divorce/Separation/Annulment	\$38,008.66
	Taxes (Not EITC)	\$105,904.95
	SSDI	\$275,118.15
	SSI	\$258,346.82

	Private Landlord/Tenant	\$96,700.00
	Child and Spousal Support	\$23,039.00
	Other Consumer/Finance	\$2,704.58
	Federally Subsidized Housing	\$9,390.00
	Food Stamps (SNAP)	\$82,305.00
	Collect/Repo/Def/Garnish	\$32,768.61
	TOTAL IMPACT	\$924,285.77

ATTACHMENT C

Dear Client:

This questionnaire is a tool to help us serve you better. Please circle, on a scale of one to ten, how you feel about each question asked. Please return this questionnaire in the enclosed envelope within the next two weeks.

1. Were you given adequate notice of your court hearing? Circle the appropriate response.

1	2	3	4	5	6	7	8	9	10
								Very Good	
Not at all									

2. How well did your attorney/legal assistant explain to you what you could expect from Legal Services of North Florida?

1	2	3	4	5	6	7	8	9	10
								Very Well	
Not well at all									

3. Do you feel your attorney/legal assistant moved your case along adequately?

1	2	3	4	5	6	7	8	9	10
								Very Fast	
Too Slow									

4. Did your attorney/legal assistant return your phone calls?

1	2	3	4	5	6	7	8	9	10
								Always	
Never									

5. Upon contacting Legal Services, did your problem receive prompt attention?

1	2	3	4	5	6	7	8	9	10
								Very Prompt	
Not at all									

6. Was the staff at Legal Services courteous and friendly?

1	2	3	4	5	6	7	8	9	10
								Very Much	
Not at all									

7. Was/were the problem(s) you came in for solved to your liking?

1	2	3	4	5	6	7	8	9	10
								Very Good	
Not at all									

8. If you had a legal problem in the future, would you come back to Legal Services for help?

1	2	3	4	5	6	7	8	9	10
								Yes	
Never									

9. Did you feel the office was run like other private law offices?

1	2	3	4	5	6	7	8	9	10
								Better Than	
Not at all									

10. How well do you rate our intake procedure? Please comment on back of survey.

1	2	3	4	5	6	7	8	9	10
								Very Good	
Not Good									

Thank you for taking the time to fill out this questionnaire.

Dear Client:

This questionnaire is a tool to help us serve you better. Please circle, on a scale of one to ten, how you feel about each question asked. Please return this questionnaire in the enclosed envelope within the next two weeks.

1. Upon contacting Legal Services, did your problem receive prompt attention?

1 2 3 4 5 6 7 8 9 10
Not at all Very Prompt

2. Was the staff at Legal Services courteous and friendly?

1 2 3 4 5 6 7 8 9 10
Not at all Very Much

3. Did you find the advice or limited action helpful?

1 2 3 4 5 6 7 8 9 10
Not at all Very Good

4. If you had a legal problem in the future, would you come back to Legal Services for help?

1 2 3 4 5 6 7 8 9 10
Never Yes

5. How easy was it to apply for our services?

1 2 3 4 5 6 7 8 9 10
Not Easy Very Easy

Thank you for taking the time to fill out this questionnaire.

ATTACHMENT D

COLLABORATIONS / OUTREACH	
AGENCY	PARTNERSHIP/COLLABORATION
2-1-1 Big Bend	Referral and information
2nd Judicial Circuit Unified Family Court	Referral and information
Ability First	Referral and information
Agency for Persons with Disabilities	Referral and information
Apalachee Community Mental Health Services	Referral and information
Asian Coalition of Tallahassee	Referral, services, and information
Advantage Again Solutions (Area Agency of Aging for North Florida)	Referral and information
Bethel Family Life Center	Referral and information
Big Bend After Recovery Center (BBARC)	Referral, services, and information
Big Bend Cares/Care Point Health Center	Referral and information
Family Promise of the Big Bend	Referral, services, and information
Boys Town	Referral and information
Camelot Community Care	Referral and information
Capital Area Community Action Agency	Referral and information
Capital City Youth Services (CCYS)	Referral and information
Big Bend Cares/Care Point Health Center	Referral and information
Family Promise of the Big Bend	Referral, services, and information
Catholic Charities of Northwest Florida	Referral and information
Chaires Community Kingdom Center	Referral, services, and information
City of Tallahassee	Referral, services, and information
Department of Juvenile Justice	Referral and information
DISC Village	Referral and information
ECHO Outreach Ministries	Referral and information
Elder Care Services	Referral and information
Florida Baptist Children's Home	Referral and information
Florida Blue	Referrals, services, and information
Florida Department of Elder Affairs	Referral and information
Frenchtown Neighborhood Improvement Agency	Referral, services, and information
Florida Department of Environmental Protection	Referral, services, and information
FSU Children's Advocacy Center	Referral, services, and information
FSU Medical School	Referral, services, and information
Guardian Ad Litem	Referral, services, and information
Greater Frenchtown Revitalization Council	Referral, services, and information
HOPE Community	Referral and information
Impact Therapy TLH	Referral, services, and information
Institute for Nonprofit Innovation and Excellence	Referral and information
Jack McLean Community Center	Referral, services, and information
Jake Gaither Community Center	Referral, services, and information
Kearney Center/CESC, Inc.	On-site Intake and presentations; Referral, services, and information
Legal Aid Foundation of the Tallahassee Bar	Referral, services, and information; legal clinics; pro bono recruitment
Leon County Clerk's Office	Referral and information; legal clinics
Leon County Public Library	Referrals, services, and information
Lincoln High School	Medical Legal Partnership; Referrals, services, and information
Lutheran Social Services of North Florida	Referral and information
Major Care Ministries	Referrals, services, and information
Marantha SDA Church	Referrals, services, and information
Oasis Center	Medical Legal Partnership; Referral, services, and information
Our Florida Partnership	Referrals, services, and information
Refuge House	On-site intake and presentations; Referral, services, and information

RISE Center VEER Program	Referral, services, and information
Seven Hills	Referral, services, and information
Silver Lake Market	Referral, services, and information
St. Eugene’s Catholic Church	Referral, services, and information
Survive and Thrive Advocacy Center	Referral, services, and information
Tallahassee Senior Center	Referral, services, and information
Trinity UM Church	Referral, services, and information
United Partners for Human Services	Referral and information
Whole Child Leon	Referral, services, and information
Neighborhood Medical Center	Medical Legal Partnership
Salvation Army	Referrals, services, and information
FAMU SBDC	Referrals, services, and information
FSU Legals Clinics	Referrals, services, and information
Grandparents as Parents (GAP)	Referrals, services, and information
Families First of Florida	Referrals, services, and information
Pasco Women’s Center	Referrals, services, and information
Rickards High School	Referrals, services, and information
DCF – WIC Program	Referrals, services, and information
PAEC El Salvador Consulate	Referrals, services, and information
International Rescue Committee	Referrals, services, and information
Shared Grace Network	Referrals, services, and information

Oasis Center Annual Report

EXHIBIT C
Agency Performance Report Format

Agency Name: The Oasis Center for Women and Girls

Agency Representatives: Kelly Otte (Executive Director) & Stephanie Shumate (CSWG Director)

Annual Report

October 1, 2023 - September 30, 2024

Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)

- 1. Program Name:** Tallahassee-Leon County Commission on the Status of Women and Girls (CSWG)
- 2. Program Objective:** The CSWG is an Advisory body to the Leon County Board of County Commissioners and the Tallahassee City Commission. The City and County charged the CSWG with the responsibility of providing input and recommendations, as needed, on approaches with which to address issues affecting women and girls. This is the second year the CSWG is working under the CSWG 2.0 plan. The goal of CSWG 2.0 is to regularly assess gender equity and measure the well-being of women and girls locally and to provide leadership through research, policy and program development, education, outreach and collaboration, advocacy, and strategic partnerships. The CSWG is also tasked to develop and host a biennially women and girls summit, which was held on Monday, April 15th, 2024. The goal is to educate the community about issues and solutions important to women and girls, as well as provide an opportunity for women and girls to attend relevant workshops and connect with community partners.
- 3. Summary of Program Activities and Services Provided To Date:** Oasis provides staff support to the CSWG including but not limited to administrative support (scheduling, publicly noticing, minutes), communication (internal and external), executive support (partnership development, strategic planning, and facilitation), event planning, research, reporting, budgeting, and accounting. The CSWG 2.0 Plan has been driving the work of the Commission for the last two years and is a nice foundation for years to come with the expanded scope of work with the CSWG. The 2.0 Plan originally had 13 goals and deliverables, progress from 23/24 is detailed as follows:
 - 1. Update, refine, and prioritize the previous 142 recommendations** - The refined policy recommendations from last program year (22/23) were prioritized within each of our six dimensions (Economic Security, Education, Employment & Earnings, Health & Development, Political Equity, and Violence & Safety) this year and further research for those areas of focus was conducted on the committee level to guide potential policy changes. Research continues to occur to ensure comprehensive policy changes will be brought forth to the County and the City and will help guide the work of those committees for the next few years.
 - 2. Expand staffing** - Oasis, in partnership with CSWG leadership, recently hired a new part-time Program Assistant (July 2024) and continues to secure undergraduate interns from local universities every semester. We have partnered with the Center for Leadership and Service at FSU to have a Community Ambassador placed with the CSWG during the Spring 2024 semester who assisted immensely with our 24 Hour Child Care Facility research project and have a new CAP student placed with the CSWG for a full academic year (August 2024-May 2025).

3. Restructure Committees - Nothing changed with our Committee Structure this program year, we still have our seven standing committees: Organizational and Bylaws Committee, and the six dimensions: Economic Security, Education, Employment & Earnings, Health & Development, Political Equity, and Violence & Safety. We also created and facilitated several ad hoc committees (Bicentennial, Dashboard, LGBTQ+, Nominating, Summit Planning, and WGC Collaborative).

4. Expand membership of committees - There was continued recruitment of key members of the public to serve on committees as Community Committee Members (CCMs). Those volunteers represent various sectors and areas of expertise. 85 Community Committee Members served on at least one CSWG Committee in this capacity during the 23/24 program year, that is 38 more CCM's than the 22/23 program year, a 80.85% increase.

Our CSWG Commissioners and Community Committee Members volunteered over 2,550 hours this past year, a 93.18% increase.

5. Develop a Strategic/Action Plan to guide the work and priorities of the CSWG for 1-3 years - We use the Action Plan created in July 2023 as a guide for the work this year and will continue to use it as a guide for the upcoming 24/25 year.

6. Coordinate Continuum Connection with Women & Girl Serving Organizations - The CSWG hosted two major community-wide connection events for women working in organizations whose mission includes serving women and girls. These events were held on 12/13/23 and 9/30/24. We also held a series of smaller events focused on specific topics on 1/16/24, 4/24/24, 6/4/24, 6/15/24, and 7/17/24 (Virtual Event). Over 50 different organizations and 130 people attended one or more of these events. We continue to edit and update the Collaborative Women and Girls Serving Organization database with organizations and individuals that provide direct services or information that pertains to Women and Girls issues and concerns.

7. Organize an Empowerment Summit for Women & Girls - The CSWG Summit was a major priority of the CSWG this program year and took quite a bit of planning and time commitment from CSWG staff and Commissioners. The Summit was hosted on Monday, April 15, 2024 at the FSU Turnbull Conference Center and the theme of the Summit was Advocacy, Resilience, and Empowerment. There were five tracks available for attendees to choose from: Advocacy, Resilience, Empowerment, Women Can Run, and a Youth specific track for our young women in attendance at the Summit. CSWG partnered directly with Leon County Schools to ensure we had at least two young women from every public high school present at the Summit.

The Summit kicked off with a luncheon and keynote speaker, Dr. Lisa Hinkelman, Founder and CEO of Ruling Our Experiences, ROX, a national nonprofit authority on girls that conducts large-scale national research with girls, delivers evidence-based programs in schools nationwide, and equips adults to better support and empower girls. Dr. Hinkelman also led a breakout session titled: *Confident Girls, Competent Women: Strategies for Cultivating Confidence and Leadership in a Complicated World*.

Over 200 people attended the Summit and 60 volunteers dedicated their time day-of to ensure the Summit was executed flawlessly. There was a community wide application process to solicit speakers and presenters, and we hosted 47 speakers or panelists, who provided engaging content at one of the 19 informative sessions.

The Summit Planning Committee consisted of 25 volunteers composed of CSWG interns, current and former Commissioners, CCM's, and other community partners who met monthly starting at the end of the 22/23 program year and then biweekly starting in February of

2024. The Committee secured over 45 organizations, businesses, or individuals to provide financial or in-kind sponsorships for the Summit. One of the biggest priorities for the Summit Committee was to ensure there would be free childcare for any attendee. Thanks to the partnership of Kids Incorporated of the Big Bend, for the entire duration of the Summit, 11:30am-7:30pm, we were able to provide free childcare at the Summit. This was a first for a community wide event of this kind and the CSWG is committed to providing childcare at all of our major community events.

The Summit was a huge success for the CSWG, and the community as a whole! Important issues and conversations focused on some of our most vulnerable citizens were elevated, along with ideas and potential solutions discussed, and connections and collaboration fostered to continue to improve the lives of women and girls in our community. The next CSWG Summit will be held in the 25/26 program year.

8. Develop a Digital Dashboard Measuring the Wellbeing of Women & Girls Lives - The development of the digital dashboard has proven to be a major undertaking and we are in final stages of contract negotiations with the data science company and a potential website design firm. The Wellbeing Dashboard's timeline has an anticipated launch by the end of the 2024 calendar year. The data science company, Knowli, and Reubin O'D. Askew School of Public Administration and Policy Lab at Florida State University, along with the CSWG's Dashboard Ad hoc Committee, will work diligently to wrap up this extensive project in the next few months.

9. Digital Resource Library (DRL) - We have gathered 100's of articles and digital resources organized utilizing the six dimensions. We are in the process of overhauling our website and there will be a dedicated page for this resource library on our new website in the next few months. It is a requirement of every CSWG Commissioner to submit at least one article or resource per month to the DRL.

10. Resource Development - We continue to work with the CSWG Commissioners to identify potential sources of funding for the work of CSWG 2.0, including foundations, individual donors, and state and federal funding. As stated above we did identify 40 organizations, businesses, and individual donors to fund the biennial Summit and continue to research additional funding for the Digital Dashboard of Wellbeing.

11. Community Calendar of Events - In June of 2023 we published the Tallahassee-Leon County Women & Girls Community Calendar on our CSWG website and this calendar is updated daily with events related to women and girls and important awareness months, weeks, and days. We also have a submission form on the website for organizations and nonprofits to directly submit events for us to add to the calendar.

[\(https://tallahasseeleoncswg.com/meetings-event-calendar/\)](https://tallahasseeleoncswg.com/meetings-event-calendar/)

12. Research and Provide Supplemental Information in Relation to the Anatomy of a Homicide Report - In a follow up publication to the Anatomy of a Homicide Report, the [Leon County Community-Based Violence Intervention and Prevention Initiative: Phase I Report](#), domestic and intimate partner violence was included in the research conducted by the Center for Criminology and Public Policy Research for the Leon County Sheriff's Office. This report was published in October 2023.

13. Regular, On-Going Work - We organized and provided support to 11 monthly Commission meetings, (September 2024 Full Commission meeting was canceled due to Hurricane Helene) and the seven standing committees. In addition we organized six Ad Hoc Committees (Bicentennial, Dashboard, LGBTQ+, Nominating, Summit Planning, and WGC Collaborative) that meet as needed.

- i. We hosted three community wide connection events on 12/13/23, 4/15/24 (Summit), and 9/30/24. These events were designed to foster connection and collaboration with organizations and individuals that work directly with women and girls in our community. Building a bigger collective impact among service providers and agencies in a gender specific manner is vital to the work of CSWG.
- ii. We also hosted a series of smaller events focused on specific topics on 1/16/24 (Early Learning Coalition Tour), 4/24/24 (Economic Security Women Wednesday Event), 6/4/24 (Kids Inc. Tour), 6/15/24 (Tallahassee Police Department Youth Roundtable), and 7/17/24 (Women and Girls STEAM Women Wednesday Virtual Event).

4. Program Expenditures To Date: *Please see attached Financial Expenditures Report*

5. Personnel Positions Hired to Support Program:

Stephanie Shumate, CSWG Executive Director (10/22 - present)
Emily Friedlander, CSWG Interim Program Assistant (4/23 - 7/23)
Amanda Hernandez, CSWG Program Assistant (8/23 - 4/24)
Gabrielle Seibert, CSWG Program Assistant (7/24-present)

Unpaid Internships:

Emily Friedlander, CSWG Intern (1/23 - 4/23)
Amy Yao Hou, CSWG Intern (6/23 - 12/23)
Karley Gordon, CSWG Intern (1/24 - 7/24)
Daniela Vergara, Community Ambassador Program Student (1/24 - 4/24)
Rosario Barraza, Community Ambassador Program Student (8/24 - present)
Chloe Evers, Social Media & Marketing Intern (10/24 - present)

6. Summary of Promotional Activities, Fundraising, and Other Related Efforts To Date:

- We staffed an outreach table at five events this year to help bring awareness to the CSWG's work.
- We significantly increased the CSWG's social media footprint to help raise awareness of CSWG's work:

Facebook Analytics FY 23-24 vs. FY 22-23

- Reach: ↑**60.4%**
- Content Interactions: ↑**5.5%**
- Link Clicks: ↑**190.7%**
- Profile Visits: ↑**96.6%**
- Page Followers: ↑**23.3%**

Instagram Analytics FY 23-24 vs. FY 22-23

- Reach: ↑**112.3%**
- Content Interactions: ↑**100%**
- Link Clicks: ↑**100%**
- Profile Visits: ↓**0.9%**

LinkedIn Analytics FY 23-24 vs. FY 22-23

- Impressions: ↓**2.37%**
- Reactions: ↓**32.95%**
- Posts: ↓**31.48%**
- Page Views: ↑**60.69%**

- Followers: ↑94.28%
- Unique Visitors: 136
- Link Clicks: 195
- Members Reach: 2,925

7. List 5 highlights your agency has performed in the past six months:

LAST SIX MONTHS: April 1, 2024 - September 30, 2024

- Planned, organized, and hosted the Women and Girls Summit focused on Advocacy, Resilience, and Empowerment on April 15th, 2024 with over 200 attendees, 60 volunteers, 19 sessions, 5 tracks, and secured 45 sponsors to support the Summit financially. We provided FREE children enrichment activities for anyone attending the Women & Girls Summit through partnership with Kids Incorporated of the Big Bend.
- Worked with Leon County Human Resources Department and the Leon County Board of County Commissioners to expand the parental leave policy to 100% paid leave for 8 weeks for both parents with both birth and adoption. This new policy was unanimously approved by the BOCC and Leon County now has one of the most comprehensive parental leave policies in the state of Florida.
- Held meetings and started conversations with the City of Tallahassee Human Resources Department and City of Tallahassee Mayor and Commissioners to expand the current parental leave policy with the City of Tallahassee. We look forward to an expanded policy with the City in the coming months.
- Developed a partnership with a local business, Seminole Sitters, to assist in providing FREE child care at all future CSWG hosted and partnered events, and programming.
- Selected local data science firm, Knowli, Inc. to serve as the main developer of our Women and Girls Wellbeing Dashboard and we are in the final stages of negotiating the contract and scope of work of the Dashboard with an anticipated launch date in December 2024!

8. If possible, please provide participant program satisfaction data:

A satisfaction survey completed from our 04/15/24 Summit indicated:

- 94.4% said they were “Very Likely or Likely to have future involvement with the CSWG.
- 69% said they would “be interested in helping with the planning and execution of the next CSWG Summit.”
- 69% said they would “be interested in serving as a Community Committee Member (CCM) or already serve as a CCM on one of the CSWG's standing Committees.”
- 92.85% said they were “Very Satisfied or Satisfied” with the Advocacy Track breakout sessions.
- 100% said they were “Very Satisfied or Satisfied” with the Resiliency Track breakout sessions.
- 89.65% said they were “Very Satisfied or Satisfied” with the Empowerment Track breakout sessions.
- 100% said they were “Very Satisfied or Satisfied” with the Youth Track breakout sessions.
- 100% said they were “Very Satisfied or Satisfied” with the Women Can Run Track breakout sessions.

9. List any agency partnerships and collaborations related to this program

The CSWG has extensive partnerships and support from a wide array of organizations who attend our events, participate on committees, partner, collaborate, and present to the Commission. A comprehensive list is below.

The bolded organizations below represent someone serving from that group as a Community Committee Member on one of the CSWG committees.

- **2-1-1 Big Bend**
- **4 Generations**
- Achieving My Purpose
- **AMB Wealth Advisors**
- **Apalachee Regional Planning Council**
- Beta Delta Sigma Rhoers
- Big Bend AFTER Reentry Coalition
- Big Bend Cares
- Big Bend Homeless Coalition
- Boys & Girls Clubs of the Big Bend
- Boys Town North Florida
- Brehon Family Services
- Capital Area Community Action Agency
- **Capital Area Healthy Start Coalition**
- Capital City Chamber of Commerce
- Capital City Youth Development Corporation
- Capital Tea
- CareerSource Capital Region
- Children's Home Society
- Choosing Me Unselfishly LLC.
- Club 25
- Common Ground School
- **Connection First**
- **Consulting Together Community Outreach, Inc.**
- **Council on the Status of Men and Boys**
- **CSSJ Florida**
- Cultivating Queens
- DISC Village
- **Divine Revelations Ministries, Inc.**
- **Domestic Violence Coordinating Council**
- Domi Station
- **Early Learning Coalition of the Big Bend Region**
- Elder Care Services, Inc.
- **ESP Media**
- First Steps Prep Childcare Preschool
- Florida A&M University
- **FAMU BIHR**
- **FAMU TRIO**
- **FAMU Victim Advocacy Program**
- Florida Agency for Healthcare Administration
- Florida Commission on the Status of Women
- Florida Department of Corrections
- **Florida Department of Health in Leon**
- Florida Girls Initiative
- Florida Impact to End Hunger
- Florida State University
- **FSU Center for Academic Retention and Enhancement (CARE)**
- **FSU Center for Leadership & Service**
- **FSU MAAPP Program - Masters of Applied American Politics & Policy**
- FSU Panama City Pre-Collegiate Programs
- **FSU PCC TRiO Talent Search & CROP**
- FSU Upward Bound Program
- **FSU Votes**
- Foundation for Leon County Schools
- Foundation4ARTS
- Frenchtown Neighborhood Improvement Association
- GFWC Woman's Club of Tallahassee
- Girl Flo Project
- Girls on the Run Panhandle
- Girls Scouts of Gateway Council
- Girls2Divas
- Godby High School
- Good News Outreach
- Greater Frenchtown Revitalization Council, Inc.
- Greater Tallahassee Chamber of Commerce
- Guardian ad Litem Foundation

- HAND Up Project, Inc,
- Haven for Healing, Wellness and Restoration, LLC
- Her Campus
- International Rescue Committee
- JahSunJewels LLC
- **Jim Moran Institute for Global Entrepreneurship**
- Junior Achievement Big Bend
- **Junior League of Tallahassee**
- **Kids Incorporated of the Big Bend**
- **Kile Consulting**
- **Ladies Learning to Lead**
- **Leadership Tallahassee**
- **League of Women Voters**
- Legal Services of North Florida
- Leon County Children’s Services Council
- **Leon County Health Department**
- Leon County School District
- **Leon County Schools Early Childhood Education Programs**
- **Leon County Sheriff’s Office**
- Life Skills and Leadership Training
- Lutheran Social Services of North Florida
- Mayor’s LGBTQ Advisory Council
- **Melanin Mothers Meet**
- **NAMI- Tallahassee**
- National Society of Black Women in Medicine
- **Neighborhood Medical Center**
- Notable Impressions
- Oasis Center for Women and Girls
- **Office of Economic Vitality**
- P.E.O.
- Pace Center for Girls
- Pittman Law Group
- **Planned Parenthood**
- **Precision Building & Renovating**
- Project S W A N Inc
- Public Defender's Office, Second Judicial Circuit
- Reclamation of Royalty
- **Refuge House**
- Reproductive Benefits Group Fund
- Rotary Youth Camp
- **Rx Consulting**
- Safe Families for Children - North Florida
- Second Harvest of the Big Bend
- Seminole Sitters
- **SG Mental Health Counseling**
- **She Academy Inc.**
- She's A Rose
- Sickle Cell Foundation, Inc
- Sister Girls
- Sister to Sister
- South City Foundation
- STEMS4Girls, Inc.
- Strong Women in Heels, Inc
- Superior Realty Group
- **Survive and Thrive Advocacy Center**
- Talent Search and College Reach Out Program - FSU
- **Tallahassee Community College**
- **Tallahassee Community College Police Department**
- Tallahassee Lassie Pet Care, LLC
- Tallahassee Memorial Hospital
- Tallahassee Police Department
- Tallahassee Senior Center/Citizen's Foundation
- Tallahassee State College
- The Learning Pavilion
- **The Ounce of Prevention Fund of Florida**
- Trydent Consulting
- Turn About, Inc.
- **Unconquered by Debt - FSU**
- Unitarian Universalist Church of Tallahassee
- United Faculty of Florida

- United Partners for Human Services
- VolunteerLEON
- WFSU Public Media
- Whole Child Leon
- **Women Wednesdays**
- Yep She Kan Network, Inc
- Young Engineers Tallahassee
- Youth Leadership Tallahassee
- Zonta Club of Tallahassee

CSWG 23/24 Year End

	<u>23/24</u>
	<u>Actual</u>
Revenue	
4100 Grants	
4120 City and County	137,500.00
Carry Forward	12,352.00 1
4505 CSWG Summit	18,770.11
Revenue	\$ 168,622.11
Expenditures	
6020 Community Relations	120.00
6070 Communications	1,500.00
6110 CSWG Community Events	624.00
6111 CSWG Summit Event	12,735.76 2
6150 Dues and Subscriptions	250.00
6160 Employee Screenings	129.00
6170 Copy Machine Maintenance	500.00
6200 Gas/Mileage/Transportation	250.00
6300 Insurance	
6330 General Package Liability	2,000.00
Total 6300 Insurance	\$ 2,000.00
6410 IT Support	1,271.20
6411 IT- CSWG	0.00
6420 Licenses/Permits/Reports	0.00
6440 Marketing	
6460 T-shirts	750.00
Total 6440 Marketing	\$ 750.00
6465 Meeting Expenses	100.00
6470 Miscellaneous	140.09
6500 Occupancy	
6501 Rent	1,313.69
6510 Maintenance & Repair	0.00
6505 Utilities	1,852.31
Total 6500 Occupancy	\$ 3,166.00
6600 Office Supplies	1,602.06
6610 Computer Peripheral	7.99
6620 Computer Software	39.95
Total 6600 Office Supplies	\$ 1,650.00
6630 Travel	208.19
6700 Payroll Expenses	
Total 6700 Payroll Expenses	\$ 116,412.73
6740 Postage and Delivery	156.35
6750 Printing	484.09
6760 Professional Fees	

6761 Accounting	2,000.00
Total 6760 Professional Fees	<u>\$ 2,000.00</u>
6800 Program Expense	
6860 CSWG	3,423.05
Total 6800 Program Expense	<u>\$ 3,423.05</u>
6920 Staff Training	105.00
6923 Staff Events/Appreciation	149.85
Total Expenditures	<u>\$ 148,125.31</u>
Net Operating Revenue	<u>\$ 20,496.80</u>

\$8,352.00 1
 \$4,000.00 1
 6,034.35 2
\$2,110.45
 \$20,496.80

CSWG 24/25 Budget

	24/25 Budget
Revenue	
4100 Grants	
4120 City and County	137,500.00
Carry Forward	20,496.80
4505 CSWG Summit	0.00
Revenue	\$ 157,996.80
Expenditures	
6020 Community Relations	0.00
6070 Communications	1,000.00
6110 CSWG Community Events	800.00
6111 CSWG Summit Event	0.00
6150 Dues and Subscriptions	200.00
6160 Employee Screenings	75.00
6170 Copy Machine Maintenance	540.00
6200 Gas/Mileage/Transportation	100.00
6300 Insurance	
6330 General Package Liability	2,000.00
Total 6300 Insurance	\$ 2,000.00
6410 IT Support	750.00
6411 IT- CSWG (DASHBOARD/WEBSITE)	15,000.00
6420 Licenses/Permits/Reports	250.00
6440 Marketing	
6460 T-shirts	300.00
Total 6440 Marketing	\$ 300.00
6465 Meeting Expenses	0.00
6470 Miscellaneous	150.00
6500 Occupancy	
6501 Rent	3,000.00
6510 Maintenance & Repair	500.00
6505 Utilities	2,000.00
Total 6500 Occupancy	\$ 5,500.00
6600 Office Supplies	1,922.91
6610 Computer Peripheral	0.00
6620 Computer Software	200.00
Total 6600 Office Supplies	\$ 2,122.91
6630 Travel	500.00
6700 Payroll Expenses	
Total 6700 Payroll Expenses	\$ 123,458.89
6740 Postage and Delivery	100.00
6750 Printing	300.00
6760 Professional Fees	

6761 Accounting	<u>2,000.00</u>
Total 6760 Professional Fees	\$ 2,000.00
6800 Program Expense	
6860 CSWG	<u>1,500.00</u>
Total 6800 Program Expense	\$ 2,500.00
6920 Staff Training	200.00
6923 Staff Events/Appreciation	<u>150.00</u>
Total Expenditures	\$ 157,996.80
Net Operating Revenue	\$ -

St. Francis Wildlife Association Annual Report

EXHIBIT B

Agency Performance Report Format & Instructions

Agency Name:

Please provide the following information and keep the report to a maximum of five pages. (Not including attachments). Midyear reports shall reflect services provided from October – March.

1. Program Name:

St. Francis of Assisi Wildlife Association, Inc.

2. Program Objective:

The St. Francis Wildlife Association is a non-profit organization dedicated to the conservation of native wildlife in north Florida through the rescue and rehabilitation of sick, injured and orphaned wildlife and through public education.

3. Services provided:

Wildlife Rehabilitation

The SFW rehabilitation program strives to rehabilitate sick, injured, orphaned, and displaced native wildlife for eventual return to their natural habitats. Other outcomes may be humane placement or euthanasia for animals that cannot be released.

Environmental Education

SFW provides educational resources to the community through programs and information services that strive to instill appreciation for native wildlife, promote stewardship ethics, protect public health, and increase understanding of environmental science.

4. Services Delivery Strategy:

Services are provided the moment a person either contacts SFW or leaves an animal at one of our drop off locations. These locations are: SFW on Salem Road in Gadsden County, Northwood Animal Hospital, North Florida Animal Hospital, and Allied Emergency Animal

Hospital all in Tallahassee. Animals can be left at other veterinarian clinics in Leon and Gadsden County. SFW maintains a 24/7 rescue staff that responds to calls for assistance. Animals are triaged at the veterinarian clinic at the SFW facility. The only animals that are “fostered” for care by trained volunteers who raise animals in their homes, as established by the Florida Fish and Wildlife Commission, are squirrels. Every attempt is made to release animals at or near the location where they were found; if this is not possible, release locations are obtained with permission from municipalities or land owners. Intakes are documented on a numbered form and given a unique ID number that follows it through the care and release process. Forms are entered into a database that generates additional ID numbers and reports. SFW receives rabies vector species (raccoons, foxes, skunks, bobcats, bats) into care. Only staff and volunteers who have provided proof of vaccination against rabies are allowed to care for animals regarded as rabies vectors. Non-vaccinated rescue staff are not allowed to capture, care for or transport any RVS. Education programs are conducted with the assistance of The Wild Classroom, a for-profit private business. SFW volunteers and interns who wish to do outreach, public speaking, public relations, and classroom instruction work directly with the SFW Education Director who is the owner of The Wild Classroom. The Wild Classroom charges for most presentations and, in turn, gives a portion or all of the proceeds to SFW. SFW provides The Wild Classroom with food for the permanently disabled birds of prey and reptiles licensed by the Federal and State government used for SFW presentations, outreach, events, classroom instruction, and public relations.

5. Target Population:

All of Leon County’s corporate and unincorporated areas.

6. Method used to effectively reach target population:

SFW has long utilized the media (print, television and radio interviews) and publishes a monthly blog in the Tallahassee Democrat newspaper. In addition, articles are published in the newsletters of Tallahassee Neighborhood Associations. SFW no longer publishes a quarterly print and on-line newsletter; but, has opened an email account with Mail Chimp

currently sending periodic messages and updates to 2,115 subscribers. SFW continues to maintain a social media presence and website.

7. Program Resources:

1 Director of Wildlife Rehabilitation, 1 Office Administrator, 1 Education Coordinator, 4 Hospital Technicians; Volunteers and interns assist with the daily operation of the hospital, animal care, off-site educational programs and fundraising events, and respond to wildlife rescue calls. Calls for rescue assistance are received from the public, law enforcement, and animal control. A newly appointed Coordinator of Volunteers (herself a volunteer) oversees the recruitment and training of volunteers. One Wildlife Technician and Director lives on the SFW hospital grounds. Medical, hospital, animal care, and maintenance supplies are purchased on-line, at local stores, or from local veterinary clinics. SFW maintains a relationship with local businesses.

8. Program Capacity:

The SFW facility can accommodate a max of about 250 animals at any given moment. State and Federal regulations allow for the off-site fostering or care of some species. The number of foster families fluctuates according to need. SFW is not an animal adoption agency and does not sell animals to any individual or entity.

9. Number of Participants: _____N/A_____ Cost per Participant: \$____N/A_____

List 5 highlights your agency has performed in the past six months:

- Promoted the Wildlife Rehabilitation Manager to Director of Wildlife Rehabilitation
- Promoted staff to Education Coordinator and Avian Specialist
- Provided \$1.00(+) to all staff
- Sent three staff to FWRA Conference for continuing education; sent 1 director to NWRA Conference
- Built two new aviaries; replaced 1 large aviary roof; demolished 6 rotted enclosures

11. Program Goals:

- a. Short-term: Demolish all existing rotted enclosures
- b. Intermediate: Create a fundraising strategy to use for the next five years.
- c. Long-term: Replace all enclosures for rehabilitation patients. Add more permanent animals to the education program. Implement a long-term fundraising strategy.

12. Objectives

Agency objectives are: Wildlife rehabilitation; Education for the general public; Public Service; Research. Quantifiable performance indicators are shown in data provided by the wildlife intake and disposition reports. (See attachments)

- a. Activities
- b. Time Frame
- c. Key Performance Indicators (Quantifiable)
- d. Outcome Measures

(Benefits or changes for participants during and after their involvement with the program)

13. Data Collection Method:

Animal intake and disposition data is kept in an on-line database called WRMD and in a Beta version Excel database. Reports are generated through MS Excel.

14. Number of Participants that left or were dropped from the program:

N/A

15. Provide Participants demographic data:

N/A

16. If possible, please provide participant program satisfaction data: (surveys, etc.)

N/A

17. List any agency partnerships and collaborations related to this program.

Our other relationships remain intact: These include Leon County Board of Commission, The City of Tallahassee Commissioners, The Wild Classroom, Capital City Bank, Leon County Division of Animal Control, COT Animal Control, Costco, Quincy Walmart, Havana Stones, Havana Merchants Association, Peavy and Sons Construction, the Community Thrift Market and Grants, The Florida Fish and Wildlife Commission, Florida Wildlife Rehabilitator Association, National Wildlife Rehabilitator Association, The Bobby Bacon

Insurance Company, Bruner's Computer Service, Leon County Schools, Leon County Probation Office, Havana Garden Club, Native Nurseries, Wild Birds Unlimited, The Tallahassee Museum, Goose Creek Wildlife Rehabilitation, Florida Wild Mammal Association, The Audubon Center in Maitland, and The Big Bend Boy and Girl Scouts.

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1	10/11/2023	Leon County	White-eyed Vireo	1838 Miccosukee Rd, Tallahassee, FL 32308, USA	Collision / Stationary object / Walls/windows
2	10/11/2023	Leon County	Carolina Wren	1136 Winter Ln, Tallahassee, FL 32311, USA	Entrapment / Trap / Glue Trap
3	10/12/2023	Leon County	Yellow-bellied Slider	3020 Bay Shore Dr, Tallahassee, FL 32309, USA	Collision / Moving object / Car/truck/motorcycle
4	10/12/2023	Leon County	eastern gray squirrel	3250 Robinhood Rd, Tallahassee, FL 32312, USA	Undetermined
5	10/12/2023	Leon County	White-tailed Jackrabbit	2624 Manassas Way, Tallahassee, FL 32312, USA	Collision / Moving object / Car/truck/motorcycle
6	10/13/2023	Leon County	Wood Thrush	2135 Orleans Dr, Tallahassee, FL 32308, USA	Collision / Stationary object / Walls/windows
7	10/13/2023	Leon County	Wood Thrush		Collision / Stationary object / Walls/windows
8	10/13/2023	Leon County	Raccoon		Collision / Moving object / Car/truck/motorcycle
9	10/14/2023	Leon County	Virginia Opossum	1113 Victory Garden Dr, Tallahassee, FL 32301, USA	Undetermined
10	10/15/2023	Leon County	Sora		Undetermined
11	10/15/2023	Leon County	Virginia Opossum	3030 Shamrock St N, Tallahassee, FL 32309, USA	Collision / Moving object / Car/truck/motorcycle
12	10/15/2023	Leon County	Northern Cardinal	2776 Red Maple Ridge, Tallahassee, FL 32301, USA	Animal interaction / Domestic animal / Cat
13	10/15/2023	Leon County	Virginia Opossum	2137 Charter Oak Dr, Tallahassee, FL 32303, USA	Animal interaction / Domestic animal / Dog
14	10/15/2023	Leon County	Northern Cardinal		Dead on Arrival
15	10/16/2023	Leon County	Red-bellied Woodpecker	5650 Lunker Ln, Tallahassee, FL 32303, USA	Animal interaction / Domestic animal / Cat
16	10/16/2023	Leon County	Blue Jay	3105 Chalfont Ln, Tallahassee, FL 32303, USA	Animal interaction / Domestic animal / Cat
17	10/14/2023	Leon County	Virginia Opossum	1639 Village Square Blvd, Tallahassee, FL 32309, USA	Collision / Moving object / Car/truck/motorcycle
18	10/14/2023	Leon County	Palm Warbler	425 Margaret Ct, Tallahassee, FL 32301, USA	Animal interaction / Domestic animal / Cat
19	10/14/2023	Leon County	Black-whiskered Vireo		Undetermined
20	10/16/2023	Leon County	Wood Thrush		Collision / Moving object / Car/truck/motorcycle
21	10/16/2023	Leon County	common raccoon	1316 Levy Ave, Tallahassee, FL 32310, USA	Nest/Habitat Disturbance/Destruction
22	10/16/2023	Leon County	Grey Catbird		Undetermined
23	10/16/2023	Leon County	deer mouse	260 Robinhood Ct, Tallahassee, FL 32312, USA	Nest/Habitat Disturbance/Destruction
24	10/17/2023	Leon County	Mourning Dove	425 Margaret Ct, Tallahassee, FL 32301, USA	Animal interaction / Domestic animal / Cat
25	10/17/2023	Leon County	Florida mouse	260 Robinhood Ct, Tallahassee, FL 32312, USA	Nest/Habitat Disturbance/Destruction
26	10/17/2023	Leon County	Florida mouse	2422 Willamette Rd, Tallahassee, FL 32303, USA	Nest/Habitat Disturbance/Destruction
27	10/17/2023	Leon County	Florida mouse	2422 Willamette Rd, Tallahassee, FL 32303, USA	Nest/Habitat Disturbance/Destruction
28	10/17/2023	Leon County	Barred Owl		Collision / Moving object / Car/truck/motorcycle
29	10/18/2023	Leon County	Turkey Vulture	2636 Centennial Pl, Tallahassee, FL 32308, USA	Undetermined

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
30	10/7/2023	Leon County	eastern gray squirrel		Undetermined
31	10/6/2023	Leon County	Red-bellied Woodpecker		Collision / Stationary object / Walls/windows
32	10/5/2023	Leon County	Wood Thrush	720 Shannon St, Tallahassee, FL 32305, USA	Dead on Arrival
33	10/5/2023	Leon County	Wood Thrush	720 Shannon St, Tallahassee, FL 32305, USA	Dead on Arrival
34	10/22/2023	Leon County	Virginia Opossum	1300 Miccosukee Rd, Tallahassee, FL 32308, USA	Orphan, true / Parents not available
35	10/23/2023	Leon County	Blue Jay	Crestdale Dr, Tallahassee, FL 32308, USA	Collision / Moving object / Car/truck/motorcycle
36	10/23/2023	Leon County	Florida cooter	Centerville Rd, Miccosukee, FL 32309, USA	Collision / Moving object / Car/truck/motorcycle
37	10/29/2023	Leon County	common raccoon		Orphan, true / Parents not available
38	11/4/2023	Leon County	Mourning Dove	10012 Leafwood Dr, Tallahassee, FL 32312, USA	Animal interaction / Domestic animal / Dog
39	11/3/2023	Leon County	American Crow		Undetermined
40	11/3/2023	Leon County	eastern gray squirrel		Animal interaction / Domestic animal / Cat
41	10/16/2023	Leon County	Northern Cardinal	138 Sunflower Rd, Tallahassee, FL 32305, USA	Animal interaction / Domestic animal / Cat
42	11/1/2023	Leon County	House Finch	2118 Hagan Dr, Tallahassee, FL 32303, USA	Undetermined
43	11/1/2023	Leon County	Muscovy Duck	1600 Miccosukee Rd, Tallahassee, FL 32308, USA	Collision / Moving object / Car/truck/motorcycle
44	11/1/2023	Leon County	Common Pigeon	2000 W Tennessee St, Tallahassee, FL 32304, USA	Undetermined
45	11/1/2023	Leon County	Grey Catbird	722 Dunn St, Tallahassee, FL 32304, USA	Animal interaction / Domestic animal / Cat
46	10/31/2023	Leon County	Carolina Wren	1006 High Meadow Dr, Tallahassee, FL 32311, USA	Entrapment / Trap / Glue Trap
47	10/31/2023	Leon County	Carolina Wren	1006 High Meadow Dr, Tallahassee, FL 32311, USA	Entrapment / Trap / Glue Trap
48	10/31/2023	Leon County	Red-bellied Woodpecker	2001 Doomar Dr, Tallahassee, FL 32308, USA	Undetermined
49	10/4/2023	Leon County	Carolina Wren		Collision / Moving object / Car/truck/motorcycle
50	10/23/2023	Leon County	Wood Thrush	1108 Mor Bihan St, Tallahassee, FL 32301, USA	Dead on Arrival
51	10/18/2023	Leon County	Mourning Dove	Carr Ln, Florida 32312, USA	Undetermined
52	10/2/2023	Leon County	Wood Thrush	1928 Jacks Ct, Tallahassee, FL 32301, USA	Collision / Stationary object / Walls/windows
53	10/2/2023	Leon County	Eastern Cottontail	1222 Walden Rd, Tallahassee, FL 32317, USA	Animal interaction / Domestic animal / Dog
54	10/2/2023	Leon County	Eastern Cottontail	1222 Walden Rd, Tallahassee, FL 32317, USA	Animal interaction / Domestic animal / Dog
55	10/2/2023	Leon County	Eastern Cottontail	1222 Walden Rd, Tallahassee, FL 32317, USA	Animal interaction / Domestic animal / Dog
56	10/5/2023	Leon County	Wood Thrush	1030 Holland Dr, Tallahassee, FL 32301, USA	Animal interaction / Domestic animal / Cat
57	10/1/2023	Leon County	eastern gray squirrel	4581 Berklie Dr, Tallahassee, FL 32308, USA	Animal interaction / Domestic animal / Cat
58	10/5/2023	Leon County	Mourning Dove	3206 Apollo Trail, Tallahassee, FL 32309, USA	Nest/Habitat Disturbance/Destruction

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Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
59	10/10/2023	Leon County	House Wren	2518 Betton Woods Dr, Tallahassee, FL 32308, USA	Animal interaction / Domestic animal / Cat
60	10/9/2023	Leon County	common raccoon	922 Millard St, Tallahassee, FL 32301, USA	Collision / Moving object / Car/truck/motorcycle
61	10/9/2023	Leon County	Eastern Cottontail	5185 Ochlockonee Rd, Tallahassee, FL 32303, USA	Dead on Arrival
62	10/9/2023	Leon County	eastern gray squirrel	3880 Beechnut Gum Trail, Tallahassee, FL 32309, USA	Dead on Arrival
63	10/8/2023	Leon County	eastern woodrat	1623 McCaskill Ave, Tallahassee, FL 32310, USA	Undetermined
64	10/8/2023	Leon County	eastern woodrat	1623 McCaskill Ave, Tallahassee, FL 32310, USA	Undetermined
65	10/8/2023	Leon County	eastern woodrat	1623 McCaskill Ave, Tallahassee, FL 32310, USA	Undetermined
66	10/8/2023	Leon County	eastern woodrat	1623 McCaskill Ave, Tallahassee, FL 32310, USA	Undetermined
67	10/8/2023	Leon County	Canada Goose		Undetermined
68	10/7/2023	Leon County	eastern gray squirrel	513 Meadow Ridge Ct, Tallahassee, FL 32312, USA	Dead on Arrival
69	10/7/2023	Leon County	eastern woodrat	2082 W Forest Dr, Tallahassee, FL 32303, USA	Animal interaction / Domestic animal / Cat
70	10/6/2023	Leon County	eastern gray squirrel		Animal interaction / Domestic animal / Cat
71	10/2/2023	Leon County	eastern gray squirrel	134 Sinclair Rd, Tallahassee, FL 32312, USA	Animal interaction / Domestic animal / Cat
72	10/5/2023	Leon County	Common Ground Dove	2309 Braeburn Cir, Tallahassee, FL 32309, USA	Undetermined
73	10/5/2023	Leon County	Dismal Swamp southeastern shrew	3430 Merrimac Dr, Tallahassee, FL 32312, USA	Undetermined
74	10/4/2023	Leon County	Ruby-throated Hummingbird	9069 Old Chemonie Rd, Tallahassee, FL 32309, USA	Animal interaction / Domestic animal / Cat
75	10/2/2023	Leon County	eastern gray squirrel		Undetermined
76	10/18/2023	Leon County	Virginia Opossum	1004 Ivanhoe Rd, Tallahassee, FL 32312, USA	None of the Above
77	10/21/2023	Leon County	Domestic Goose	2305 Killearn Center Blvd, Tallahassee, FL 32309, USA	Behavioral Stranding
78	10/21/2023	Leon County	Virginia Opossum		Undetermined
79	10/20/2023	Leon County	Gray Catbird	3433 Welwyn Way, Tallahassee, FL 32309, USA	Collision / Stationary object / Walls/windows
80	10/3/2023	Leon County	common box turtle	4060 Edgewater Dr, Tallahassee, FL 32310, USA	Collision / Moving object / Car/truck/motorcycle
81	10/9/2023	Leon County	Yellow-billed Cuckoo	1881 N Martin Luther King Jr Blvd., Tallahassee, FL 32303, USA	Collision / Stationary object / Walls/windows
82	10/29/2023	Leon County	Carolina Wren	1540 Applewood Way, Tallahassee, FL 32312, USA	Entrapment / Trap / Glue Trap
83	10/3/2023	Leon County	eastern gray squirrel	Belle Vue Way, Tallahassee, FL 32304, USA	Collision / Moving object / Car/truck/motorcycle
84	10/6/2023	Leon County	Red-bellied Woodpecker	Warren Building, 201 W Bloxham St, Tallahassee, FL 32301, USA	Undetermined

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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
85	10/6/2023	Leon County	common raccoon	2324 Centerville Rd, Tallahassee, FL 32308, USA	Orphan, true / Parents not available
86	10/6/2023	Leon County	common raccoon	2324 Centerville Rd, Tallahassee, FL 32308, USA	Orphan, true / Parents not available
87	10/11/2023	Leon County	Carolina Wren	1136 Winter Ln, Tallahassee, FL 32311, USA	Entrapment / Trap / Glue Trap
88	10/6/2023	Leon County	Florida flying squirrel	Big Oak RV Park, 4024 N Monroe St, Tallahassee, FL 32303, USA	Inappropriate human possession / Abduction with intent of rescue
89	11/11/2023	Leon County	Virginia Opossum	2819 Mahan Dr, Tallahassee, FL 32308, USA	Orphan, true / Parents not available
90	11/9/2023	Leon County	Brown Thrasher	5654 Lunker Ln, Tallahassee, FL 32303, USA	Dead on Arrival
91	11/10/2023	Leon County	Virginia Opossum	13712 Sweet Magnolia Ln, Tallahassee, FL 32309, USA	Undetermined
92	11/11/2023	Leon County	Virginia Opossum	7505 Preservation Rd, Tallahassee, FL 32312, USA	Collision / Moving object / Car/truck/motorcycle
93	11/11/2023	Leon County	Blue Jay	5819 Country Living Cir, Tallahassee, FL 32311, USA	Collision / Stationary object / Walls/windows
94	11/11/2023	Leon County	evening bat	3501 W Orange Ave, Tallahassee, FL 32310, USA	Undetermined
95	11/13/2023	Leon County	Downy Woodpecker	5142 Pimlico Dr, Tallahassee, FL 32309, USA	Undetermined
96	11/13/2023	Leon County	common raccoon	5229 Blountstown Hwy, Tallahassee, FL 32304, USA	Inappropriate human possession / Nuisance Animal
97	11/9/2023	Leon County	white-tailed deer	Woodville, FL 32305, USA	Entrapment / Non-trap / Fence
98	11/5/2023	Leon County	eastern gray squirrel	Sedona Loop & Fleischmann Rd, Tallahassee, FL 32308, USA	Dead on Arrival
99	11/5/2023	Leon County	common raccoon	Tom Brown Park, 443-557 Easterwood Dr, Tallahassee, FL 32311, USA	Orphan, true / Parents not available
100	11/4/2023	Leon County	Yellow-bellied Slider	W Shannon Lakes, Tallahassee, FL 32309, USA	Collision / Moving object / Car/truck/motorcycle
101	11/14/2023	Leon County	Great Blue Heron	1403 Maclay Commerce Dr, Tallahassee, FL 32312, USA	Undetermined
102	10/22/2023	Leon County	common box turtle	2415 Wintergreen Rd, Tallahassee, FL 32308, USA	Inappropriate human possession / Abduction with intent of rescue
103	10/19/2023	Leon County	common raccoon		Nest/Habitat Disturbance/Destruction
104	10/20/2023	Leon County	Mourning Dove		Orphan, true / Parents not available
105	10/19/2023	Leon County	eastern gray squirrel	2221 Natural Wells Dr, Tallahassee, FL 32305, USA	None of the Above
106	10/19/2023	Leon County	Florida flying squirrel	1380 Devonshire Dr, Tallahassee, FL 32317, USA	Animal interaction / Domestic animal / Cat
107	10/21/2023	Leon County	American Peregrine Falcon		Undetermined
108	10/21/2023	Leon County	house mouse		Nest/Habitat Disturbance/Destruction
109	10/21/2023	Leon County	Carolina Wren	706 Riggins Rd, Tallahassee, FL 32308, USA	Entrapment / Trap / Glue Trap

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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
110	10/22/2023	Leon County	Red-shouldered Hawk		Entrapment / Trap / Glue Trap
111	10/22/2023	Leon County	Northern Cardinal	6096 Pickwick Rd, Tallahassee, FL 32309, USA	Animal interaction / Domestic animal / Cat
112	10/22/2023	Leon County	big free-tailed bat	1427 Charlotte St, Tallahassee, FL 32304, USA	Undetermined
113	10/23/2023	Leon County	Virginia Opossum	4015 Calle De Santos Rd, Tallahassee, FL 32311, USA	Undetermined
114	10/24/2023	Leon County	Grey Catbird		Collision / Stationary object / Walls/windows
115	10/25/2023	Leon County	Pine Warbler	1226 E 7th Ave, Tallahassee, FL 32303, USA	Animal interaction / Domestic animal / Dog
116	10/29/2023	Leon County	Mourning Dove		Collision / Stationary object / Walls/windows
117	10/28/2023	Leon County	Yellow-bellied Sapsucker	1600 Kuhlacre Dr, Tallahassee, FL 32308, USA	Animal interaction / Domestic animal / Cat
118	10/27/2023	Leon County	Eastern Cottontail	3038 Hawks Glen, Tallahassee, FL 32312, USA	Undetermined
119	11/4/2023	Leon County	eastern gray squirrel	3526 Trillium Ct, Tallahassee, FL 32312, USA	Animal interaction / Domestic animal / Dog
120	11/5/2023	Leon County	Mourning Dove	800 Basin St 410 c, Tallahassee, FL 32304, USA	Collision / Moving object / Car/truck/motorcycle
121	11/17/2023	Leon County	eastern gray squirrel	600 W College Ave, Tallahassee, FL 32306, USA	Inappropriate human possession / Abduction with intent of rescue
122	11/6/2023	Leon County	Mourning Dove	1875 E Orange Ave, Tallahassee, FL 32301, USA	Collision / Stationary object / Walls/windows
123	11/25/2023	Leon County	Virginia Opossum	Raymond Diehl Rd, Tallahassee, FL, USA	Collision / Moving object / Car/truck/motorcycle
124	11/11/2023	Leon County	Carolina Wren	9451 Rose Rd, Tallahassee, FL 32311, USA	Animal interaction / Domestic animal / Cat
125	11/18/2023	Leon County	Red-tailed Hawk	5743 W Tennessee St, Tallahassee, FL 32304, USA	Collision / Moving object / Car/truck/motorcycle
126	11/21/2023	Leon County	eastern gray squirrel	1800 Golf Terrace Dr, Tallahassee, FL 32301, USA	Undetermined
127	11/29/2023	Leon County	common raccoon	499 Capital Cir SW, Tallahassee, FL 32304, USA	Entrapment / Non-trap / Litter/garbage
128	11/27/2023	Leon County	Carolina Chickadee	1164 Mosswood Chase, Tallahassee, FL 32312, USA	Animal interaction / Domestic animal / Cat
129	11/27/2023	Leon County	southeastern myotis	3968 Royal Oaks Dr, Tallahassee, FL 32309, USA	Undetermined
130	11/26/2023	Leon County	Eastern Mole	600 Victory Garden Dr, Tallahassee, FL 32301, USA	Orphan, true / Parents not available
131	11/20/2023	Leon County	Muscovy Duck	1401 N Monroe St, Tallahassee, FL 32303, USA	Undetermined
132	11/20/2023	Leon County	White-throated Sparrow	805 W Madison St, Tallahassee, FL 32304, USA	Collision / Moving object / Car/truck/motorcycle
133	11/22/2023	Leon County	common raccoon	2458 Grassroots Way, Tallahassee, FL 32311, USA	Undetermined
134	11/22/2023	Leon County	Ornate Box Turtle	2504 Chamberlin Dr, Tallahassee, FL 32308, USA	Undetermined
135	11/22/2023	Leon County	Red-eared Slider		Undetermined
136	11/30/2023	Leon County	Wood Stork	1900 Nicklaus Ct, Tallahassee, FL 32301, USA	Undetermined
137	11/7/2023	Leon County	Red-shouldered Hawk		Collision / Moving object / Car/truck/motorcycle

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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
138	10/4/2023	Leon County	Turkey Vulture	4642 Amber Valley Rd, Tallahassee, FL 32312, USA	Undetermined
139	11/24/2023	Leon County	American Robin	3003 N Meridian Rd, Tallahassee, FL 32312, USA	Collision / Stationary object / Walls/windows
140	11/26/2023	Leon County	Canada Goose	3402 Lakeshore Dr, Tallahassee, FL 32312, USA	Undetermined
141	11/22/2023	Leon County	common box turtle		Collision / Moving object / Car/truck/motorcycle
142	11/22/2023	Leon County	common box turtle	2504 Chamberlin Dr, Tallahassee, FL 32308, USA	Undetermined
143	10/17/2023	Leon County	Cooper's Hawk		Projectile / Weapon / Gunshot / Shotgun
144	11/18/2023	Leon County	eastern gray squirrel		Animal interaction / Domestic animal / Cat
145	11/16/2023	Leon County	common raccoon	631 E Call St, Tallahassee, FL 32301, USA	Behavioral Stranding
146	10/23/2023	Leon County	Yellow-bellied Slider	3540 Thomasville Rd, Tallahassee, FL 32309, USA	Entrapment / Trap / Fishing Gear / Hook
147	11/16/2023	Leon County	Virginia Opossum		Collision / Moving object / Car/truck/motorcycle
148	11/11/2023	Leon County	Northern Cardinal	1305 Dillard St, Tallahassee, FL 32308, USA	Undetermined
149	11/13/2023	Leon County	Muscovy Duck		Collision / Moving object / Car/truck/motorcycle
150	10/14/2023	Leon County	Common Ground Dove	8156 Parterre Ct, Tallahassee, FL 32312, USA	Animal interaction / Domestic animal / Cat
151	10/15/2023	Leon County	Brown Thrasher	2943 Parrish Dr, Tallahassee, FL 32309, USA	Animal interaction / Domestic animal / Cat
152	10/27/2023	Leon County	eastern gray squirrel	1950 Midyette Ct, Tallahassee, FL 32301, USA	Animal interaction / Domestic animal / Cat
153	10/26/2023	Leon County	eastern gray squirrel		Collision / Moving object / Car/truck/motorcycle
154	11/14/2023	Leon County	Virginia Opossum	5593 Miles Blake Dr, Tallahassee, FL 32309, USA	Collision / Moving object / Car/truck/motorcycle
155	11/18/2023	Leon County	eastern gray squirrel	1707 Brookside Blvd, Tallahassee, FL 32301, USA	Animal interaction / Domestic animal / Dog
156	12/1/2023	Leon County	evening bat	5104 Touraine Dr, Tallahassee, FL 32308, USA	Nest/Habitat Disturbance/Destruction
157	12/3/2023	Leon County	Virginia Opossum	Belle Vue Way, Tallahassee, FL 32304, USA	Animal interaction / Domestic animal / Dog
158	12/3/2023	Leon County	Red-shouldered Hawk	6615 Mahan Dr, Tallahassee, FL 32308, USA	Collision / Moving object / Car/truck/motorcycle
159	12/4/2023	Leon County	Sharp-shinned Hawk	3416 Gallant Fox Trail, Tallahassee, FL 32309, USA	Collision / Moving object / Car/truck/motorcycle
160	12/6/2023	Leon County	Wood Thrush	3454 Lakeshore Dr, Tallahassee, FL 32312, USA	Collision / Stationary object / Walls/windows
161	12/7/2023	Leon County	Virginia Opossum	2121 Shangri La Lane, Tallahassee, FL 32303, USA	Animal interaction / Domestic animal / Dog
162	12/9/2023	Leon County	Barred Owl		Collision / Moving object / Car/truck/motorcycle
163	12/9/2023	Leon County	Florida flying squirrel	1921 Harriet Dr, Tallahassee, FL 32303, USA	Animal interaction / Domestic animal / Dog
164	12/8/2023	Leon County	Northern Cardinal	3111 Ansley Park Dr, Tallahassee, FL 32309, USA	Animal interaction / Domestic animal / Cat
165	12/7/2023	Leon County	common raccoon	2508 Willamette Rd, Tallahassee, FL 32303, USA	Undetermined
166	12/6/2023	Leon County	Common Black Hawk	7373 Ox Bow Cir, Tallahassee, FL 32312, USA	Undetermined

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167	12/8/2023	Leon County	eastern gray squirrel	2600 Miccosukee Rd, Tallahassee, FL 32308, USA	Undetermined
168	12/9/2023	Leon County	eastern gray squirrel	904 Bald Eagle Run, Tallahassee, FL 32304, USA	Undetermined
169	12/14/2023	Leon County	deer mouse	529 N Meridian St, Tallahassee, FL 32301, USA	Orphan, true / Parents not available
170	12/14/2023	Leon County	deer mouse	529 N Meridian St, Tallahassee, FL 32301, USA	Orphan, true / Parents not available
171	12/14/2023	Leon County	deer mouse	529 N Meridian St, Tallahassee, FL 32301, USA	Orphan, true / Parents not available
172	12/14/2023	Leon County	deer mouse	529 N Meridian St, Tallahassee, FL 32301, USA	Orphan, true / Parents not available
173	12/14/2023	Leon County	deer mouse	529 N Meridian St, Tallahassee, FL 32301, USA	Orphan, true / Parents not available
174	12/13/2023	Leon County	Northern Cardinal	1933 W Indianhead Dr, Tallahassee, FL 32301, USA	Undetermined
175	12/13/2023	Leon County	southeastern myotis	1174 Copper Creek Dr, Tallahassee, FL 32311, USA	None of the Above
176	12/15/2023	Leon County	eastern red bat	1252 N Bronough St, Tallahassee, FL 32303, USA	Undetermined
177	12/18/2023	Leon County	Northern Cardinal	1818 Dawsey St, Tallahassee, FL 32303, USA	Collision / Stationary object / Walls/windows
178	12/17/2023	Leon County	Virginia Opossum	8495 Springhill Rd, Tallahassee, FL 32305, USA	Collision / Moving object / Car/truck/motorcycle
179	12/19/2023	Leon County	common raccoon	8990 Smith Creek Rd, Tallahassee, FL 32310, USA	Undetermined
180	12/17/2023	Leon County	common raccoon	6504 Mahan Dr, Tallahassee, FL 32308, USA	Undetermined
181	12/17/2023	Leon County	eastern gray squirrel	2128 Plantation Forest Dr, Tallahassee, FL 32317, USA	Undetermined
182	12/16/2023	Leon County	Red-headed Woodpecker	355 Old Dirt Rd, Tallahassee, FL 32317, USA	Undetermined
183	12/17/2023	Leon County	common raccoon	1719 Semalachee Dr, Tallahassee, FL 32301, USA	Undetermined
184	12/17/2023	Leon County	Northern Cardinal	9809 Waters Meet Dr, Tallahassee, FL 32312, USA	Collision / Stationary object / Walls/windows
185	12/7/2023	Leon County	Eastern Bluebird	Clarion Pointe, 2702 N Monroe St, Tallahassee, FL 32303, USA	Collision / Moving object / Car/truck/motorcycle
186	12/15/2023	Leon County	Northern Mockingbird	Timberlane Rd, Florida 32312, USA	Collision / Moving object / Car/truck/motorcycle
187	12/20/2023	Leon County	common raccoon	740 White Dr, Tallahassee, FL 32304, USA	Behavioral Stranding
188	12/20/2023	Leon County	Black-and-white Warbler	6439 Cavalcade Trail, Tallahassee, FL 32309, USA	Entrapment / Spaces / Window Well/Outdoor Stairwell
189	12/13/2023	Leon County	Eastern Cottontail	1779 Newman Ln, Tallahassee, FL 32312, USA	Undetermined
190	12/21/2023	Leon County	eastern gray squirrel	10832 Old Pine Acres Trail, Tallahassee, FL 32305, USA	Inappropriate human possession / Unauthorized or untrained rehabilitation
191	12/26/2023	Leon County	Virginia Opossum	7217 Anhinga Ln, Tallahassee, FL 32309, USA	Undetermined

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192	12/26/2023	Leon County	Virginia Opossum	7217 Anhinga Ln, Tallahassee, FL 32309, USA	Undetermined
193	12/26/2023	Leon County	Gray Fox	N Meridian Rd, Florida, USA	Collision / Moving object / Car/truck/motorcycle
194	12/22/2023	Leon County	common raccoon	636 Tung Hill Dr, Tallahassee, FL 32317, USA	Undetermined
195	12/22/2023	Leon County	American Kestrel	3535 Roberts Ave, Tallahassee, FL 32310, USA	Collision / Moving object / Car/truck/motorcycle
196	12/24/2023	Leon County	Virginia Opossum	1108 Richardson Rd, Tallahassee, FL 32301, USA	Undetermined
197	12/23/2023	Leon County	eastern gray squirrel	5291 Maddox Rd, Tallahassee, FL 32303, USA	Animal interaction / Domestic animal / Cat
198	12/23/2023	Leon County	Undetermined Bird	8278 Charrington Forest Blvd, Tallahassee, FL 32312, USA	Undetermined
199	12/22/2023	Leon County	Eastern Cottontail	2517 Killarney Way, Tallahassee, FL 32309, USA	Animal interaction / Non-domestic animal / Different species
200	12/21/2023	Leon County	common raccoon	Capital Cir NE, Tallahassee, FL, USA	Collision / Moving object / Car/truck/motorcycle
201	12/27/2023	Leon County	Virginia Opossum	5600 Miccosukee Rd, Tallahassee, FL 32308, USA	Undetermined
202	12/22/2023	Leon County	Carolina Wren	1220 S Gadsden St, Tallahassee, FL 32301, USA	Entrapment / Trap / Glue Trap
203	12/28/2023	Leon County	eastern red bat	4939 Shannon Lakes Dr E, Tallahassee, FL 32309, USA	Undetermined
204	12/30/2023	Leon County	Red-shouldered Hawk	620 Voncite Ave, Tallahassee, FL 32303, USA	Undetermined
205	12/29/2023	Leon County	Barred Owl	1758 River Birch Hollow, Tallahassee, FL 32308, USA	Undetermined
206	1/1/2024	Leon County	Scarlet kingsnake	4109 Red Cedar St.	Cat interaction
207	1/1/2024	Leon County	Carolina Wren	3054 Shamrock St N	Entrapment
208	1/2/2024	Leon County	Great Blue Heron	3834 Forrest Lawn Terr.	Hit by car or in road
209	1/4/2024	Leon County	Eastern Bluebird	1313 San Luis Rd	Unknown
210	1/4/2024	Leon County	Cedar Waxwing	9130 W Jefferson St, Apt F	Unknown
211	1/5/2024	Leon County	Domestic Rabbit	165 Locke St., Apt B	Other
212	1/6/2024	Leon County	Red-shouldered Hawk	1355 W Indianhead Dr	Unknown
213	1/6/2024	Leon County	Barred Owl	Woodward Ave	Wild animal interaction
214	1/8/2024	Leon County	Eastern Cottontail	3604 Altoona Dr	Unknown
215	1/10/2024	Leon County	Wood Thrush	183 Mill Branch Rd	Hit building or window
216	1/11/2024	Leon County	Pine Warbler	1514 Blue Bay Lane	Cat interaction
217	1/11/2024	Leon County	Mourning Dove	3220 Capital Circle NW	Cat interaction
218	1/11/2024	Leon County	American Goldfinch	2139 La Rochelle	Unknown
219	1/12/2024	Leon County	Virginia Opossum	1418 W Tharpe St	Hit by car or in road
220	1/12/2024	Leon County	Palm Warbler	4505 Springhill Rd, Building C	Hit building or window
221	1/13/2024	Leon County	Eastern Gray Squirrel	5185 Ochlocknee Rd	Unknown

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222	1/13/2024	Leon County	Turkey Vulture	2616 Bantry Bay Dr	Unknown
223	1/13/2024	Leon County	Barred Owl	1854 W Pensacola St	Wild animal interaction
224	1/14/2024	Leon County	Raccoon	6808 Beech Ridge Trl	Unknown
225	1/14/2024	Leon County	Eastern Gray Squirrel	1322 Circle Dr	Cat interaction
226	1/14/2024	Leon County	Mole Shrew	3209 Del Rio Terrace	Cat interaction
227	1/14/2024	Leon County	American Woodcock	15722 Mahan Dr	Hit by car or in road
228	1/15/2024	Leon County	Muscovy Duck	1401 N Monroe	Hit by car or in road
229	1/15/2024	Leon County	Black-and-white Warbler	3989 Chaires Cross Rd	Hit building or window
230	1/15/2024	Leon County	Southeastern Myotis	4910 N Monroe St, Apt E301	Unknown
231	1/16/2024	Leon County	Snowy Egret	Unknown	Unknown
232	1/16/2024	Leon County	Eastern Screech Owl	Hubert Dollar Dr	Entanglement
233	1/16/2024	Leon County	Eastern Cottontail	3977 Four Oaks Blvd	Unknown
234	1/16/2024	Leon County	Nine-banded Armadillo	6714 Thomasville Rd	Hit by car or in road
235	1/18/2024	Leon County	Raccoon	2949 Shamrock St. N, Apt 14	Unknown
236	1/18/2024	Leon County	Northern Mockingbird	3139 Eliza Rd	Hit building or window
237	1/18/2024	Leon County	American Goldfinch	1118 Alachua Ave	Unknown
238	1/19/2024	Leon County	Red-shouldered Hawk	2035 Queenswood Dr	Unknown
239	1/19/2024	Leon County	Virginia Opossum	4294 Sherborne Rd	Wild animal interaction
240	1/19/2024	Leon County	Mourning Dove	3165 Duxbury Lane	Hit building or window
241	1/20/2024	Leon County	Brown Thrasher	1216 Carraway St	Hit building or window
242	1/20/2024	Leon County	Eastern Gray Squirrel	1907 Sunset Lane	Dog interaction
243	1/20/2024	Leon County	Raccoon	1918 Longview Dr	Unknown
244	1/20/2024	Leon County	Barred Owl	3750 Grove Park Dr	Unknown
245	1/20/2024	Leon County	Raccoon	1115 N MLK Blvd	Unknown
246	1/20/2024	Leon County	Rock Pigeon	256 Robinhood Ct	Hit building or window
247	1/21/2024	Leon County	Barred Owl	1936 Faulk Dr	Unknown
248	1/22/2024	Leon County	Orange-crowned Warbler	1700 N Monroe St, Suite 9	Hit building or window
249	1/22/2024	Leon County	Eastern Gray Squirrel	1391 E Lafayette St	Hit building or window
250	1/22/2024	Leon County	Barred Owl	Kasha Building - FSU Campus	Unknown
251	1/24/2024	Leon County	Common Musk Turtle	3651 Lakeview Dr	Hit by car or in road
252	1/25/2024	Leon County	Mole Shrew	1334 Lawndale Rd	Cat interaction
253	1/28/2024	Leon County	Carolina Wren	1714 Sherwood Dr	Unknown
254	1/28/2024	Leon County	Bird	1108 Mor Bihan St	Hit building or window
255	1/28/2024	Leon County	Common Rat Snake	3101 Sharer Rd	Entrapment
256	1/29/2024	Leon County	Great Blue Heron	292 Still Rd	Unknown

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
257	1/29/2024	Leon County	Virginia Opossum	3708 Bentley Dr	Dog interaction
258	1/29/2024	Leon County	Red-bellied Woodpecker	Kingswood Dr	Hit by car or in road
259	1/29/2024	Leon County	Raccoon	1416 N Bronough St	Caller described raccoon in same place all day
260	1/30/2024	Leon County	Mexican Free-tailed Bat	562 Gem Terrace	Cat interaction
261	1/30/2024	Leon County	Eastern Cottontail	3913 Tralee Rd	Hit by car or in road
262	1/31/2024	Leon County	Virginia Opossum	3382 Capital Circle NE	Hit by car or in road
263	1/31/2024	Leon County	Red-shouldered Hawk	636 Tung Hill Dr	Unknown
264	2/1/2024	Leon County	Unidentified Bird	3960 Tan Mouse Rd	Entrapment
265	2/1/2024	Leon County	Virginia Opossum	2750 Mission Rd	Unknown
266	2/1/2024	Leon County	Domestic Rabbit	165 Locke St., Apt B	Other
267	2/2/2024	Leon County	Red Fox	6610 Man O War Trail	Unknown
268	2/2/2024	Leon County	Raccoon	200 W Park Ave	Unknown
269	2/4/2024	Leon County	Evening Bat	8503 Congressional Dr	Unknown
270	2/4/2024	Leon County	House Mouse	3060 Killean Pt Ct	Environment
271	2/4/2024	Leon County	Flying Squirrel sp	8914 Lee Reeves Rd	Cat interaction
272	2/5/2024	Leon County	Great Horned Owl	5465 Sombra del Lago Dr	Hit by car or in road
273	2/6/2024	Leon County	Yellow-rumped Warbler	Lafayette Heritage Trail	Unknown
274	2/6/2024	Leon County	Unidentified Bird	Unknown	Unknown
275	2/6/2024	Leon County	Red-shouldered Hawk	Madison Paige Ln	Hit by car or in road
276	2/6/2024	Leon County	Unidentified Bird	3020 Stillwood Ct	Hit building or window
277	2/6/2024	Leon County	Carolina Wren	Unknown	Entrapment
278	2/7/2024	Leon County	Canada Goose	1925 Welby Way	Hit by car or in road
279	2/7/2024	Leon County	Little Brown Bat	1600 Miccosukee Rd	Unknown
280	2/8/2024	Leon County	Tufted Titmouse	906 Hillcrest St	Hit by car or in road
281	2/8/2024	Leon County	Little Brown Bat	901 Mosley St	Unknown
282	2/9/2024	Leon County	Box Turtle sp	1905 E Indian Head Dr	Unknown
283	2/9/2024	Leon County	Northern Cardinal	1835 Chardonnay Pl	Unknown
284	2/9/2024	Leon County	Canada Goose	Unknown	Hit by car or in road
285	2/10/2024	Leon County	Northern Cardinal	3452 Briar Branch Tr	Unknown
286	2/12/2024	Leon County	Cedar Waxwing	215 Monroe St	Hit building or window
287	2/12/2024	Leon County	Carolina Wren	Unknown	Unknown
288	2/12/2024	Leon County	Virginia Opossum	5861 Flintlock Loop	Hit by car or in road
289	2/13/2024	Leon County	Raccoon	15475 Sunray Rd	Hit by car or in road
290	2/14/2024	Leon County	Southern Black Racer	3559 Spider Lily Way	Entanglement
291	2/15/2024	Leon County	Raccoon	1516 Goodwood Dr	Environment

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
292	2/15/2024	Leon County	Red Fox	3483 Bear Creek Rd, #B	Mange
293	2/15/2024	Leon County	Eastern Wood Rat	201 Hawk Meadow Dr.	Nest/habitat disturbance
294	2/16/2024	Leon County	Mourning Dove	Unknown	Unknown
295	2/17/2021	Leon County	Virginia Opossum	13551 Moccasin Gap Rd	Unknown
296	2/17/2021	Leon County	Black Vulture	101 Kidder Court	Unknown
297	2/18/2024	Leon County	Unidentified Turtle	409 Cloverdale Dr	Entrapment
298	2/18/2024	Leon County	Pine Warbler	Ocala Rd	Dog interaction
299	2/19/2024	Leon County	Osprey	I-10 on-ramp, W-bound, at Thomasville Rd	Hit by car or in road
300	2/20/2024	Leon County	Cedar Waxwing	2540 W Executive Center Circle	Hit building or window
301	2/21/2024	Leon County	Raccoon	4217 Shortwood St	Unknown
302	2/23/2024	Leon County	Yellow-bellied Sapsucker	2409 Prock Dr	Unknown
303	2/23/2024	Leon County	Virginia Opossum	2114 Queenswood Dr	Unknown
304	2/24/2024	Leon County	Eastern Gray Squirrel	9004 Celia Court	Environment
305	2/24/2024	Leon County	Virginia Opossum	2921 Foxcroft Dr	Unknown
306	2/25/2024	Leon County	Raccoon	3418 Lakeshore Dr	Hit by car or in road
307	2/25/2024	Leon County	Virginia Opossum	6856 Proctor Rd	Wild animal interaction
308	2/25/2024	Leon County	Eastern Cottontail	4034 Ardara Dr	Dog interaction
309	2/26/2024	Leon County	Eastern Cottontail	4520 Argyle Ln	Dog interaction
310	2/26/2024	Leon County	Eastern Cottontail	4520 Argyle Ln	Dog interaction
311	2/27/2024	Leon County	Mourning Dove	Unknown	Cat interaction
312	2/27/2024	Leon County	Six-banded Armadillo	Orchard Pond Hwy	Hit by car or in road
313	2/29/2024	Leon County	Cedar Waxwing	2255 S Monroe St	Unknown
314	3/1/2024	Leon County	Eastern Bluebird	418 Perkins St	Cat interaction
315	3/2/2024	Leon County	Virginia Opossum	Airport Dr	Hit by car or in road
316	3/2/2024	Leon County	Virginia Opossum	Airport Dr	Hit by car or in road
317	3/2/2024	Leon County	Virginia Opossum	Airport Dr	Hit by car or in road
318	3/2/2024	Leon County	Virginia Opossum	Airport Dr	Hit by car or in road
319	3/2/2024	Leon County	Virginia Opossum	Miccosukee Greenway Park	Unknown
320	3/2/2024	Leon County	Yellow-bellied Slider	1711 Brookside Blvd	Unknown
321	3/3/2024	Leon County	Yellow-rumped Warbler	1621 Shakespeare Dr	Hit building or window
322	3/3/2024	Leon County	Virginia Opossum	13438 N Meridian Rd	Unknown
323	3/4/2024	Leon County	Eastern Gray Squirrel	2911 Thomasville Rd	Unknown
324	3/4/2024	Leon County	Eastern Gray Squirrel	2911 Thomasville Rd	Unknown
325	3/5/2024	Leon County	Northern Cardinal	824 Ausley Rd	Unknown
326	3/5/2024	Leon County	Northern Cardinal	6320 Hialeah Ct	Unknown

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
327	3/6/2024	Leon County	River Cooter	2700 W Pensacola St	Entrapment
328	3/7/2024	Leon County	Eastern Cottontail	525 Capital Cir NE	Unknown
329	3/7/2024	Leon County	Eastern Cottontail	525 Capital Cir NE	Unknown
330	3/7/2024	Leon County	Eastern Cottontail	525 Capital Cir NE	Unknown
331	3/7/2024	Leon County	Eastern Cottontail	525 Capital Cir NE	Unknown
332	3/7/2024	Leon County	Brown-headed Cowbird	1022 Marcia Ave	Hit by car or in road
333	3/7/2024	Leon County	Northern Cardinal	1536 Sandtrail Ln	Cat interaction
334	3/7/2024	Leon County	Cedar Waxwing	641 University Way	Unknown
335	3/7/2024	Leon County	Cedar Waxwing	805 W Madison St	Hit by car or in road
336	3/7/2024	Leon County	Unidentified Bird	3053 White Ibis Way	Tree cut down
337	3/8/2024	Leon County	Barred Owl	624 N Gadsden St	Unknown
338	3/8/2024	Leon County	Virginia Opossum	1834 Sunset Ln	Dog interaction
339	3/8/2024	Leon County	Virginia Opossum	1834 Sunset Ln	Dog interaction
340	3/8/2024	Leon County	Virginia Opossum	1834 Sunset Ln	Dog interaction
341	3/8/2024	Leon County	Mourning Dove	157 Rosehill Dr. West	Unknown
342	3/9/2024	Leon County	Eastern Gray Squirrel	1737 Brookside Blvd	Hit by car or in road
343	3/9/2024	Leon County	Florida Cooter	5678 Capital Cir NW	Hit by car or in road
344	3/9/2024	Leon County	Alligator Snapping Turtle	53 Redwood Ln	Hit by car or in road
345	3/9/2024	Leon County	Canada Goose	2821 Sharer Rd	Unknown
346	3/9/2024	Leon County	Red-tailed Hawk	Womens Prison	Wild animal interaction
347	3/10/2024	Leon County	Mexican Free-tailed Bat	3122 Dick Wilson Blvd	Unknown
348	3/10/2024	Leon County	Virginia Opossum	1508 Coombs Dr.	Unknown
349	3/12/2024	Leon County	Eastern Cottontail	5320 High Colony Dr	Dog interaction
350	3/12/2024	Leon County	Eastern Cottontail	5320 High Colony Dr	Dog interaction
351	3/12/2024	Leon County	Northern Cardinal	101 N Blair Stone Rd	Hit building or window
352	3/13/2024	Leon County	Unidentified Mud Turtle	Unknown - Probably near NE Tallahassee	Hit by car or in road
353	3/13/2024	Leon County	Northern Cardinal	Valley Rd	Unknown
354	3/13/2024	Leon County	Southeastern Myotis	3963 S Tennessee St	Unknown
355	3/13/2024	Leon County	Virginia Opossum	Unknown	Hit by car or in road
356	3/13/2024	Leon County	Virginia Opossum	Unknown	Hit by car or in road
357	3/13/2024	Leon County	Virginia Opossum	Unknown	Hit by car or in road
358	3/13/2024	Leon County	Virginia Opossum	Unknown	Hit by car or in road
359	3/14/2024	Leon County	Wild Turkey	Tram Rd W at CCSE	Hit by car or in road
360	3/15/2024	Leon County	Eastern Cottontail	1305 Smoke Rise Ln	Cat interaction
361	3/16/2024	Leon County	Cedar Waxwing	1523 Fuller Rd	Cat interaction

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
362	3/16/2024	Leon County	Yellow-bellied Slider	5798 Millstone Plantation Rd	Hit by car or in road
363	3/17/2024	Leon County	Unidentified Hawk	3821 Leane Dr.	Unknown
364	3/17/2024	Leon County	Northern Flicker	3158 Ferns Green Dr	Hit building or window
365	3/17/2024	Leon County	Virginia Opossum	7126 Atascadero Ln	Dog interaction
366	3/17/2024	Leon County	Northern Cardinal	5339 Grove Valley Rd	Unknown
367	3/18/2024	Leon County	Box Turtle sp	5486 Apalachee Pkwy	Hit by car or in road
368	3/18/2024	Leon County	Eastern Cottontail	4302 Sierra Woods Dr.	Cat interaction
369	3/18/2024	Leon County	Brown-headed Cowbird	5510 Black Bass Pass	Cat interaction
370	3/18/2024	Leon County	Yellow-throated Warbler	955 Richardson Rd	Cat interaction
371	3/18/2024	Leon County	Great Horned Owl	Ox Bottom Rd before round-about	Hit by car or in road
372	3/18/2024	Leon County	Cedar Waxwing	680 W Virginia St, Apt 40	Hit building or window
373	3/18/2024	Leon County	Cedar Waxwing	680 W Virginia St, Apt 40	Hit building or window
374	3/19/2024	Leon County	Northern Cardinal	1601 Hernando Dr	Hit by car or in road
375	3/19/2024	Leon County	Meadow Vole	4051 Devlin Ct	Entrapment
376	3/20/2024	Leon County	Eastern Mole	1800 W Pensacola St	Unknown
377	3/20/2024	Leon County	Northern Cardinal	2309 Braeburn Cir	Cat interaction
378	3/20/2024	Leon County	Virginia Opossum	3384 Capital Circle NE	Orphaned
379	3/20/2024	Leon County	Virginia Opossum	3384 Capital Circle NE	Orphaned
380	3/20/2024	Leon County	Virginia Opossum	3384 Capital Circle NE	Orphaned
381	3/21/2024	Leon County	Purple Martin	2990-1 Apalachee Pkwy	Unknown
382	3/21/2024	Leon County	Eastern Gray Squirrel	1430 Blockford Ct. W	Unknown
383	3/21/2024	Leon County	Eastern Gray Squirrel	1511 N Martin Luther King Jr. Blvd	Unknown
384	3/21/2024	Leon County	Eastern Cottontail	2828 Fitzpatrick Dr.	Dog interaction
385	3/21/2024	Leon County	Gopher Tortoise	4127 Capital Cir SW	Unknown
386	3/22/2024	Leon County	Southern Flying Squirrel	2705 Lifford Ct.	Tree cut down
387	3/22/2024	Leon County	Raccoon	3171 Ferns Glen Dr.	Unknown
388	3/22/2024	Leon County	Carolina Wren	6468 Hooded Bay Ct	Other
389	3/22/2024	Leon County	Carolina Wren	6468 Hooded Bay Ct	Other
390	3/22/2024	Leon County	Carolina Wren	6468 Hooded Bay Ct	Other
391	3/22/2024	Leon County	Carolina Wren	6468 Hooded Bay Ct	Other
392	3/23/2024	Leon County	Canada Goose	Monroe St.	Unknown
393	3/24/2024	Leon County	Eastern Cottontail	1983 Mahan Dr, Tallahassee, FL 32308	Unknown
394	3/24/2024	Leon County	Raccoon	429 Collinsford Rd.	Unknown
395	3/24/2024	Leon County	Yellow-bellied Slider	2324 Centerville Rd	Kidnapped
396	3/24/2024	Leon County	Barred Owl	Pimlico Park near bridge off Alan-A-Dale Rd	Unknown

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
397	3/24/2024	Leon County	Virginia Opossum	2109 Lee Ave	Dog interaction
398	3/24/2024	Leon County	Virginia Opossum	2109 Lee Ave	Dog interaction
399	3/25/2024	Leon County	Unidentified Turtle	1881-B N Martin Luther King Jr Blvd. B	Hit by car or in road
400	3/25/2024	Leon County	Carolina Wren	4259 Gearhart Rd.	Cat interaction
401	3/25/2024	Leon County	Eastern Cottontail	2647 Bantry Bay Dr.	Nest/habitat disturbance
402	3/26/2024	Leon County	Northern Cardinal	2269 Tuscvilla Rd	Cat interaction
403	3/27/2024	Leon County	Yellow-rumped Warbler	444 Appleyard Dr.	Unknown
404	3/27/2024	Leon County	Palm Warbler	1924 W Pensacola St.	Hit building or window
405	3/27/2024	Leon County	Eastern Cottontail	5644 Tecumseh Dr.	Cat interaction
406	3/27/2024	Leon County	Mourning Dove	2120 Orleans Dr	Unknown
407	3/27/2024	Leon County	Mourning Dove	4054 Camelot Way	Other
408	3/27/2024	Leon County	Northern Cardinal	7056 Blueberry Hill Dr.	Dog interaction
409	3/27/2024	Leon County	Eastern Cottontail	3651 Capital Cir NW	Dog interaction
410	3/28/2024	Leon County	Virginia Opossum	3046 Bell Grove Dr.	Hit by car or in road
411	3/28/2024	Leon County	Virginia Opossum	9031 Buck Lake Rd	Orphaned
412	3/28/2024	Leon County	Raccoon	3216 Sessions Rd	Unknown
413	3/28/2024	Leon County	American Beaver	Tom Brown Park; corner of Conner Blvd and Easterwood Dr.	Hit by car or in road
414	3/29/2024	Leon County	Mourning Dove	4004 Cornish Dr.	Entrapment
415	3/29/2024	Leon County	Mourning Dove	4004 Cornish Dr.	Entrapment
416	3/29/2024	Leon County	Florida Cooter	2731 Blair Stone Rd., Apt J69	Hit by car or in road
417	3/29/2024	Leon County	Mexican Free-tailed Bat	660 Man O War Trail	Cat interaction
418	3/30/2024	Leon County	Mourning Dove	2218 Orange Ave E.	Wild animal interaction
419	3/30/2024	Leon County	Eastern Small-footed Myotis	243 Crest St	Environment
420	3/31/2024	Leon County	House Finch	3440 Welwyn Way	Dog interaction
421	3/31/2024	Leon County	House Finch	3440 Welwyn Way	Dog interaction
422	3/31/2024	Leon County	Northern Cardinal	4283 Cool Emerald	Cat interaction
423	3/31/2024	Leon County	Eastern Cottontail	13721 Sweet Magnolia Lane	Cat interaction
424	4/1/2024	Leon County	Virginia Opossum	1314 Thomasville Road	Hit by car or in road
425	4/1/2024	Leon County	Red-shouldered Hawk	City of Tallahassee Water Treatment on Springhill Rd	Unknown
426	4/1/2024	Leon County	Raccoon	Bryant St and Old Bainbridge Rd	Tree cut down
427	4/1/2024	Leon County	Raccoon	Bryant St and Old Bainbridge Rd	Tree cut down
428	4/1/2024	Leon County	Northern Cardinal	5358 Water Valley Dr	Unknown
429	4/1/2024	Leon County	Eastern Cottontail	3066 Waterford Dr	Dog interaction

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
430	4/1/2024	Leon County	Northern Cardinal	Riddle Dr.	Hit by car or in road
431	4/1/2024	Leon County	Mourning Dove	2801 Chancellorsville Dr., #637	Hit building or window
432	4/1/2024	Leon County	Virginia Opossum	6403 Dancers Image Trail	Orphaned
433	4/1/2024	Leon County	Virginia Opossum	6403 Dancers Image Trail	Orphaned
434	4/1/2024	Leon County	Virginia Opossum	6403 Dancers Image Trail	Orphaned
435	4/1/2024	Leon County	Virginia Opossum	6403 Dancers Image Trail	Orphaned
436	4/1/2024	Leon County	Virginia Opossum	6403 Dancers Image Trail	Orphaned
437	4/1/2024	Leon County	Virginia Opossum	6403 Dancers Image Trail	Orphaned
438	4/1/2024	Leon County	Virginia Opossum	6403 Dancers Image Trail	Orphaned
439	4/1/2024	Leon County	Virginia Opossum	1813 Whitehouse Rd.	Orphaned
440	4/1/2024	Leon County	Virginia Opossum	1813 Whitehouse Rd.	Orphaned
441	4/1/2024	Leon County	Virginia Opossum	1813 Whitehouse Rd.	Orphaned
442	4/1/2024	Leon County	Virginia Opossum	1813 Whitehouse Rd.	Orphaned
443	4/1/2024	Leon County	Virginia Opossum	1813 Whitehouse Rd.	Orphaned
444	4/1/2024	Leon County	Virginia Opossum	1813 Whitehouse Rd.	Orphaned
445	4/1/2024	Leon County	Virginia Opossum	1813 Whitehouse Rd.	Orphaned
446	4/1/2024	Leon County	Brown Thrasher	2018 Wahalaw Nene	Cat interaction
447	4/2/2024	Leon County	Cedar Waxwing	2738 Capital Cir NE	Unknown
448	4/2/2024	Leon County	Giant Armadillo	Bucklake Rd and Gatehead Cir	Hit by car or in road
449	4/3/2024	Leon County	Red-bellied Woodpecker	8277 Tram Rd	Dog interaction
450	4/3/2024	Leon County	Common Snapping Turtle	2415 N Monroe St	Hit by car or in road
451	4/3/2024	Leon County	Northern Cardinal	2301 Aster Way	Cat interaction
452	4/3/2024	Leon County	Unidentified Mockingbird	3425 Bannerman Rd	Nest/habitat disturbance
453	4/3/2024	Leon County	Eastern Cottontail	9620 La Concepcion Drive	Cat interaction
454	4/4/2024	Leon County	Canada Goose	2114 W Dellview Dr	Orphaned
455	4/4/2024	Leon County	Muscovy Duck	200 S Lake Ella Dr	Orphaned
456	4/4/2024	Leon County	Great Crested Flycatcher	12449 Chimney Lane	Nest/habitat disturbance
457	4/4/2024	Leon County	Raccoon	915 Maplewood Ave	Neurological
458	4/6/2024	Leon County	Carolina Wren	3233 Arbor Hill Way	Unknown
459	4/6/2024	Leon County	Carolina Wren	3233 Arbor Hill Way	Unknown
460	4/6/2024	Leon County	Carolina Wren	3233 Arbor Hill Way	Unknown
461	4/6/2024	Leon County	Carolina Wren	3233 Arbor Hill Way	Unknown
462	4/6/2024	Leon County	Carolina Wren	3233 Arbor Hill Way	Unknown
463	4/6/2024	Leon County	Eastern Cottontail	2618 Marston Rd	Dog interaction
464	4/6/2024	Leon County	Eastern Cottontail	2618 Marston Rd	Dog interaction

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
465	4/6/2024	Leon County	Eastern Cottontail	2618 Marston Rd	Dog interaction
466	4/6/2024	Leon County	Eastern Cottontail	2966 Calle de Santos	Cat interaction
467	4/6/2024	Leon County	Eastern Gray Squirrel	2954 Bayshore Dr.	Unknown
468	4/7/2024	Leon County	Yellow-bellied Slider	200 S Lake Ella Dr	Hit by car or in road
469	4/7/2024	Leon County	Eastern Gray Squirrel	5689 Iola Crescent	Unknown
470	4/7/2024	Leon County	Cooper's Hawk	2800 Old Bainbridge	Unknown
471	4/7/2024	Leon County	Eastern Gray Squirrel	Old Bainbridge Rd	Wild animal interaction
472	4/7/2024	Leon County	Barred Owl	211 Ponce de Leon	Unknown
473	4/7/2024	Leon County	Canada Goose	Killearn Lakes	Orphaned
474	4/7/2024	Leon County	Eastern Cottontail	2518 Betton Woods Ct	Cat Interaction
475	4/8/2024	Leon County	Common Grackle	1952 Heritage Grove Cir	Gun shot
476	4/8/2024	Leon County	Eastern Cottontail	2518 Belton Woods Ct.	Cat interaction
477	4/8/2024	Leon County	Eastern Cottontail	3333 Nottingham Dr.	Unknown
478	4/8/2024	Leon County	Giant Armadillo	101 N Blair Stone Rd	Hit by car or in road
479	4/8/2024	Leon County	Virginia Opossum	412 Chestnut Dr.	Cat interaction
480	4/8/2024	Leon County	Virginia Opossum	5972 Thornton Lane	Unknown
481	4/8/2024	Leon County	Virginia Opossum	5972 Thornton Lane	Unknown
482	4/8/2024	Leon County	Virginia Opossum	5972 Thornton Lane	Unknown
483	4/8/2024	Leon County	Virginia Opossum	5972 Thornton Lane	Unknown
484	4/8/2024	Leon County	Virginia Opossum	5972 Thornton Lane	Unknown
485	4/8/2024	Leon County	Virginia Opossum	5972 Thornton Lane	Unknown
486	4/8/2024	Leon County	Virginia Opossum	11072 Tung Grove Rd	Hit by car or in road
487	4/8/2024	Leon County	Virginia Opossum	11072 Tung Grove Rd	Hit by car or in road
488	4/8/2024	Leon County	Virginia Opossum	11072 Tung Grove Rd	Hit by car or in road
489	4/8/2024	Leon County	Virginia Opossum	11072 Tung Grove Rd	Hit by car or in road
490	4/8/2024	Leon County	Virginia Opossum	11072 Tung Grove Rd	Hit by car or in road
491	4/9/2024	Leon County	Eastern Cottontail	2909 Grady Rd	Dog interaction
492	4/9/2024	Leon County	Eastern Cottontail	2909 Grady Rd	Dog interaction
493	4/9/2024	Leon County	Eastern Cottontail	2909 Grady Rd	Dog interaction
494	4/9/2024	Leon County	Eastern Cottontail	2909 Grady Rd	Dog interaction
495	4/9/2024	Leon County	Virginia Opossum	5151 Quail Valley Rd	Dog interaction
496	4/9/2024	Leon County	Virginia Opossum	5151 Quail Valley Rd	Dog interaction
497	4/9/2024	Leon County	Virginia Opossum	5151 Quail Valley Rd	Dog interaction
498	4/9/2024	Leon County	Virginia Opossum	5151 Quail Valley Rd	Dog interaction
499	4/9/2024	Leon County	Virginia Opossum	5151 Quail Valley Rd	Dog interaction

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Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
500	4/9/2024	Leon County	Virginia Opossum	1500 Willow Wick Dr	Hit by car or in road
501	4/9/2024	Leon County	Northern Cardinal	3129 Parklawn St	Cat interaction
502	4/9/2024	Leon County	Barred Owl	Goosecreek subdivision; Bucklake Rd	Hit by car or in road
503	4/10/2024	Leon County	House Finch	6606 Man O War Trail	Orphaned
504	4/10/2024	Leon County	Red-eyed Vireo	1401 Oven Park Dr.	Hit building or window
505	4/10/2024	Leon County	Virginia Opossum	Killearn	Hit by car or in road
506	4/10/2024	Leon County	Virginia Opossum	Killearn	Hit by car or in road
507	4/10/2024	Leon County	Virginia Opossum	Killearn	Hit by car or in road
508	4/10/2024	Leon County	Virginia Opossum	Killearn	Hit by car or in road
509	4/10/2024	Leon County	Virginia Opossum	Killearn	Hit by car or in road
510	4/10/2024	Leon County	Virginia Opossum	Killearn	Hit by car or in road
511	4/10/2024	Leon County	Virginia Opossum	Killearn	Hit by car or in road
512	4/10/2024	Leon County	Virginia Opossum	Killearn	Hit by car or in road
513	4/10/2024	Leon County	Great Horned Owl	Camellia Oaks Ave	Other
514	4/10/2024	Leon County	Eastern Box Turtle	3318 Sunnyside Dr	Unknown
515	4/10/2024	Leon County	Virginia Opossum	3968 Chaires Cross Rd	Hit by car or in road
516	4/10/2024	Leon County	Virginia Opossum	3968 Chaires Cross Rd	Hit by car or in road
517	4/10/2024	Leon County	Virginia Opossum	3968 Chaires Cross Rd	Hit by car or in road
518	4/10/2024	Leon County	Virginia Opossum	3968 Chaires Cross Rd	Hit by car or in road
519	4/11/2024	Leon County	Unidentified Bird	1264 Metropolitan Blvd	Unknown
520	4/11/2024	Leon County	Yellow-bellied Slider	1505 W Tharpe St	Hit by car or in road
521	4/11/2024	Leon County	Carolina Wren	9248 Oakfair Dr	Other
522	4/11/2024	Leon County	Carolina Wren	9248 Oakfair Dr	Other
523	4/11/2024	Leon County	Carolina Wren	9248 Oakfair Dr	Other
524	4/11/2024	Leon County	Carolina Wren	9248 Oakfair Dr	Other
525	4/11/2024	Leon County	Carolina Wren	9248 Oakfair Dr	Other
526	4/11/2024	Leon County	Yellow-bellied Slider	3205-3209 Shannon Lakes Dr N	Hit by car or in road
527	4/11/2024	Leon County	Common Slider	Miccosukee Rd	Unknown
528	4/11/2024	Leon County	Common Slider	1345 Thomasville Rd	Hit by car or in road
529	4/11/2024	Leon County	House Sparrow	533 Collinsford Rd	Nest/habitat disturbance
530	4/11/2024	Leon County	House Sparrow	533 Collinsford Rd	Nest/habitat disturbance
531	4/11/2024	Leon County	House Sparrow	533 Collinsford Rd	Nest/habitat disturbance
532	4/11/2024	Leon County	Common Slider	200 S Lake Ella Dr	Hit by car or in road
533	4/11/2024	Leon County	Unidentified Ground-dove	10521 Valentine Rd	Hit building or window
534	4/11/2024	Leon County	Raccoon	410 Victory Garden Dr	Other

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
535	4/12/2024	Leon County	Barred Owl	9544 Cheyes Ln	Unknown
536	4/12/2024	Leon County	Unidentified Turtle	Capital Medical Blvd	Hit by car or in road
537	4/12/2024	Leon County	Eastern Bluebird	Montford Middle School	Unknown
538	4/12/2024	Leon County	Carolina Wren	5376 Tewkesbury Trce	Orphaned
539	4/12/2024	Leon County	Alligator Snapping Turtle	3510 Lakeshore Dr	Hit by car or in road
540	4/12/2024	Leon County	Carolina Wren	2839 Kilkierance Dr.	Orphaned
541	4/12/2024	Leon County	Little Brown Bat	2601 N Blair Stone Rd	Unknown
542	4/12/2024	Leon County	Unidentified Bird	1714 Sherwood Dr	Nest/habitat disturbance
543	4/12/2024	Leon County	Northern Cardinal	Unknown	Unknown
544	4/13/2024	Leon County	Unidentified Bird	4154 Chelmsford Rd	Unknown
545	4/13/2024	Leon County	Red-tailed Hawk	2000 Dogwood Hill	Unknown
546	4/13/2024	Leon County	Barred Owl	4137 Howard Dr	Other
547	4/13/2024	Leon County	Muscovy Duck	3258 N Monroe St	Hit by car or in road
548	4/13/2024	Leon County	Unidentified Cowbird	3181 Layla St.	Hit building or window
549	4/14/2024	Leon County	Virginia Opossum	301 Glenview Dr	Orphaned
550	4/14/2024	Leon County	Yellow-bellied Slider	1767 Hermitage Blvd	Hit by car or in road
551	4/14/2024	Leon County	Eastern Cottontail	739 Rhoden Cove Rd	Cat interaction
552	4/14/2024	Leon County	Northern Cardinal	4870 Heritage Park Blvd	Unknown
553	4/14/2024	Leon County	Raccoon	402 Terrace St.	Unknown
554	4/14/2024	Leon County	Eastern Cottontail	3429 Castlebar Cir	Cat interaction
555	4/14/2024	Leon County	Tufted Titmouse	17996 Rakestraw Dr	Unknown
556	4/15/2024	Leon County	Softshell Tortoise	5777 Pimlico Dr	Hit by car or in road
557	4/15/2024	Leon County	Raccoon	14519 Casanova Dr	Tree cut down
558	4/15/2024	Leon County	Raccoon	14519 Casanova Dr	Tree cut down
559	4/15/2024	Leon County	Raccoon	14519 Casanova Dr	Tree cut down
560	4/15/2024	Leon County	Raccoon	14519 Casanova Dr	Tree cut down
561	4/15/2024	Leon County	Carolina Wren	2595 Panther Creek	Nest/habitat disturbance
562	4/15/2024	Leon County	Carolina Wren	2595 Panther Creek	Nest/habitat disturbance
563	4/15/2024	Leon County	Carolina Wren	2595 Panther Creek	Nest/habitat disturbance
564	4/15/2024	Leon County	Downy Woodpecker	508 E 8th Ave	Cat interaction
565	4/15/2024	Leon County	Virginia Opossum	1202 Waverly Rd	Unknown
566	4/15/2024	Leon County	Northern Cardinal	6516 Kingman Trail	Cat interaction
567	4/15/2024	Leon County	Eastern Cottontail	2713 Masterson Ln	Cat interaction
568	4/15/2024	Leon County	American Robin	3009 Huntington Dr	Cat interaction
569	4/15/2024	Leon County	Raccoon	4719 Pimlico Dr.	Unknown

St. Francis Wildlife Association					
Leon County Intake Report					
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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
570	4/15/2024	Leon County	Yellow-bellied Slider	Unknown	Hit by car or in road
571	4/16/2024	Leon County	Softshell Tortoise	8752 Centerville Rd	Hit by car or in road
572	4/16/2024	Leon County	Unidentified Turtle	SW Capital Circle	Hit by car or in road
573	4/16/2024	Leon County	Carolina Chickadee	1919 Dellwood Dr	Unknown
574	4/16/2024	Leon County	Eastern Cottontail	3429 Castlebar Cir	Cat interaction
575	4/16/2024	Leon County	Carolina Wren	909 Valusa St	Nest/habitat disturbance
576	4/16/2024	Leon County	Carolina Wren	909 Valusa St	Nest/habitat disturbance
577	4/16/2024	Leon County	Red-shouldered Hawk	2396 McWest St	Nest/habitat disturbance
578	4/16/2024	Leon County	Carolina Wren	110 Broward St, Apt G2	Orphaned
579	4/16/2024	Leon County	Florida Cooter	6509 Kingman Trail	Dog interaction
580	4/16/2024	Leon County	Florida Cooter	2331 Phillips Rd R	Hit by car or in road
581	4/16/2024	Leon County	Carolina Wren	Shannon Lakes	Other
582	4/16/2024	Leon County	Mourning Dove	6516 Kingman Trail	Cat interaction
583	4/17/2024	Leon County	Mourning Dove	1600 Miccosukee Rd	Wild animal interaction
584	4/17/2024	Leon County	North American River Otter	2634 Capital Circle NE	Orphaned
585	4/17/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
586	4/17/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
587	4/17/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
588	4/17/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
589	4/17/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
590	4/17/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
591	4/17/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
592	4/17/2024	Leon County	Carolina Chickadee	205 White Dr.	Other
593	4/17/2024	Leon County	Mourning Dove	3334 Capital Medical Blvd #400	Other
594	4/17/2024	Leon County	Northern Cardinal	2014 Ted Hines Ct.	Cat interaction
595	4/18/2024	Leon County	Brown Thrasher	2415 Clemons Rd	Cat interaction
596	4/18/2024	Leon County	Carolina Wren	1281 Penny Ln	Nest/habitat disturbance
597	4/18/2024	Leon County	Carolina Wren	1281 Penny Ln	Nest/habitat disturbance
598	4/18/2024	Leon County	Yellow-bellied Slider	200 S Lake Ella Dr	Hit by car or in road
599	4/18/2024	Leon County	Unidentified Turtle	4394 Blountstown Hwy	Hit by car or in road
600	4/18/2024	Leon County	Eastern Cottontail	222 Merchants Row	Unknown
601	4/18/2024	Leon County	Canada Goose	11768 Bright Star Cir	Nest/habitat disturbance
602	4/18/2024	Leon County	Carolina Wren	2350 Welaka Tr	Orphaned
603	4/18/2024	Leon County	Carolina Wren	2350 Welaka Tr	Orphaned
604	4/18/2024	Leon County	Carolina Wren	2350 Welaka Tr	Orphaned

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
605	4/18/2024	Leon County	Carolina Wren	2350 Welaka Tr	Orphaned
606	4/18/2024	Leon County	Canada Goose	2585 Merchants Row Blvd	Other
607	4/18/2024	Leon County	Great Crested Flycatcher	1661 Centerville Rd	Nest/habitat disturbance
608	4/18/2024	Leon County	Virginia Opossum	327 W Eighth Ave	Orphaned
609	4/18/2024	Leon County	Great Crested Flycatcher	1661 Centerville Rd	Nest/habitat disturbance
610	4/18/2024	Leon County	Great Crested Flycatcher	1661 Centerville Rd	Nest/habitat disturbance
611	4/18/2024	Leon County	Unidentified Bird	Unknown	Wild animal interaction
612	4/18/2024	Leon County	Eastern Cottontail	7521 Refuge Rd	Environment
613	4/19/2024	Leon County	Raccoon	410 Victory Garden Dr	Unknown
614	4/19/2024	Leon County	Northern Cardinal	2601 Fenwood Ct	Unknown
615	4/19/2024	Leon County	Blue Jay	1205 Gardenia Dr	Hit by car or in road
616	4/19/2024	Leon County	Carolina Chickadee	8731 Freedom Rd	Orphaned
617	4/19/2024	Leon County	Palm Warbler	FSU Student Union and Moore Building	Unknown
618	4/19/2024	Leon County	Carolina Chickadee	1407 MD Lane	Unknown
619	4/20/2024	Leon County	Mourning Dove	2013 W Randolph Cir	Wild animal interaction
620	4/20/2024	Leon County	Gopher Tortoise	Unknown	Unknown
621	4/20/2024	Leon County	Florida Cooter	Killearn Lakes	Entanglement
622	4/20/2024	Leon County	Downy Woodpecker	3439 Merrimac Dr	Environment
623	4/20/2024	Leon County	Unidentified Bird	4357 Brewster Rd, Apt A	Cat interaction
624	4/20/2024	Leon County	Northern Cardinal	2804 Heath Ct	Other
625	4/20/2024	Leon County	Northern Cardinal	2804 Heath Ct	Other
626	4/20/2024	Leon County	Muscovy Duck	200 S Lake Ella Dr	Unknown
627	4/20/2024	Leon County	Northern Cardinal	6584 Spicewood Ln	Hit building or window
628	4/20/2024	Leon County	Eastern Cottontail	8035 Jennyson Dr	Cat interaction
629	4/20/2024	Leon County	Barred Owl	2046 Wedgewood Dr	Unknown
630	4/20/2024	Leon County	Unidentified Turtle	1491 Governors Square Blvd	Hit by car or in road
631	4/20/2024	Leon County	Raccoon	2716 Farington Dr	Unknown
632	4/20/2024	Leon County	Raccoon	2716 Farington Dr	Unknown
633	4/20/2024	Leon County	Raccoon	2716 Farington Dr	Unknown
634	4/20/2024	Leon County	Florida Cooter	3205-3209 Shannon Lakes Dr N	Entanglement
635	4/20/2024	Leon County	Mourning Dove	4357 Brewster Rd, Apt A	Cat interaction
636	4/21/2024	Leon County	Carolina Wren	4134 Diplomacy Cir	Orphaned
637	4/21/2024	Leon County	Eastern Cottontail	1852 Wagon Wheel Cir W	Other
638	4/21/2024	Leon County	Eastern Cottontail	1852 Wagon Wheel Cir W	Other
639	4/21/2024	Leon County	Eastern Cottontail	1852 Wagon Wheel Cir W	Other

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
640	4/21/2024	Leon County	Eastern Cottontail	1852 Wagon Wheel Cir W	Other
641	4/21/2024	Leon County	Eastern Cottontail	1852 Wagon Wheel Cir W	Other
642	4/21/2024	Leon County	Virginia Opossum	1595 Marian Ave	Orphaned
643	4/21/2024	Leon County	Wood Duck	1516 Coombs Dr	Entrapment
644	4/21/2024	Leon County	Wood Duck	1516 Coombs Dr	Entrapment
645	4/21/2024	Leon County	Mole sp	2309 Kilkenny Way	Unknown
646	4/21/2024	Leon County	Carolina Chickadee	4076 Roscrea Dr	Unknown
647	4/21/2024	Leon County	Mole sp	4445 Rivers Landing Dr	Nest/habitat disturbance
648	4/21/2024	Leon County	Wood Duck	1516 Coombs Dr	Other
649	4/21/2024	Leon County	Wood Duck	1516 Coombs Dr	Other
650	4/21/2024	Leon County	Wood Duck	1516 Coombs Dr	Other
651	4/21/2024	Leon County	Wood Duck	1516 Coombs Dr	Other
652	4/21/2024	Leon County	Wood Duck	1516 Coombs Dr	Other
653	4/21/2024	Leon County	Wood Duck	1516 Coombs Dr	Other
654	4/22/2024	Leon County	Virginia Opossum	5038 Nelly Ln	Orphaned
655	4/22/2024	Leon County	Virginia Opossum	5038 Nelly Ln	Orphaned
656	4/22/2024	Leon County	Virginia Opossum	5038 Nelly Ln	Orphaned
657	4/22/2024	Leon County	Raccoon	1131 Ronds Pointe Dr W	Orphaned
658	4/22/2024	Leon County	Raccoon	4413 Stratfordshire Ct	Orphaned
659	4/22/2024	Leon County	Raccoon	4413 Stratfordshire Ct	Orphaned
660	4/22/2024	Leon County	Raccoon	4413 Stratfordshire Ct	Orphaned
661	4/22/2024	Leon County	Carolina Wren	Sadberry Rd	Other
662	4/22/2024	Leon County	Unidentified Bird	6516 Kingman Tr	Cat interaction
663	4/23/2024	Leon County	Mourning Dove	Waverly Rd	Wild animal interaction
664	4/23/2024	Leon County	Unidentified Bird	700 Timberlane Rd	Unknown
665	4/23/2024	Leon County	Eastern Box Turtle	700 Eleazer Pl	Hit by car or in road
666	4/23/2024	Leon County	Eastern Cottontail	10126 Rose Rd	Dog interaction
667	4/23/2024	Leon County	Eastern Cottontail	Bucklake Rd	Hit by car or in road
668	4/23/2024	Leon County	Eastern Cottontail	4056 Roscrea Dr	Cat interaction
669	4/23/2024	Leon County	Canada Goose	1731 Silverwood Dr	Unknown
670	4/23/2024	Leon County	Carolina Wren	Kinhega Rd	Unknown
671	4/23/2024	Leon County	Mourning Dove	Wavely Rd	Wild animal interaction
672	4/24/2024	Leon County	Gray Ratsnake	1447 Marion Ave	Dog interaction
673	4/24/2024	Leon County	Eastern Gray Squirrel	2524 Hartsfield Rd	Entrapment
674	4/24/2024	Leon County	Virginia Opossum	6529 Pisgah Church Rd	Unknown

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Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
675	4/24/2024	Leon County	Tufted Titmouse	1250 Robin Kay Rd	Tree cut down
676	4/24/2024	Leon County	Carolina Wren	Lake Jackson	Cat interaction
677	4/24/2024	Leon County	Unidentified Bird	2118 Hagan Dr	Unknown
678	4/24/2024	Leon County	Gopher Tortoise	Hwy 27 and St Rd 59	Hit by car or in road
679	4/24/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
680	4/24/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
681	4/24/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
682	4/24/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
683	4/24/2024	Leon County	Virginia Opossum	Unknown	Dog interaction
684	4/24/2024	Leon County	Carolina Wren	469 Beaver Lake Rd	Entrapment
685	4/24/2024	Leon County	Carolina Chickadee	6009 Redfield Cir	Nest/Habitat disturbance
686	4/24/2024	Leon County	Tufted Titmouse	1250 Robin Kay Rdd	Other
687	4/24/2024	Leon County	Tufted Titmouse	1250 Robin Kay Rdd	Other
688	4/24/2024	Leon County	Virginia Opossum	2110 Rickards Rd	Unknown
689	4/24/2024	Leon County	Eastern Cottontail	4734 Planters Ridge Dr	Dog interaction
690	4/24/2024	Leon County	Eastern Cottontail	4734 Planters Ridge Dr	Dog interaction
691	4/24/2024	Leon County	Eastern Cottontail	4734 Planters Ridge Dr	Dog interaction
692	4/24/2024	Leon County	Eastern Cottontail	4734 Planters Ridge Dr	Dog interaction
693	4/25/2024	Leon County	Carolina Chickadee	4004 Colleton Ct.	Cat interaction
694	4/25/2024	Leon County	Unidentified Turtle	Carter Howell Strong Park	Hit by car or in road
695	4/25/2024	Leon County	Eastern Cottontail	Unknown	Unknown
696	4/25/2024	Leon County	Eastern Cottontail	Unknown	Unknown
697	4/25/2024	Leon County	Eastern Cottontail	Unknown	Unknown
698	4/25/2024	Leon County	Virginia Opossum	FSU - N. Woodward Dr. roundabout	Orphaned
699	4/25/2024	Leon County	Blue Jay	Royal Oaks	Hit by car or in road
700	4/25/2024	Leon County	Virginia Opossum	310 Sweetbriar Dr	Dog interaction
701	4/25/2024	Leon County	Eastern Cottontail	13399 Middlefield Rd	Cat interaction
702	4/25/2024	Leon County	Eastern Cottontail	13399 Middlefield Rd	Cat interaction
703	4/25/2024	Leon County	Eastern Cottontail	13399 Middlefield Rd	Cat interaction
704	4/25/2024	Leon County	Raccoon	3116 Capital Circle NE #1	Orphaned
705	4/25/2024	Leon County	Mourning Dove	1238 Brandt Dr	Cat Interaction
706	4/25/2024	Leon County	Eastern Cottontail	4081 Yardley Circle	Dog interaction
707	4/26/2024	Leon County	Raccoon	2971 Golden Eagle Dr	Unknown
708	4/26/2024	Leon County	Virginia Opossum	2110 Rickards Rd	Unknown
709	4/26/2024	Leon County	Tufted Titmouse	6516 Man O War Trail	orphaned

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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
710	4/26/2024	Leon County	Unidentified Baby Bird	1943 Darryl Dr Apt. C	Orphaned
711	4/26/2024	Leon County	Unidentified Bird	Shamrock Lake	Nest/Habitat disturbance
712	4/26/2024	Leon County	Eastern Cottontail	181 Love Ridge Ct	Unknown
713	4/26/2024	Leon County	Northern Mockingbird	1504 Lochinvor Ln	Other
714	4/26/2024	Leon County	Downy Woodpecker	2735 Leary Ln	Orphaned
715	4/26/2024	Leon County	Blue Jay	2629 Onyx Trl	Dog interaction
716	4/26/2024	Leon County	Canada Goose	Southwood Pond	Orphaned
717	4/26/2024	Leon County	Virginia Opossum	Unknown	Unknown
718	4/26/2024	Leon County	unknown	800 Ocala Rd	Hit by car or in road
719	4/26/2024	Leon County	Eastern Cottontail	499 Frank Shaw Rd	Environment
720	4/27/2024	Leon County	Carolina Wren	2933 Brandemere Drive	Dog interaction
721	4/27/2024	Leon County	Northern Cardinal	1000 Ox Bottom Rd	Nest/Habitat disturbance
722	4/27/2024	Leon County	Northern Cardinal	FSU	Hit by car or in road
723	4/27/2024	Leon County	Carolina Chickadee	6263 Old Water Oak Rd	Cat interaction
724	4/27/2024	Leon County	Unidentified Bird	4574 Whispering Oaks Dr	Orphaned
725	4/27/2024	Leon County	Unidentified Bird	4574 Whispering Oaks Dr	Orphaned
726	4/27/2024	Leon County	Unidentified Bird	4574 Whispering Oaks Dr	Orphaned
727	4/27/2024	Leon County	Unidentified Bird	4574 Whispering Oaks Dr	Orphaned
728	4/27/2024	Leon County	Unidentified Bird	4574 Whispering Oaks Dr	Orphaned
729	4/27/2024	Leon County	Virginia Opossum	Lafayette Heritage Trail Park	Unknown
730	4/28/2024	Leon County	Northern Cardinal	8724 Salamanca Ct	Unknown
731	4/28/2024	Leon County	Unidentified Bird	2201 Wall St	Unknown
732	4/28/2024	Leon County	Northern Cardinal	Deerlake Dr.	Hit by car or in road
733	4/28/2024	Leon County	Eastern Cottontail	181 Love Ridge Ct	Cat interaction
734	4/28/2024	Leon County	Eastern Cottontail	181 Love Ridge Ct	Cat interaction
735	4/28/2024	Leon County	Eastern Cottontail	181 Love Ridge Ct	Cat interaction
736	4/28/2024	Leon County	Eastern Cottontail	181 Love Ridge Ct	Cat interaction
737	4/28/2024	Leon County	Common Slider	U/K	Hit by car or in road
738	4/28/2024	Leon County	Carolina Wren	2965 Medinah Ct	Nest/habitat disturbance
739	4/28/2024	Leon County	Carolina Wren	2965 Medinah Ct	Nest/habitat disturbance
740	4/28/2024	Leon County	Raccoon	Fern Trail near Victory Garden Ln	Other
741	4/29/2024	Leon County	Eastern Cottontail	2716 Millstone Plantation Rd	Unknown
742	4/29/2024	Leon County	Eastern Cottontail	5452 Ochloconee Rd	Cat interaction
743	4/29/2024	Leon County	Eastern Cottontail	5452 Ochloconee Rd	Cat interaction
744	4/29/2024	Leon County	Unidentified Bird	2786 Arendell Way	Dog interaction

St. Francis Wildlife Association					
Leon County Intake Report					
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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
745	4/29/2024	Leon County	Eastern Cottontail	10012 Leafwood Dr	Dog interaction
746	4/29/2024	Leon County	Common Rat Snake	3691 Lake Charles Dr	Hit by car or in road
747	4/29/2024	Leon County	Carolina Chickadee	Landis Green, FSU	Unknown
748	4/29/2024	Leon County	Virginia Opossum	3819 Bradfordville Rd	Dog interaction
749	4/29/2024	Leon County	Brown Thrasher	2014 Ted Hines Ct	Cat interaction
750	4/29/2024	Leon County	Canada Goose	Centerville Rd. across from Storage Solutions	Hit by car or in road
751	4/29/2024	Leon County	Northern Cardinal	4236 Carnwath Rd	Hit building or window
752	4/29/2024	Leon County	Eastern Cottontail	10012 LeafWood Dr	Dog interaction
753	4/29/2024	Leon County	Eastern Cottontail	9522 Raptor Ct	Cat interaction
754	4/30/2024	Leon County	Northern Cardinal	2195 W Tennessee St Apt. 15203	Cat interaction
755	4/30/2024	Leon County	Barred Owl	Hastings Rd	Other
756	4/30/2024	Leon County	Laughing Gull	Capital Circle / Mahan	Hit by car or in road
757	4/30/2024	Leon County	Common Box Turtle	Apalachee	Hit by car or in road
758	4/30/2024	Leon County	Unidentified Bird	1250 Robin Kay Rdd	Tree cut down
759	4/30/2024	Leon County	Unidentified Bird	1250 Robin Kay Rdd	Tree cut down
760	4/30/2024	Leon County	Unidentified Bird	1250 Robin Kay Rdd	Tree cut down
761	4/30/2024	Leon County	Northern Cardinal	4480 Cool Emerald Drive	Cat interaction
762	4/30/2024	Leon County	House Mouse	924 W Pensacola St	Orphaned
763	4/30/2024	Leon County	House Mouse	924 W Pensacola St	Orphaned
764	4/30/2024	Leon County	House Mouse	924 W Pensacola St	Orphaned
765	4/30/2024	Leon County	House Mouse	924 W Pensacola St	Orphaned
766	4/30/2024	Leon County	House Mouse	924 W Pensacola St	Orphaned
767	4/30/2024	Leon County	House Mouse	924 W Pensacola St	Orphaned
768	4/30/2024	Leon County	House Mouse	924 W Pensacola St	Orphaned
769	4/30/2024	Leon County	House Mouse	924 W Pensacola St	Orphaned
770	4/30/2024	Leon County	House Mouse	924 W Pensacola St	Orphaned
771	4/30/2024	Leon County	Carolina Wren	3217 Appalachee Pkwy	Entrapment
772	5/1/2024	Leon County	Northern Cardinal	Columbia Dr	Unknown
773	5/1/2024	Leon County	Yellow-billed Cuckoo	2101 Wahnish Way	Unknown
774	5/1/2024	Leon County	Virginia Opossum	5540 Kingman Trail	Wild animal interaction
775	5/1/2024	Leon County	Tufted Titmouse	310 Stratford Place	Other
776	5/1/2024	Leon County	Brown Thrasher	3926 Tralee Rd	Dog interaction
777	5/1/2024	Leon County	Eastern Gray Squirrel	5431 Water Valley Ct	Dog interaction
778	5/1/2024	Leon County	Northern Mockingbird	Mahan Dunkin Donuts	Nest/Habitat disturbance
779	5/1/2024	Leon County	House Sparrow	Florida State University campus - Shumard Oak Dr	Nest/Habitat disturbance

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
780	5/1/2024	Leon County	Raccoon	Los Compadres Mexican restaurant	Nest/Habitat disturbance
781	5/1/2024	Leon County	Raccoon	Rumba Ln	Nest/Habitat disturbance
782	5/1/2024	Leon County	Virginia Opossum	2324 Centerville Rd	Unknown
783	5/2/2024	Leon County	Canada Goose	4052 McLaughlin Dr	Orphaned
784	5/2/2024	Leon County	Virginia Opossum	1845 Bellevue Way	Orphaned
785	5/2/2024	Leon County	Northern Cardinal	Lee Rd	Other
786	5/2/2024	Leon County	Carolina Wren	6777 Spicewood Lane	Other
787	5/2/2024	Leon County	Carolina Wren	6777 Spicewood Lane	Other
788	5/2/2024	Leon County	Carolina Wren	6777 Spicewood Lane	Other
789	5/2/2024	Leon County	House Finch	FSU	Cat interaction
790	5/2/2024	Leon County	Carolina Wren	6882 Proctor Rd	Nest/habitat disturbance
791	5/2/2024	Leon County	Raccoon	4311 Brewster Rd	Unknown
792	5/2/2024	Leon County	Eastern Cottontail	300 Beaver Creak Rd	Dog interaction
793	5/2/2024	Leon County	Northern Cardinal	1783 Dax Ct	Unknown
794	5/2/2024	Leon County	Blue Jay	3935 Leane Dr	Other
795	5/3/2024	Leon County	Yellow-bellied Sapsucker	5084 Tallow Point Rd	Cat interaction
796	5/3/2024	Leon County	Carolina Chickadee	1888 Jackson Bluff Rd	Orphaned
797	5/3/2024	Leon County	Tufted Titmouse	Kerry Forest Pkwy	Wild animal interaction
798	5/3/2024	Leon County	Common Slider	4394 Blountstown Hwy	Hit by car or in road
799	5/3/2024	Leon County	Virginia Opossum	Thomasville Rd	Entrapment
800	5/3/2024	Leon County	Canada Goose	4707 Tory Sound Ln	Hit by car or in road
801	5/3/2024	Leon County	Eastern Gray Squirrel	2620 Onyx Trail	Entanglement
802	5/4/2024	Leon County	Virginia Opossum	2124 Charter Oak Dr	Cat interaction
803	5/4/2024	Leon County	Eastern Cottontail	5319 Widefield Dr.	Cat interaction
804	5/4/2024	Leon County	Gopher Tortoise	5849 Cypress Cir	Dog interaction
805	5/4/2024	Leon County	Mourning Dove	1759 Apalachee Pkwy	Unknown
806	5/4/2024	Leon County	Brown Thrasher	5317 St. Ives Ln	Orphaned
807	5/4/2024	Leon County	Eastern Gray Squirrel	Ox Bottom Dr	Hit by car or in road
808	5/4/2024	Leon County	Brown Thrasher	5317 St. Ives Ln	Orphaned
809	5/4/2024	Leon County	Unidentified Owl	Bannerman Rd	Unknown
810	5/4/2024	Leon County	Blue Jay	Unknown	Dog interaction
811	5/5/2024	Leon County	Raccoon	1313 San Luis Rd	Unknown
812	5/5/2024	Leon County	Carolina Wren	16856 Aqua Ln	Dog interaction
813	5/5/2024	Leon County	Northern Cardinal	5632 Old Hickory Ln	Other
814	5/5/2024	Leon County	House Finch	3026 Godfrey Pt	Dog interaction

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Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
815	5/5/2024	Leon County	Virginia Opossum	3115 Sharer Rd	Orphaned
816	5/5/2024	Leon County	Virginia Opossum	1720 Burgandy Blvd	Unknown
817	5/6/2024	Leon County	Virginia Opossum	301 Chestnut Dr	Cat interaction
818	5/6/2024	Leon County	Virginia Opossum	8680 N Meridian Rd	Cat interaction
819	5/6/2024	Leon County	Mourning Dove	Madison Ave	Nest/habitat disturbance
820	5/6/2024	Leon County	Mourning Dove	916 Ivanhoe Rd	Hit building or window
821	5/6/2024	Leon County	Northern Cardinal	3273 Lord Murphy Trl	Cat interaction
822	5/6/2024	Leon County	Carolina Chickadee	1691 Hill N Dale St S	Nest/habitat disturbance
823	5/6/2024	Leon County	Carolina Chickadee	1691 Hill N Dale St S	Nest/habitat disturbance
824	5/6/2024	Leon County	Carolina Chickadee	1691 Hill N Dale St S	Nest/habitat disturbance
825	5/6/2024	Leon County	Carolina Chickadee	1691 Hill N Dale St S	Nest/habitat disturbance
826	5/6/2024	Leon County	Common Ground Dove	9016 Foxwood Dr S	Other
827	5/6/2024	Leon County	Northern Cardinal	Faulk Landing	Orphaned
828	5/7/2024	Leon County	Eastern Cottontail	5018 Valley Farm Rd	Cat interaction
829	5/7/2024	Leon County	Laughing Gull	1400 Apalachee Pkwy	Unknown
830	5/7/2024	Leon County	Eastern Cottontail	4188 Lonnie Gray Rd	Unknown
831	5/7/2024	Leon County	Unidentified Bird	6509 Hidden Lakes Dr	Hit building or window
832	5/7/2024	Leon County	Virginia Opossum	1555 Delaney Dr	Hit by car or in road
833	5/7/2024	Leon County	Virginia Opossum	1555 Delaney Dr	Hit by car or in road
834	5/7/2024	Leon County	Virginia Opossum	1555 Delaney Dr	Hit by car or in road
835	5/7/2024	Leon County	Virginia Opossum	1555 Delaney Dr	Hit by car or in road
836	5/7/2024	Leon County	Virginia Opossum	1555 Delaney Dr	Hit by car or in road
837	5/7/2024	Leon County	Virginia Opossum	642 Mabry St	Unknown
838	5/8/2024	Leon County	Eastern Cottontail	Unknown	Unknown
839	5/8/2024	Leon County	Florida Cooter	NEAR 1745 Capital Cir NW	Hit by car or in road
840	5/8/2024	Leon County	Canada Goose	Greyfield Dr.	Unknown
841	5/8/2024	Leon County	Blue-gray Gnatcatcher	Maclay Gardens State Park	Nest/habitat disturbance
842	5/8/2024	Leon County	Barred Owl	Lonbladh Rd	Hit by car or in road
843	5/8/2024	Leon County	Virginia Opossum	5649 Maple Forest Dr	Orphaned
844	5/8/2024	Leon County	Barred Owl	747 W 7th Ave	Nest/habitat disturbance
845	5/9/2024	Leon County	House Sparrow	750 St. Augustine St.	Unknown
846	5/9/2024	Leon County	Carolina Wren	354 Office Plaza Dr	Wild bird interaction
847	5/9/2024	Leon County	Red-bellied Woodpecker	1928 Harriet Dr	Unknown
848	5/9/2024	Leon County	Carolina Wren	1297 Carr Ln	Nest/Habitat disturbance
849	5/9/2024	Leon County	Carolina Wren	1297 Carr Ln	Nest/Habitat disturbance

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
850	5/9/2024	Leon County	Carolina Wren	1297 Carr Ln	Nest/Habitat disturbance
851	5/9/2024	Leon County	Eastern Box Turtle	2407 Wintergreen Rd	Dog interaction
852	5/9/2024	Leon County	Northern Cardinal	5975 Ansel Ferrel Rd	Unknown
853	5/9/2024	Leon County	Northern Cardinal	1113 E Tennessee St, Suite 100	Entanglement
854	5/9/2024	Leon County	Cedar Waxwing	701 Shell St	Unknown
855	5/9/2024	Leon County	Carolina Wren	5003 Vernon Rd	Unknown
856	5/9/2024	Leon County	Northern Mockingbird	Unknown	Unknown
857	5/9/2024	Leon County	Muscovy Duck	Meridian Rd	Hit by car or in road
858	5/9/2024	Leon County	Red Fox	2000 Drayton Dr	Other
859	5/9/2024	Leon County	Red Fox	2000 Drayton Dr	Other
860	5/9/2024	Leon County	Virginia Opossum	8680 N Meridian Rd	Orphaned
861	5/9/2024	Leon County	Carolina Wren	2900 Marise St.	Other
862	5/9/2024	Leon County	Carolina Wren	2900 Marise St.	Other
863	5/9/2024	Leon County	Carolina Wren	2900 Marise St.	Other
864	5/9/2024	Leon County	Carolina Wren	2900 Marise St.	Other
865	5/10/2024	Leon County	Swallow-tailed Kite	2523 Augustine Ct	Nest/Habitat disturbance
866	5/10/2024	Leon County	Black Soft-shell Turtle	Trad Rd	Hit by car or in road
867	5/10/2024	Leon County	Raccoon	8177 Winnie Ln	Nest/Habitat disturbance
868	5/10/2024	Leon County	Eastern Gray Squirrel	1219 Old Fort Dr	Nest/Habitat disturbance
869	5/10/2024	Leon County	Swallow-tailed Kite	8406 Pine Cone Rd	Environment
870	5/10/2024	Leon County	Osprey	6046 W Tennessee St	Nest/Habitat disturbance
871	5/10/2024	Leon County	Osprey	6046 W Tennessee St	Nest/Habitat disturbance
872	5/10/2024	Leon County	Osprey	6046 W Tennessee St	Nest/Habitat disturbance
873	5/10/2024	Leon County	Red-shouldered Hawk	317 Mayby St., Apt 422	Unknown
874	5/10/2024	Leon County	Common Grackle	Tennessee St	Dog interaction
875	5/10/2024	Leon County	Yellow-bellied Sapsucker	2869 Par Ln, Apt C	Unknown
876	5/10/2024	Leon County	Downy Woodpecker	1609 W Pensacola St, Apt 312	Nest/habitat disturbance
877	5/10/2024	Leon County	Downy Woodpecker	1609 W Pensacola St, Apt 312	Nest/habitat disturbance
878	5/10/2024	Leon County	Brown Thrasher	4092 N Monroe St	Other
879	5/10/2024	Leon County	Blue Jay	3581 Burks Ln	Nest/habitat disturbance
880	5/10/2024	Leon County	Blue Jay	3581 Burks Ln	Nest/habitat disturbance
881	5/10/2024	Leon County	Red-tailed Hawk	902 Brookwood Dr	Nest/Habitat Disturbance
882	5/10/2024	Leon County	Mississippi Kite	2009 Balmoral Ct	Nest/Habitat disturbance
883	5/10/2024	Leon County	Red-shouldered Hawk	Unknown	Unknown
884	5/10/2024	Leon County	Mississippi Kite	8821 Pembroke Ct N	Nest/Habitat disturbance

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
885	5/10/2024	Leon County	Downy Woodpecker	2301 Merrigan Place	Nest/Habitat disturbance
886	5/10/2024	Leon County	Swallow-tailed Kite	S. Meridian St.	Nest/Habitat Disturbance
887	5/10/2024	Leon County	Eastern Box Turtle	I-10, mile marker 228	Hit by car or in road
888	5/10/2024	Leon County	Eastern Gray Squirrel	1228 Stearns St.	Nest/Habitat disturbance
889	5/10/2024	Leon County	Virginia Opossum	3411 Apalachee Pkwy	Unknown
890	5/10/2024	Leon County	Canada Goose	1660 N Monroe (Publix Plaza)	Other
891	5/10/2024	Leon County	Yellow-bellied Sapsucker	1143 Albritton Dr	Unknown
892	5/11/2024	Leon County	Carolina Wren	3713 Shoreline Dr	Nest/Habitat disturbance
893	5/11/2024	Leon County	American Crow	Deerlake Rd	Orphaned
894	5/11/2024	Leon County	Raccoon	Unknown	Other
895	5/11/2024	Leon County	Raccoon	Unknown	Unknown
896	5/11/2024	Leon County	Eastern Screech Owl	2525 James Duhard Way	Nest/Habitat Disturbance
897	5/11/2024	Leon County	Raccoon	S Adams St	Unknown
898	5/11/2024	Leon County	Red-shouldered Hawk	4209 Sierra Woods Trail	Nest/Habitat disturbance
899	5/11/2024	Leon County	Unidentified Bird	9421 Windom Way	Nest/Habitat disturbance
900	5/11/2024	Leon County	Red-shouldered Hawk	Old St. Augustine Rd	Nest/Habitat disturbance
901	5/11/2024	Leon County	Red-shouldered Hawk	223 Cactus St	Nest/Habitat Disturbance
902	5/11/2024	Leon County	Virginia Opossum	Unknown	Unknown
903	5/12/2024	Leon County	Fox Squirrel	6056 Leigh Read Rd	Dog interaction
904	5/12/2024	Leon County	Yellow-bellied Slider	1687 Goodwood Dr	Hit by car or in road
905	5/12/2024	Leon County	Raccoon	1200 Stearns St	Orphaned
906	5/12/2024	Leon County	Raccoon	1200 Stearns St	Orphaned
907	5/12/2024	Leon County	Raccoon	2301 Merrigan Place	Orphaned
908	5/12/2024	Leon County	Raccoon	2905 Camelliawood Ln	Orphaned
909	5/12/2024	Leon County	Raccoon	2905 Camelliawood Ln	Orphaned
910	5/12/2024	Leon County	Raccoon	2905 Camelliawood Ln	Orphaned
911	5/12/2024	Leon County	Raccoon	2905 Camelliawood Ln	Orphaned
912	5/12/2024	Leon County	Yellow-bellied Sapsucker	1647 Hedgefield Ct	Unknown
913	5/12/2024	Leon County	Big Brown Bat	2044 Ted Hiner Dr	Unknown
914	5/13/2024	Leon County	Eastern Cottontail	Sleepe Hollow Cir	Cat interaction
915	5/13/2024	Leon County	Eastern Cottontail	1415 Piedmont Dr E	Hit by car or in road
916	5/13/2024	Leon County	Raccoon	3225 Fawn Hill Trail	Nest/Habitat disturbance
917	5/13/2024	Leon County	House Finch	1026 Lothian Dr	Unknown
918	5/13/2024	Leon County	Domestic Duck	200 S Lake Ella Dr	Unknown
919	5/13/2024	Leon County	Raccoon	1200 Stearns St	Orphaned

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Leon County Intake Report					
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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
920	5/13/2024	Leon County	House Sparrow	TMH Parking Garage	Nest/Habitat disturbance
921	5/14/2024	Leon County	Bald Eagle	Clippys Dr	Nest/Habitat disturbance
922	5/14/2024	Leon County	Red Fox	3800 Esplanade Way	Other
923	5/14/2024	Leon County	Red Fox	3800 Esplanade Way	Other
924	5/14/2024	Leon County	Barred Owl	Woodville Hwy	Hit by car or in road
925	5/14/2024	Leon County	House Finch	Monroe St	Orphaned
926	5/14/2024	Leon County	Gray Ratsnake	Dundark Dr	Entanglement
927	5/14/2024	Leon County	Yellow-bellied Slider	2000 Merchants Row Blvd	Entanglement
928	5/14/2024	Leon County	Gray Fox	24181 Lone Star Rd	Orphaned
929	5/14/2024	Leon County	Gopher Tortoise	6622 Sycamore Rd	Dog interaction
930	5/15/2024	Leon County	Raccoon	Ocala Rd	Nest/Habitat Disturbance
931	5/15/2024	Leon County	Raccoon	Ocala Rd	Nest/Habitat Disturbance
932	5/15/2024	Leon County	Raccoon	Ocala Rd	Nest/Habitat Disturbance
933	5/15/2024	Leon County	Yellow-bellied Slider	La France Rd	Hit by car or in road
934	5/15/2024	Leon County	Brown Thrasher	Timberlane Rd	Hit by car or in road
935	5/15/2024	Leon County	Raccoon	1521 Mayhew St.	Nest/Habitat disturbance
936	5/15/2024	Leon County	Canada Goose	Tharpe St	Hit by car or in road
937	5/15/2024	Leon County	Pileated Woodpecker	5078 Sundance Lane	Nest/Habitat disturbance
938	5/15/2024	Leon County	Yellow-bellied Sapsucker	1306 Sumerlin Dr	Hit building or window
939	5/15/2024	Leon County	Common Snapping Turtle	Pedrick St	Hit by car or in road
940	5/15/2024	Leon County	Barred Owl	3003 N Meridian Rd	Hit by car or in road
941	5/15/2024	Leon County	House Finch	2910 Kerry Forest Pkwy	Unknown
942	5/15/2024	Leon County	Unidentified Bird	340 Beaver Lake Rd	Unknown
943	5/15/2024	Leon County	Carolina Wren	1706 Dempsey Mayo Rd	Unknown
944	5/15/2024	Leon County	Brown Thrasher	Unknown	Other
945	5/15/2024	Leon County	Carolina Wren	Ox Bottom Rd	Unknown
946	5/16/2024	Leon County	Red-headed Woodpecker	2401 Nugget Ln	Hit building or window
947	5/16/2024	Leon County	Gopher Tortoise	1405-1551 Paul Russell Rd, Tallahassee, FL 32301	Hit by car or in road
948	5/16/2024	Leon County	Raccoon	824 Ausley Rd	Unknown
949	5/16/2024	Leon County	Mourning Dove	2208 Shirley Ann Ct	Cat interaction
950	5/16/2024	Leon County	Yellow-bellied Sapsucker	1883 Miller Landing	Wild animal interaction
951	5/16/2024	Leon County	Southeastern Myotis	2531 Goose Pond Ct	Cat interaction
952	5/16/2024	Leon County	Raccoon	3433 Mahoney Dr	Other
953	5/17/2024	Leon County	Canada Goose	645 Lake Ella Dr	Unknown

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Leon County Intake Report					
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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
954	5/17/2024	Leon County	Unidentified Bird	1412 Richard Dr	Other
955	5/17/2024	Leon County	Carolina Wren	1412 Richard Dr	Other
956	5/17/2024	Leon County	Unidentified Mockingbird	1706 Dempsey Mayo Rd	Other
957	5/17/2024	Leon County	Blue Jay	2949 Shamrock St N	Unknown
958	5/17/2024	Leon County	Northern Cardinal	821 N Forest Dr	Unknown
959	5/17/2024	Leon County	Yellow-bellied Slider	Orange Ave	Hit by car or in road
960	5/18/2024	Leon County	Raccoon	1521 Mayhew St.	Orphaned
961	5/18/2024	Leon County	Canada Goose	1897 Capital Cir NE	Hit by car or in road
962	5/18/2024	Leon County	Florida Box Turtle	345 S Magnolia Dr	Hit by car or in road
963	5/18/2024	Leon County	Domestic Cat	6963 Cortana Hill Way	Unknown
964	5/18/2024	Leon County	Domestic Cat	6963 Cortana Hill Way	Unknown
965	5/18/2024	Leon County	Unidentified Duck	200 S Lake Ella Dr	Orphaned
966	5/18/2024	Leon County	Unidentified Turtle	Velda Dairy Rd	Hit by car or in road
967	5/18/2024	Leon County	Northern Cardinal	Summerbrook Rd	Hit by car or in road
968	5/18/2024	Leon County	Virginia Opossum	1540 Glenway Dr.	Orphaned
969	5/19/2024	Leon County	Carolina Wren	4656 Inisheer Dr	Other
970	5/19/2024	Leon County	Carolina Wren	4656 Inisheer Dr	Other
971	5/19/2024	Leon County	Carolina Wren	4656 Inisheer Dr	Other
972	5/19/2024	Leon County	Carolina Wren	4656 Inisheer Dr	Other
973	5/19/2024	Leon County	Softshell Tortoise	7500 Serna Dr	Entrapment
974	5/19/2024	Leon County	Unidentified Turtle	2407 Tallahassee Dr	Unknown
975	5/19/2024	Leon County	Gopher Tortoise	Duval St. and W 8th Ave	Hit by car or in road
976	5/20/2024	Leon County	Virginia Opossum	822 Taylor St	Hit by car or in road
977	5/20/2024	Leon County	Raccoon	2405 S Adams St	Other
978	5/20/2024	Leon County	Raccoon	770 Appleyard Dr., Apt 7E	Orphaned
979	5/20/2024	Leon County	Softshell Tortoise	200 S Lake Ella Dr	Hit by car or in road
980	5/20/2024	Leon County	Unidentified Bird	3586 Frontier Rd	Unknown
981	5/20/2024	Leon County	Virginia Opossum	Unknown	Unknown
982	5/20/2024	Leon County	Barred Owl	Unknown	Hit by car or in road
983	5/20/2024	Leon County	Raccoon	856 E Call St	Nest/Habitat disturbance
984	5/20/2024	Leon County	Carolina Wren	2531 Goose Pond Ct	Nest/Habitat disturbance
985	5/20/2024	Leon County	Carolina Wren	2531 Goose Pond Ct	Nest/Habitat disturbance
986	5/20/2024	Leon County	Blue Jay	201 W Bloxham St	Hit building or window
987	5/21/2024	Leon County	American Toad	1137 Ocala Rd	Hit by yard or farm equipment
988	5/21/2024	Leon County	House Finch	15100 Blountstown Hwy	Wild animal interaction

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Leon County Intake Report					
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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
989	5/21/2024	Leon County	Chimney Swift	2636 Mission Rd	Nest/Habitat disturbance
990	5/21/2024	Leon County	Chimney Swift	2636 Mission Rd	Nest/Habitat disturbance
991	5/21/2024	Leon County	Chimney Swift	2636 Mission Rd	Nest/Habitat disturbance
992	5/21/2024	Leon County	Carolina Wren	2005 Gardenbrook Lane	Other
993	5/21/2024	Leon County	Carolina Wren	2005 Gardenbrook Lane	Other
994	5/21/2024	Leon County	Carolina Wren	2005 Gardenbrook Lane	Other
995	5/21/2024	Leon County	Laughing Gull	Southwood	Hit by car or in road
996	5/21/2024	Leon County	Eastern Cottontail	961 Townee Rd	Dog interaction
997	5/21/2024	Leon County	Eastern Cottontail	549 Frank Shaw Rd	Cat interaction
998	5/21/2024	Leon County	Carolina Wren	1407 E Lafayette St	Nest/Habitat disturbance
999	5/22/2024	Leon County	Eastern Grey Squirrel	6322 Coach House Ct	Dog interaction
1000	5/22/2024	Leon County	Northern Cardinal	2508 Betton Woods Dr	Unknown
1001	5/22/2024	Leon County	Red-shouldered Hawk	8156 Turkey Oaks	Unknown
1002	5/23/2024	Leon County	Northern Cardinal	7234 Turner St	Hit building or window
1003	5/23/2024	Leon County	Virginia Opossum	2205 Danshire Dr	Dog interaction
1004	5/23/2024	Leon County	Raccoon	Park Ave	Unknown
1005	5/23/2024	Leon County	Eastern Cottontail	425 Margaret Ct	Cat interaction
1006	5/23/2024	Leon County	Eastern Cottontail	2625 Opequon Bend	Cat interaction
1007	5/24/2024	Leon County	Raccoon	Killearn Center Blvd	Unknown
1008	5/24/2024	Leon County	Northern Cardinal	705 S Woodward Ave	Hit by car or in road
1009	5/24/2024	Leon County	Barn Swallow	1001 Stearns St, Building 3	Unknown
1010	5/24/2024	Leon County	Northern Cardinal	2131 N Meridian Rd	Hit by car or in road
1011	5/24/2024	Leon County	Mexican Free-tailed Bat	2699 Faringdon Dr.	Cat interaction
1012	5/24/2024	Leon County	Red-shouldered Hawk	401 W Tharpe St	Unknown
1013	5/24/2024	Leon County	Blue Jay	2644 Nantucket Ln	Unknown
1014	5/24/2024	Leon County	Blue Jay	8661 Alexandrite Cr	Other
1015	5/24/2024	Leon County	Eastern Gray Squirrel	3039 Waterford Dr	Unknown
1016	5/24/2024	Leon County	Canada Goose	200 S Lake Ella Dr	Hit by car or in road
1017	5/24/2024	Leon County	Raccoon	2014 Mary Ellen Dr	Unknown
1018	5/25/2024	Leon County	Northern Cardinal	2744 W. Hannon Hill Dr.	Cat interaction
1019	5/25/2024	Leon County	Mourning Dove	2421 Jackson Bluff Rd	Other
1020	5/25/2024	Leon County	Unidentified Bird	3031 N Shannon Lakes Dr	Other
1021	5/25/2024	Leon County	Unidentified Bird	3031 N Shannon Lakes Dr	Other
1022	5/25/2024	Leon County	Unidentified Bird	3031 N Shannon Lakes Dr	Other
1023	5/25/2024	Leon County	Unidentified Bird	3031 N Shannon Lakes Dr	Other

St. Francis Wildlife Association					
Leon County Intake Report					
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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1024	5/25/2024	Leon County	Unidentified Bird	3031 N Shannon Lakes Dr	Other
1025	5/25/2024	Leon County	Eastern Cottontail	367 Milestone Dr	Unknown
1026	5/25/2024	Leon County	Eastern Cottontail	367 Milestone Dr	Unknown
1027	5/25/2024	Leon County	Eastern Cottontail	2604 Satin Woods Cir	Cat interaction
1028	5/25/2024	Leon County	Unidentified Bird	3286 John Hancock Dr.	Unknown
1029	5/25/2024	Leon County	Eastern Cottontail	Cherokee Ridge Trail	Cat interaction
1030	5/25/2024	Leon County	Eastern Cottontail	Cherokee Ridge Trail	Cat interaction
1031	5/25/2024	Leon County	Mourning Dove	2421 Jackson Bluff Rd	Other
1032	5/26/2024	Leon County	Northern Cardinal	Unknown	Hit by car or in road
1033	5/26/2024	Leon County	Yellow-bellied Slider	2700 Welaunee Blvd	Hit by car or in road
1034	5/26/2024	Leon County	Eastern Cottontail	9745 Faraway Farm Rd	Cat interaction
1035	5/26/2024	Leon County	Unidentified Bird	733 HiLo Way	Cat interaction
1036	5/26/2024	Leon County	Scarlet Tanager	6882 Proctor Rd	Hit by car or in road
1037	5/26/2024	Leon County	Unidentified Bird	3584 Austin Davis Ave	Unknown
1038	5/26/2024	Leon County	Canada Goose	501 Capital Cir NE	Hit by car or in road
1039	5/27/2024	Leon County	Blue Jay	Killearn Acres	Unknown
1040	5/27/2024	Leon County	Canada Goose	200 S Lake Ella Dr	Hit by car or in road
1041	5/27/2024	Leon County	Yellow-bellied Slider	2234 Killarney Way	Hit by car or in road
1042	5/27/2024	Leon County	Gopher Tortoise	4840 Taylorville Hwy	Dog interaction
1043	5/27/2024	Leon County	Wood Duck	Unknown	Other
1044	5/27/2024	Leon County	Wood Duck	Unknown	Other
1045	5/27/2024	Leon County	Wood Duck	Unknown	Other
1046	5/27/2024	Leon County	Wood Duck	Unknown	Other
1047	5/27/2024	Leon County	Wood Duck	Unknown	Other
1048	5/27/2024	Leon County	Wood Duck	Unknown	Other
1049	5/27/2024	Leon County	Wood Duck	Unknown	Other
1050	5/27/2024	Leon County	Northern Cardinal	1006 Idlewild Dr	Orphaned
1051	5/27/2024	Leon County	Northern Mockingbird	3711 Shamrock St W.	Hit building or window
1052	5/27/2024	Leon County	Eastern Mud Turtle	Meridian Rd	Hit by car or in road
1053	5/27/2024	Leon County	Tufted Titmouse	2324 Centerville Rd	Unknown
1054	5/27/2024	Leon County	Yellow-bellied Slider	Summerbrooke	Hit by car or in road
1055	5/28/2024	Leon County	Unidentified Bird	Unknown	Unknown
1056	5/28/2024	Leon County	Unidentified Bird	1105 Savannah Trail	Unknown
1057	5/28/2024	Leon County	Unidentified Bird	1105 Savannah Trail	Unknown
1058	5/28/2024	Leon County	Unidentified Bird	1105 Savannah Trail	Unknown

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1059	5/28/2024	Leon County	Red-tailed Hawk	101 E Gaines St	Other
1060	5/28/2024	Leon County	Carolina Wren	6235 Myrtlewood Ct	Unknown
1061	5/29/2024	Leon County	Common Grackle	114 Learning Way	Orphaned
1062	5/29/2024	Leon County	Common Grackle	114 Learning Way	Orphaned
1063	5/29/2024	Leon County	Common Grackle	114 Learning Way	Orphaned
1064	5/29/2024	Leon County	Common Grackle	114 Learning Way	Orphaned
1065	5/29/2024	Leon County	Canada Goose	2415 N Monroe St	Hit by car or in road
1066	5/29/2024	Leon County	Eastern Cottontail	2420 McWest St	Cat interaction
1067	5/29/2024	Leon County	Eastern Cottontail	518 Frank Shaw Rd	Cat interaction
1068	5/29/2024	Leon County	Carolina Wren	3700 Golden Eagle Dr E	Hit building or window
1069	5/29/2024	Leon County	Raccoon	7233 Richwood St	Orphaned
1070	5/30/2024	Leon County	Carolina Wren	1010 W Tharpe St	Entanglement
1071	5/30/2024	Leon County	Virginia Opossum	5700 Doonesbury Way	Unknown
1072	5/30/2024	Leon County	Northern Mockingbird	4910 N Monroe St	Dog interaction
1073	5/30/2024	Leon County	Mourning Dove	575 Groveland Hills Dr	Other
1074	5/30/2024	Leon County	Eastern Bluebird	3300 Capital Cir SW	Unknown
1075	5/30/2024	Leon County	Muscovy Duck	1513 Woodgate Way	Orphaned
1076	5/30/2024	Leon County	Raccoon	7071 Buck Lake Rd	Orphaned
1077	5/30/2024	Leon County	Raccoon	7071 Buck Lake Rd	Orphaned
1078	5/31/2024	Leon County	Blue Jay	Grove Park Rd	Other
1079	5/31/2024	Leon County	Eastern Box Turtle	2913 Morningside Dr	Dog interaction
1080	5/31/2024	Leon County	Tufted Titmouse	1921 Harriet Dr	Cat interaction
1081	5/31/2024	Leon County	Pocket Gopher sp	899 Old Tung Grove Rd	Unknown
1082	5/31/2024	Leon County	Bald Eagle	3300 Capital Cir SW	Unknown
1083	5/31/2024	Leon County	Eastern Cottontail	9000 Broken Lance Dr	Orphaned
1084	6/1/2024	Leon County	Unidentified Bird	2084 Greenwood	Unknown
1085	6/1/2024	Leon County	Raccoon	Lake Jackson	Orphaned
1086	6/1/2024	Leon County	Red-bellied Woodpecker	3205 Heather Hill Ln	Hit building or window
1087	6/1/2024	Leon County	Laughing Gull	3844 N Monroe St	Hit by car or in road
1088	6/1/2024	Leon County	Pileated Woodpecker	3424 Robinhood	Unknown
1089	6/1/2024	Leon County	Unidentified Bird	1905 W Nelson Cir	Hit building or window
1090	6/1/2024	Leon County	Eastern Cottontail	Unknown	Unknown
1091	6/1/2024	Leon County	Eastern Cottontail	Unknown	Unknown
1092	6/1/2024	Leon County	Eastern Cottontail	2805 Shamrock St S	Unknown
1093	6/2/2024	Leon County	Downy Woodpecker	2046 Florida Ave	Cat interaction

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1094	6/2/2024	Leon County	Yellow-bellied Sapsucker	1235 Live Oak Plantation Rd	Dog interaction
1095	6/2/2024	Leon County	Carolina Wren	1600 W Tennessee St	Other
1096	6/2/2024	Leon County	Unidentified Bird	319 Rutledge Rd	Unknown
1097	6/2/2024	Leon County	Little Brown Bat	Golden Eagle	Unknown
1098	6/2/2024	Leon County	Yellow-bellied Slider	St. Joe Rd	Unknown
1099	6/3/2024	Leon County	Raccoon	Old Woodville Hwy	Orphaned
1100	6/3/2024	Leon County	House Finch	1669 Quazar Rd	Other
1101	6/3/2024	Leon County	House Finch	1669 Quazar Rd	Other
1102	6/3/2024	Leon County	House Finch	1669 Quazar Rd	Other
1103	6/3/2024	Leon County	House Finch	1669 Quazar Rd	Other
1104	6/3/2024	Leon County	Eastern Cottontail	4140 Bradfordville Rd	Other
1105	6/3/2024	Leon County	Unidentified Turtle	Unknown	Hit by car or in road
1106	6/3/2024	Leon County	Red-shouldered Hawk	2128 Plantation Forrest	Unknown
1107	6/3/2024	Leon County	Carolina Chickadee	7028 Sawley Ct	Orphaned
1108	6/3/2024	Leon County	Carolina Chickadee	7028 Sawley Ct	Orphaned
1109	6/3/2024	Leon County	Carolina Chickadee	7028 Sawley Ct	Orphaned
1110	6/3/2024	Leon County	Carolina Chickadee	7028 Sawley Ct	Orphaned
1111	6/3/2024	Leon County	Carolina Chickadee	7028 Sawley Ct	Orphaned
1112	6/3/2024	Leon County	Virginia Opossum	Notre Dame St and Burch Ave	Orphaned
1113	6/3/2024	Leon County	Virginia Opossum	Notre Dame St and Burch Ave	Orphaned
1114	6/3/2024	Leon County	Virginia Opossum	1962 Village Green Way	Unknown
1115	6/4/2024	Leon County	Red-shouldered Hawk	Unknown	Unknown
1116	6/4/2024	Leon County	Eastern Bluebird	7318 W Tennessee St	Other
1117	6/4/2024	Leon County	Carolina Wren	Unknown	Unknown
1118	6/4/2024	Leon County	Carolina Wren	Unknown	Unknown
1119	6/4/2024	Leon County	Carolina Wren	Unknown	Unknown
1120	6/4/2024	Leon County	Carolina Wren	Unknown	Unknown
1121	6/4/2024	Leon County	Mourning Dove	280 John Knox Rd, Apt 245	Unknown
1122	6/4/2024	Leon County	Northern Cardinal	4344 Conifer St	Unknown
1123	6/4/2024	Leon County	Southeastern Myotis	6351 Pisgah Church Rd	Environment
1124	6/5/2024	Leon County	Purple Martin	2743 Capital Cir NE	Orphaned
1125	6/5/2024	Leon County	Northern Cardinal	7940 Bernard St	Cat interaction
1126	6/5/2024	Leon County	Northern Cardinal	7940 Bernard St	Cat interaction
1127	6/5/2024	Leon County	Brown Thrasher	1413 Coleman St	Cat interaction
1128	6/5/2024	Leon County	Brown Thrasher	2037 Ted Hines Rd	Unknown

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1129	6/5/2024	Leon County	Northern Cardinal	5322 Tower Rd	Cat interaction
1130	6/6/2024	Leon County	Carolina Wren	2300 Bluff Oak Way	Unknown
1131	6/6/2024	Leon County	Carolina Wren	2300 Bluff Oak Way	Unknown
1132	6/6/2024	Leon County	Cliff Swallow	3810 Buck Lake Rd, Apt 804	Orphaned
1133	6/6/2024	Leon County	Red Fox	3582 Velda Woods Dr	Other
1134	6/6/2024	Leon County	Carolina Wren	2566 W Tennessee St	Cat interaction
1135	6/6/2024	Leon County	Rat	6691 Kauai King Trl	Nest/Habitat disturbance
1136	6/6/2024	Leon County	Rat	6691 Kauai King Trl	Nest/Habitat disturbance
1137	6/6/2024	Leon County	Rat	6691 Kauai King Trl	Nest/Habitat disturbance
1138	6/6/2024	Leon County	Unidentified Bird	2300 Bluff Oak Way	Orphaned
1139	6/6/2024	Leon County	Eastern Cottontail	2218 Killarney Way	Wild animal interaction
1140	6/6/2024	Leon County	Eastern Cottontail	1091 Avalon Ct	Orphaned
1141	6/6/2024	Leon County	Eastern Cottontail	1091 Avalon Ct	Orphaned
1142	6/7/2024	Leon County	Carolina Wren	2300 Bluff Oak Way	Other
1143	6/7/2024	Leon County	Carolina Wren	2300 Bluff Oak Way	Other
1144	6/7/2024	Leon County	Red Fox	3582 Velda Woods Dr	Other
1145	6/7/2024	Leon County	Pileated Woodpecker	Mahan East	Hit by car or in road
1146	6/7/2024	Leon County	Carolina Wren	2103 Ellicott Dr	Nest/Habitat disturbance
1147	6/7/2024	Leon County	Eastern Cottontail	Unknown	Cat interaction
1148	6/8/2024	Leon County	Raccoon	3741 Mundon Way	Orphaned
1149	6/8/2024	Leon County	Pekin Duck	1881-B N Martin Luther King Jr Blvd. B	Orphaned
1150	6/8/2024	Leon County	Pekin Duck	1881-B N Martin Luther King Jr Blvd. B	Orphaned
1151	6/8/2024	Leon County	House Finch	Unknown	Unknown
1152	6/8/2024	Leon County	House Finch	Unknown	Unknown
1153	6/8/2024	Leon County	House Finch	Unknown	Unknown
1154	6/8/2024	Leon County	Roof Rat	6691 Kauai King Trl	Other
1155	6/8/2024	Leon County	Roof Rat	6691 Kauai King Trl	Other
1156	6/8/2024	Leon County	Roof Rat	6691 Kauai King Trl	Other
1157	6/8/2024	Leon County	Roof Rat	6691 Kauai King Trl	Other
1158	6/8/2024	Leon County	American Crow	2739 Royal Oaks Dr	Unknown
1159	6/8/2024	Leon County	Gopher Tortoise	2121 Farms Rd	Hit by car or in road
1160	6/8/2024	Leon County	Eastern Cottontail	1257 Redfield Rd	Cat interaction
1161	6/8/2024	Leon County	American Crow	1505 Quail Rd	Unknown
1162	6/8/2024	Leon County	Great Crested Flycatcher	2101 Trianon Ct	Unknown
1163	6/8/2024	Leon County	Unidentified Bird	Owl Hoot Rd	Orphaned

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1164	6/9/2024	Leon County	Muscovy Duck	200 S Lake Ella Dr	Orphaned
1165	6/9/2024	Leon County	Muscovy Duck	200 S Lake Ella Dr	Orphaned
1166	6/9/2024	Leon County	Northern Cardinal	2613 Harwich Cir	Cat interaction
1167	6/9/2024	Leon County	Northern Mockingbird	2740 Sandalwood Dr. N	Other
1168	6/9/2024	Leon County	Northern Mockingbird	7909 Lonesome Dove Ln	Other
1169	6/9/2024	Leon County	Eastern Cottontail	2082 W Forest Dr	Cat interaction
1170	6/9/2024	Leon County	Northern Cardinal	4004 Colleton Ct	Cat interaction
1171	6/9/2024	Leon County	Yellow-bellied Slider	Mission Rd	Hit by car or in road
1172	6/9/2024	Leon County	Brown Thrasher	430 E. Pensacola St.	Unknown
1173	6/9/2024	Leon County	Carolina Wren	1506 Harbor Club Dr	Nest/Habitat disturbance
1174	6/9/2024	Leon County	Southeastern Myotis	5443 Whistler Dr	Unknown
1175	6/10/2024	Leon County	Carolina Wren	4342 Grove Park	Other
1176	6/10/2024	Leon County	Carolina Wren	4342 Grove Park	Other
1177	6/10/2024	Leon County	Carolina Wren	4342 Grove Park	Other
1178	6/10/2024	Leon County	Carolina Wren	4342 Grove Park	Other
1179	6/10/2024	Leon County	Northern Mockingbird	1163 Landing Loop	Cat interaction
1180	6/10/2024	Leon County	Northern Cardinal	244 Robinhood Ct	Other
1181	6/10/2024	Leon County	Red-shouldered Hawk	3505 Raymond Diehl Rd	Hit by car or in road
1182	6/10/2024	Leon County	House Mouse	1523 Fuller Rd	Nest/Habitat disturbance
1183	6/10/2024	Leon County	Eastern Gray Squirrel	2111 S Meridian St, Apt A	Unknown
1184	6/10/2024	Leon County	Eastern Cottontail	3165 Dunbar Ln	Entrapment
1185	6/10/2024	Leon County	Northern Cardinal	967 Richardson Rd	Unknown
1186	6/10/2024	Leon County	Eastern Cottontail	2900 Canopy Ln	Dog interaction
1187	6/10/2024	Leon County	Northern Cardinal	1317 Winewood Blvd	Unknown
1188	6/11/2024	Leon County	Northern Cardinal	235 S Ocala Rd	Hit by car or in road
1189	6/11/2024	Leon County	Eastern Cottontail	8774 Donblane Ct	Nest/Habitat disturbance
1190	6/11/2024	Leon County	Eastern Cottontail	3150 Coneflower Dr	Hit by car or in road
1191	6/11/2024	Leon County	Carolina Wren	1515 Levy Ave	Hit by car or in road
1192	6/11/2024	Leon County	Northern Mockingbird	3255 Mahan Dr	Nest/Habitat disturbance
1193	6/11/2024	Leon County	Mole Skink	Northwood Animal Hospital	Entrapment
1194	6/11/2024	Leon County	Mole Skink	Northwood Animal Hospital	Entrapment
1195	6/11/2024	Leon County	Eastern Bluebird	4965 Autumn Woods Way	Cat interaction
1196	6/11/2024	Leon County	Domestic Pigeon	3061 White Ibis Way	Unknown
1197	6/11/2024	Leon County	Eastern Cottontail	417 Gone Fishin Ln	Entrapment
1198	6/11/2024	Leon County	Carolina Wren	2032 Cynthia Dr	Cat interaction

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1199	6/12/2024	Leon County	Eastern Wood Rat	2983 Royal Palm Way	Cat interaction
1200	6/12/2024	Leon County	Eastern Wood Rat	2983 Royal Palm Way	Cat interaction
1201	6/12/2024	Leon County	Eastern Wood Rat	2983 Royal Palm Way	Cat interaction
1202	6/12/2024	Leon County	Eastern Wood Rat	2983 Royal Palm Way	Cat interaction
1203	6/12/2024	Leon County	Raccoon	1404 Green St	Unknown
1204	6/12/2024	Leon County	Virginia Opossum	N Monroe and Perkins	Unknown
1205	6/13/2024	Leon County	Unidentified Bird	3408 Merrimac Dr	Unknown
1206	6/13/2024	Leon County	Unidentified Bird	2311 Columbia Ct	Wild animal interaction
1207	6/13/2024	Leon County	Northern Cardinal	Unknown	Unknown
1208	6/13/2024	Leon County	House Rat	1136 Blackhawk Way	Unknown
1209	6/13/2024	Leon County	Carolina Wren	Flowerwood Dr	Other
1210	6/13/2024	Leon County	Carolina Wren	Flowerwood Dr	Other
1211	6/13/2024	Leon County	Carolina Wren	Flowerwood Dr	Other
1212	6/13/2024	Leon County	Raccoon	311 Hoffman Dr	Nest/Habitat disturbance
1213	6/13/2024	Leon County	House Rat	1136 Blackhawk Way	Unknown
1214	6/13/2024	Leon County	House Rat	1136 Blackhawk Way	Unknown
1215	6/13/2024	Leon County	Eastern Cottontail	10400 Merribrook Ln	Cat interaction
1216	6/13/2024	Leon County	Brown-headed Cowbird	2421 Jackson Bluff Rd	Hit by car or in road
1217	6/14/2024	Leon County	Carolina Wren	Unknown	Unknown
1218	6/14/2024	Leon County	Carolina Wren	Unknown	Unknown
1219	6/14/2024	Leon County	Carolina Wren	Unknown	Unknown
1220	6/14/2024	Leon County	Carolina Wren	Unknown	Unknown
1221	6/14/2024	Leon County	Carolina Wren	Unknown	Unknown
1222	6/14/2024	Leon County	Kestrel	181 Sinclair Rd	Orphaned
1223	6/14/2024	Leon County	Raccoon	4913 Vernon Rd	Unknown
1224	6/14/2024	Leon County	Carolina Wren	3010 Adiron Way	Nest/Habitat disturbance
1225	6/14/2024	Leon County	Carolina Wren	3010 Adiron Way	Nest/Habitat disturbance
1226	6/15/2024	Leon County	Northern Cardinal	4132 Silkbay Ct	Cat interaction
1227	6/15/2024	Leon County	Wood Duck	Unknown	Cat interaction
1228	6/15/2024	Leon County	American Robin	FSU parking lot at Doak Campbell Stadium	Other
1229	6/16/2024	Leon County	Eastern Grey Squirrel	2301 Merrigan Place	Unknown
1230	6/16/2024	Leon County	Unidentified Myotis	2531 Goose Pond Ct	Cat interaction
1231	6/16/2024	Leon County	Eastern Box Turtle	1312 Peacefield	Other
1232	6/16/2024	Leon County	Carolina Wren	2911 Thomasville Rd	Nest/Habitat disturbance
1233	6/16/2024	Leon County	Eastern Cottontail	1282 Smoke Rise Ln	Dog interaction

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1234	6/17/2024	Leon County	Carolina Wren	4019 Dutchess Court	Other
1235	6/17/2024	Leon County	Carolina Wren	4019 Dutchess Court	Other
1236	6/17/2024	Leon County	Cliff Swallow	2700 Welaunee Blvd	Nest/Habitat disturbance
1237	6/17/2024	Leon County	Great Crested Flycatcher	2304 Jackson Bluff Rd	Unknown
1238	6/17/2024	Leon County	Great Crested Flycatcher	2304 Jackson Bluff Rd	Unknown
1239	6/17/2024	Leon County	Carolina Wren	Unknown	Other
1240	6/17/2024	Leon County	Carolina Wren	Unknown	Other
1241	6/17/2024	Leon County	Carolina Wren	Unknown	Other
1242	6/17/2024	Leon County	Carolina Wren	8043 Baby Farm Dr	Hit building or window
1243	6/17/2024	Leon County	Gopher Tortoise	Merritt Lane	Hit by car or in road
1244	6/17/2024	Leon County	Eastern Cottontail	3220 Capital Cir NW	Cat interaction
1245	6/18/2024	Leon County	Carolina Wren	3205 Springdale Dr	Orphaned
1246	6/18/2024	Leon County	Blue-grey Gnatcatcher	526 W 10th Ave	Other
1247	6/18/2024	Leon County	Carolina Wren	Learning Forest near Bear Creek Preserve	Orphaned
1248	6/18/2024	Leon County	Blue Jay	431 Bayhead Dr	Nest/Habitat disturbance
1249	6/18/2024	Leon County	Red-shouldered Hawk	3217 Heather Hill Ln	Hit by car or in road
1250	6/18/2024	Leon County	Unidentified Bird	Mayfair Rd	Hit by car or in road
1251	6/18/2024	Leon County	Raccoon	1661 Centerville Rd	Unknown
1252	6/18/2024	Leon County	Purple Martin	Oakfair Farms pond	Entanglement
1253	6/19/2024	Leon County	House Mouse	Reading Ln	Nest/Habitat disturbance
1254	6/19/2024	Leon County	Canada Goose	2583 N Monroe St	Hit by car or in road
1255	6/19/2024	Leon County	Blue Jay	801 Bragg Dr	Unknown
1256	6/20/2024	Leon County	Blue Jay	2466 Goldenrod Way	Other
1257	6/20/2024	Leon County	Great Horned Owl	National Forest, Hwy 20	Hit by car or in road
1258	6/20/2024	Leon County	Blue Jay	Unknown	Other
1259	6/20/2024	Leon County	Mourning Dove	Appleyard Dr	Orphaned
1260	6/20/2024	Leon County	Northern Cardinal	Tharpe St. and Monticello Dr	Hit by car or in road
1261	6/21/2024	Leon County	White-tailed Deer	Capital Circle and Blairstone	Orphaned
1262	6/21/2024	Leon County	Blue Jay	2011 Bradford Ct. B	Cat interaction
1263	6/21/2024	Leon County	Unidentified Bird	515 W 8th Ave	Cat interaction
1264	6/21/2024	Leon County	Eastern Bluebird	1322 Millstream Rd	Orphaned
1265	6/22/2024	Leon County	Laughing Gull	1819 W Tennessee St	Hit by car or in road
1266	6/22/2024	Leon County	Blue Jay	1539 Miccosukee Loop	Other
1267	6/22/2024	Leon County	Barred Owl	Meridian Rd near Rosehill	Hit by car or in road
1268	6/22/2024	Leon County	Mourning Dove	930 Hawthorne St	Wild animal interaction

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Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1269	6/23/2024	Leon County	Swallow-tailed Kite	3540 Thomasville Rd	Unknown
1270	6/23/2024	Leon County	Brown Thrasher	607 Stiles Ave	Other
1271	6/23/2024	Leon County	Northern Cardinal	2106 Skyland Dr	Cat interaction
1272	6/23/2024	Leon County	Brown-headed Cowbird	5525 Springhill Rd	Cat interaction
1273	6/24/2024	Leon County	Eastern Bluebird	1924 Faulk Dr.	Nest/Habitat disturbance
1274	6/25/2024	Leon County	Northern Mockingbird	3909 Reserve Dr	Unknown
1275	6/25/2024	Leon County	Blue Jay	823 Thomasville Rd	Nest/Habitat disturbance
1276	6/25/2024	Leon County	Carolina Wren	2748 Raintree Cir	Cat interaction
1277	6/25/2024	Leon County	White-tailed Deer	2825 Turkey Hill Tr	Orphaned
1278	6/26/2024	Leon County	Blue Jay	7887 Reynolds Ct	Nes/Habitat disturbance
1279	6/26/2024	Leon County	Red-bellied Woodpecker	2106 Shady Oaks Dr	Environment
1280	6/26/2024	Leon County	Virginia Opossum	160 Whetherbine Way W	Unknown
1281	6/26/2024	Leon County	Northern Cardinal	100 Tyron Cir,	Unknown
1282	6/27/2024	Leon County	Turkey Vulture	4510 Capital Cir SW	Other
1283	6/27/2024	Leon County	Mourning Dove	312 Chestnut Dr	Unknown
1284	6/27/2024	Leon County	Mourning Dove	312 Chestnut Dr	Nest/Habitat disturbance
1285	6/27/2024	Leon County	Red-bellied Woodpecker	1300 Miccosukee Rd	Wild animal interaction
1286	6/27/2024	Leon County	Red-shouldered Hawk	Miccosukee Rd	Hit by car or in road
1287	6/27/2024	Leon County	European Starling	200 E Gaines St	Orphaned
1288	6/27/2024	Leon County	Yellow-bellied Slider	Whirlaway Rd and Carryback Trail	Hit by car or in road
1289	6/27/2024	Leon County	Virginia Opossum	2778 Saw Palmetto Ln	Orphaned
1290	6/27/2024	Leon County	Eastern Gray Squirrel	7025 Tidwell Hill way	Nest/Habitat disturbance
1291	6/27/2024	Leon County	Eastern Gray Squirrel	7025 Tidwell Hill way	Nest/Habitat disturbance
1292	6/27/2024	Leon County	Northern Cardinal	Shannon Lakes Dr	Hit by car or in road
1293	6/28/2024	Leon County	Eastern Gray Squirrel	7025 Tidwell Hill way	Tree cut down
1294	6/28/2024	Leon County	Eastern Gray Squirrel	7025 Tidwell Hill way	Tree cut down
1295	6/28/2024	Leon County	Northern Mockingbird	4965 Autumn Woods Way	Cat interaction
1296	6/28/2024	Leon County	Mourning Dove	3741 Bobbin Brooke Cir	Orphaned
1297	6/28/2024	Leon County	Northern Cardinal	214-1 S Magnolia Dr	Orphaned
1298	6/28/2024	Leon County	Northern Mockingbird	2824 Crestline Rd	Nest/Habitat disturbance
1299	6/28/2024	Leon County	Blue Jay	7th and MLK	Unknown
1300	6/28/2024	Leon County	Carolina Wren	631 E Call St	Other
1301	6/28/2024	Leon County	Muscovy Duck	200 S Lake Ella Dr	Gun shot
1302	6/28/2024	Leon County	House Sparrow	2915 Old Bainbridge Rd	Unknown
1303	6/29/2024	Leon County	Northern Mockingbird	1136 Blackhawk Way	Cat interaction

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1304	6/29/2024	Leon County	Brown Thrasher	Darmouth Dr	Cat interaction
1305	6/29/2024	Leon County	Unidentified Hawk	Chaires Rd	Hit by car or in road
1306	6/29/2024	Leon County	Northern Cardinal	Centerville Rd	Hit by car or in road
1307	6/30/2024	Leon County	Canada Goose	1637 N Monroe St	Unknown
1308	6/30/2024	Leon County	Carolina Wren	7720 Mission Rd	Unknown
1309	7/1/2024	Leon County	Red-tailed Hawk	2208 Glenwood Ln	Unknown
1310	7/1/2024	Leon County	Northern Cardinal	Unknown	Unknown
1311	7/2/2024	Leon County	Northern Cardinal	425 Margaret Ct	Cat interaction
1312	7/2/2024	Leon County	Virginia Opossum	2000 Merchants Row Blvd	Hit by car or in road
1313	7/2/2024	Leon County	Raccoon	4815 Kerry Forest Pkwy	Unknown
1314	7/2/2024	Leon County	Domestic Pigeon	1564 Crestview Ave	Unknown
1315	7/3/2024	Leon County	Brown-headed Cowbird	S Monroe St	Other
1316	7/3/2024	Leon County	Summer Tanager	2024 Pat's Place	Wild animal interaction
1317	7/3/2024	Leon County	Mourning Dove	2978 Huntington Dr	Hit building or window
1318	7/4/2024	Leon County	Unidentified Ground-dove	6856 Proctor Rd	Cat interaction
1319	7/4/2024	Leon County	Red-shouldered Hawk	8509 Little Scenic Lane	Unknown
1320	7/4/2024	Leon County	Wood Duck	Hi-Lo and Mahan	Hit by car or in road
1321	7/5/2024	Leon County	Northern Mockingbird	8074 Tennyson Dr.	Dog interaction
1322	7/5/2024	Leon County	Blue Jay	2118 Hagan Dr	Unknown
1323	7/5/2024	Leon County	Yellow-bellied Slider	2959 Apalachee Pkwy	Other
1324	7/5/2024	Leon County	Mourning Dove	2731 S Blair Stone Rd	Unknown
1325	7/5/2024	Leon County	Great Egret	14037 Rococo Rd	Unknown
1326	7/5/2024	Leon County	Eastern Grey Squirrel	4749 Hibiscus Ave	Other
1327	7/5/2024	Leon County	Northern Cardinal	6516 Kingman Trail	Cat interaction
1328	7/6/2024	Leon County	Raccoon	1806 Sherwood Dr	Unknown
1329	7/6/2024	Leon County	Northern Cardinal	1110 Marys Dr	Cat interaction
1330	7/6/2024	Leon County	Mourning Dove	3600 Moss Point Rd	Dog interaction
1331	7/6/2024	Leon County	Yellow-bellied Slider	3122 Dick Wilson Blvd	Hit by car or in road
1332	7/6/2024	Leon County	Blue Jay	4508 Chaparral Ln	Unknown
1333	7/6/2024	Leon County	Canada Goose	1630 Balkin Rd	Entanglement
1334	7/8/2024	Leon County	Virginia Opossum	3217 Luther Hall Rd	Cat interaction
1335	7/8/2024	Leon County	House Finch	Unknown	Unknown
1336	7/8/2024	Leon County	Yellow-bellied Sapsucker	1111 E Tennessee St	Hit building or window
1337	7/9/2024	Leon County	Eastern Box Turtle	4612 Autumn Woods Way	Hit by yard or farm equipment
1338	7/9/2024	Leon County	Yellow-throated Woodpecker	501 S Blairstone, Apt 524	Unknown

St. Francis Wildlife Association					
Leon County Intake Report					
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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1339	7/9/2024	Leon County	Unidentified Turtle	Thomasville Rd	Hit by car or in road
1340	7/9/2024	Leon County	Raccoon	Tharpe St	Hit by car or in road
1341	7/9/2024	Leon County	Mourning Dove	4445 Cool Emerald Dr	Hit building or window
1342	7/9/2024	Leon County	Carolina Wren	1407 E Lafayette St	Nest/Habitat disturbance
1343	7/9/2024	Leon County	Carolina Wren	1407 E Lafayette St	Nest/Habitat disturbance
1344	7/9/2024	Leon County	Carolina Wren	1407 E Lafayette St	Nest/Habitat disturbance
1345	7/10/2024	Leon County	Gopher Tortoise	Hwy 20, 1 mile east of prison road	Hit by car or in road
1346	7/10/2024	Leon County	Brown Thrasher	1400 Village Square	Other
1347	7/10/2024	Leon County	Eastern Bluebird	2171 Portsmouth Cir	Orphaned
1348	7/10/2024	Leon County	Unidentified Lizard	1559 Cristobal Dr	Dog interaction
1349	7/10/2024	Leon County	Eastern Cottontail	4595 Highgrove Rd	Dog interaction
1350	7/10/2024	Leon County	Raccoon	Unknown	Hit by car or in road
1351	7/10/2024	Leon County	Canada Goose	1257 Redfield Dr	Unknown
1352	7/10/2024	Leon County	Carolina Wren	2205 Mulberry Blvd	Other
1353	7/10/2024	Leon County	Carolina Wren	2205 Mulberry Blvd	Other
1354	7/10/2024	Leon County	Carolina Wren	2205 Mulberry Blvd	Other
1355	7/10/2024	Leon County	Eastern Grey Squirrel	3208 Albert Dr	Nest/Habitat disturbance
1356	7/10/2024	Leon County	Eastern Grey Squirrel	3208 Albert Dr	Nest/Habitat disturbance
1357	7/10/2024	Leon County	Eastern Grey Squirrel	3208 Albert Dr	Nest/Habitat disturbance
1358	7/10/2024	Leon County	Eastern Grey Squirrel	3208 Albert Dr	Nest/Habitat disturbance
1359	7/10/2024	Leon County	Eastern Box Turtle	2149 Longview Dr	Unknown
1360	7/10/2024	Leon County	Raccoon	4165 Tralee Rd	Orphaned
1361	7/10/2024	Leon County	Raccoon	4165 Tralee Rd	Orphaned
1362	7/10/2024	Leon County	Virginia Opossum	Midtown	Wild animal interaction
1363	7/11/2024	Leon County	Eastern Wood Rat	425 Glenview Dr	Cat interaction
1364	7/11/2024	Leon County	Eastern Wood Rat	425 Glenview Dr	Cat interaction
1365	7/11/2024	Leon County	Eastern Cottontail	525 Doe Run Rd	Dog interaction
1366	7/11/2024	Leon County	Red-bellied Woodpecker	1447 Marion Ave	Unknown
1367	7/11/2024	Leon County	Northern Cardinal	3775 Dugan Dr	Cat interaction
1368	7/11/2024	Leon County	Carolina Wren	8037 Archer Cir	Other
1369	7/11/2024	Leon County	Carolina Wren	8037 Archer Cir	Other
1370	7/11/2024	Leon County	Eastern Grey Squirrel	1906 Celtic Rd	Orphaned
1371	7/11/2024	Leon County	Red-shouldered Hawk	1839 Collins Landing Rd	Unknown
1372	7/11/2024	Leon County	Barred Owl	3909 Reserve Dr	Hit by car or in road
1373	7/12/2024	Leon County	Northern Mockingbird	842 W Brevard St.	Orphaned

St. Francis Wildlife Association					
Leon County Intake Report					
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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1374	7/12/2024	Leon County	Northern Mockingbird	1023 Winfield Forest Dr.	Hit by car or in road
1375	7/12/2024	Leon County	Blue Jay	3341 Barrow Hill Trail	Orphaned
1376	7/12/2024	Leon County	House Finch	Banemore Way	Unknown
1377	7/12/2024	Leon County	Eastern Grey Squirrel	1705 Eisenhower St	Orphaned
1378	7/12/2024	Leon County	Eastern Grey Squirrel	1705 Eisenhower St	Orphaned
1379	7/12/2024	Leon County	Eastern Grey Squirrel	1705 Eisenhower St	Orphaned
1380	7/12/2024	Leon County	Eastern Grey Squirrel	1705 Eisenhower St	Orphaned
1381	7/12/2024	Leon County	Red-shouldered Hawk	3945 Magellan Trail	Unknown
1382	7/12/2024	Leon County	Unidentified Bird	4025 Esplanade Way	Unknown
1383	7/12/2024	Leon County	Raccoon	7204 Newfield Dr	Entrapment
1384	7/12/2024	Leon County	Hummingbird sp	104 N Woodward Ave	Hit building or window
1385	7/12/2024	Leon County	Northern Cardinal	Ox Bottom Rd	Hit by car or in road
1386	7/13/2024	Leon County	Giant Armadillo	179 Nabb Rd	Unknown
1387	7/13/2024	Leon County	Unidentified Hawk	2045 Eastgate Way	Hit by car or in road
1388	7/13/2024	Leon County	Raccoon	980 Capital Cir SE	Unknown
1389	7/14/2024	Leon County	Eastern Cottontail	546 Meadow Ridge Dr	Dog interaction
1390	7/14/2024	Leon County	Great Crested Flycatcher	6724 Pasadena Dr	Orphaned
1391	7/14/2024	Leon County	Great Crested Flycatcher	6724 Pasadena Dr	Orphaned
1392	7/14/2024	Leon County	Great Crested Flycatcher	6724 Pasadena Dr	Orphaned
1393	7/14/2024	Leon County	Great Crested Flycatcher	6724 Pasadena Dr	Orphaned
1394	7/14/2024	Leon County	White-tailed Deer	10430 Old Plank Rd	Orphaned
1395	7/14/2024	Leon County	House Finch	7929 Preservation Rd	Other
1396	7/14/2024	Leon County	Eastern Grey Squirrel	Hwy 20 and Oscar Harvey Rd	Unknown
1397	7/14/2024	Leon County	Unidentified Bird	Unknown	Cat interaction
1398	7/14/2024	Leon County	Purple Martin	8954 Woodville Hwy	Unknown
1399	7/14/2024	Leon County	Carolina Wren	2609 Mission Rd, #A	Other
1400	7/15/2024	Leon County	Eastern Cottontail	5160 Wild Rose Way	Dog interaction
1401	7/15/2024	Leon County	Brown Thrasher	5817 Eunice Ct	Unknown
1402	7/15/2024	Leon County	American Robin	4173 Mission Trace Blvd	Unknown
1403	7/15/2024	Leon County	Northern Cardinal	2510 Old Bainbridge Rd	Nest/Habitat disturbance
1404	7/15/2024	Leon County	Eastern Cottontail	9007 Prosperity Ln	Cat interaction
1405	7/16/2024	Leon County	Northern Mockingbird	Spring Hill Rd	Cat interaction
1406	7/16/2024	Leon County	Laughing Gull	3098 Apalachee Pkwy	Hit by car or in road
1407	7/16/2024	Leon County	Raccoon	Indianhead Acres	Unknown
1408	7/16/2024	Leon County	Rock Pigeon	4062 Kilmartin Dr	Unknown

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Leon County Intake Report					
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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1409	7/17/2024	Leon County	American White Ibis	8056 Lantern Light Rd	Unknown
1410	7/17/2024	Leon County	Downy Woodpecker	1101 Browning Dr	Hit building or window
1411	7/17/2024	Leon County	Carolina Chickadee	5124 Meadowlark Ln	Cat interaction
1412	7/17/2024	Leon County	Laughing Gull	2707 N Monroe St	Entrapment
1413	7/18/2024	Leon County	Southeastern Myotis	3260 Mahan Dr	Other
1414	7/18/2024	Leon County	White-tailed Deer	3838 Trojan Trail	Hit by car or in road
1415	7/18/2024	Leon County	Northern Mockingbird	4331 Rockingham Rd	Other
1416	7/18/2024	Leon County	Mississippi Kite	1123 Tong Hill Dr	Orphaned
1417	7/18/2024	Leon County	Northern Cardinal	2560 Pottsclamer St.	Unknown
1418	7/19/2024	Leon County	Red-tailed Hawk	320 Oaks Will Ct	Entrapment
1419	7/19/2024	Leon County	Mourning Dove	1908 Victor Brown Rd	Unknown
1420	7/19/2024	Leon County	House Finch	230 Britt St	Cat interaction
1421	7/19/2024	Leon County	Virginia Opossum	1625 Green St	Dog interaction
1422	7/19/2024	Leon County	Carolina Chickadee	2632 Vassar Rd	Cat interaction
1423	7/19/2024	Leon County	House Sparrow	2353 Apalachee Pkwy	Wild animal interaction
1424	7/19/2024	Leon County	Eastern Gray Squirrel	4294 Sherborne Rd	Orphaned
1425	7/19/2024	Leon County	Eastern Gray Squirrel	4294 Sherborne Rd	Orphaned
1426	7/19/2024	Leon County	Eastern Gray Squirrel	4294 Sherborne Rd	Orphaned
1427	7/20/2024	Leon County	Virginia Opossum	Ox Bottom Rd	Hit by car or in road
1428	7/20/2024	Leon County	Virginia Opossum	1920 Wahalaw Ct.	Orphaned
1429	7/20/2024	Leon County	Virginia Opossum	1920 Wahalaw Ct.	Orphaned
1430	7/21/2024	Leon County	Unidentified Bird	2125 Charter Oaks Dr	Hit by car or in road
1431	7/21/2024	Leon County	Virginia Opossum	2721 Parsons Rest	Hit by car or in road
1432	7/21/2024	Leon County	Eastern Grey Squirrel	8652 Oak Forest Trail	Unknown
1433	7/22/2024	Leon County	Common Leopard Gecko	1600 Old Bainbridge Rd, Apt 1032	Entrapment
1434	7/22/2024	Leon County	Eastern Cottontail	4781 Williams Rd	Dog interaction
1435	7/22/2024	Leon County	Eastern Cottontail	4781 Williams Rd	Dog interaction
1436	7/22/2024	Leon County	Northern Cardinal	2418 Blarney Dr	Unknown
1437	7/23/2024	Leon County	Raccoon	Miccosukee Rd	Orphaned
1438	7/23/2024	Leon County	Canada Goose	Louvinia Dr	Hit by car or in road
1439	7/23/2024	Leon County	Red-shouldered Hawk	2940 Brandemere Dr	Unknown
1440	7/23/2024	Leon County	American Crow	Mary St	Unknown
1441	7/23/2024	Leon County	Eastern Grey Squirrel	1101 Greentree Ct, Apt F	Other
1442	7/23/2024	Leon County	Eastern Gray Squirrel	3244 N Monroe St	Unknown
1443	7/23/2024	Leon County	Virginia Opossum	6111 Ox Bottom Manor Dr.	Unknown

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Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1444	7/23/2024	Leon County	Virginia Opossum	6111 Ox Bottom Manor Dr.	Unknown
1445	7/23/2024	Leon County	Virginia Opossum	6111 Ox Bottom Manor Dr.	Unknown
1446	7/23/2024	Leon County	Virginia Opossum	6111 Ox Bottom Manor Dr.	Unknown
1447	7/23/2024	Leon County	Virginia Opossum	6111 Ox Bottom Manor Dr.	Unknown
1448	7/23/2024	Leon County	Virginia Opossum	6111 Ox Bottom Manor Dr.	Unknown
1449	7/23/2024	Leon County	Virginia Opossum	6111 Ox Bottom Manor Dr.	Unknown
1450	7/23/2024	Leon County	Virginia Opossum	6111 Ox Bottom Manor Dr.	Unknown
1451	7/24/2024	Leon County	Mexican Free-tailed Bat	FSU Campus	Hit by car or in road
1452	7/24/2024	Leon County	Tufted Titmouse	3301 Martin Hurst Rd	Unknown
1453	7/24/2024	Leon County	Rat	Cascade Park Office Building	Unknown
1454	7/24/2024	Leon County	Northern Cardinal	3248 Storrington Dr.	Cat interaction
1455	7/25/2024	Leon County	Virginia Opossum	Capital Cir SW	Hit by car or in road
1456	7/25/2024	Leon County	Unidentified Bird	Shady Grove and Berry Ct	Hit by car or in road
1457	7/25/2024	Leon County	Eastern Cottontail	2416 Thornton Rd	Dog interaction
1458	7/25/2024	Leon County	Virginia Opossum	2631 Fairmount Ln	Cat interaction
1459	7/26/2024	Leon County	Eastern Grey Squirrel	Unknown	Wild animal interaction
1460	7/27/2024	Leon County	White-tailed Deer	8982 Winged Foot Dr	Dog interaction
1461	7/27/2024	Leon County	Eastern Grey Squirrel	Unknown	Unknown
1462	7/27/2024	Leon County	White-eyed Vireo	1030 Holland Dr	Cat interaction
1463	7/27/2024	Leon County	White-tailed Deer	Conner Blvd	Hit by car or in road
1464	7/27/2024	Leon County	Rat	2231 Trescott Dr	Other
1465	7/27/2024	Leon County	Virginia Opossum	6408 Dancers Image Trl	Entrapment
1466	7/28/2024	Leon County	Raccoon	4446 Entrepot Blvd	Orphaned
1467	7/28/2024	Leon County	Eastern Red Bat	862 Meginnis LN	Other
1468	7/28/2024	Leon County	Florida Cooter	7700 Preservation Rd	Hit by car or in road
1469	7/28/2024	Leon County	Unidentified Bird	2501 Orange Ave E	Orphaned
1470	7/28/2024	Leon County	Unidentified Bird	2501 Orange Ave E	Orphaned
1471	7/28/2024	Leon County	Unidentified Bird	2501 Orange Ave E	Orphaned
1472	7/28/2024	Leon County	Unidentified Bird	2501 Orange Ave E	Orphaned
1473	7/29/2024	Leon County	Eastern Cottontail	3233 Starrington Dr	Unknown
1474	7/29/2024	Leon County	Northern Cardinal	607 Stiles Ave	Dog interaction
1475	7/29/2024	Leon County	Barred Owl	Centerville Rd and Killala Way	Hit by car or in road
1476	7/29/2024	Leon County	Eastern Grey Squirrel	1906 Celtic Rd	Orphaned
1477	7/29/2024	Leon County	Eastern Grey Squirrel	1906 Celtic Rd	Orphaned
1478	7/29/2024	Leon County	Eastern Grey Squirrel	1906 Celtic Rd	Orphaned

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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1479	7/30/2024	Leon County	Eastern Grey Squirrel	4029 Delvin Dr	Cat interaction
1480	7/30/2024	Leon County	Northern Cardinal	3038 Hawk's Glen	Nest/Habitat disturbance
1481	7/31/2024	Leon County	Tufted Titmouse	221 Crest St.	Cat interaction
1482	8/1/2024	Leon County	Unidentified Bird	1514 Canadian Geese Trail	Entrapment
1483	8/1/2024	Leon County	Mourning Dove	2786 Arendell Way	Unknown
1484	8/1/2024	Leon County	Chimney Swift	3425 Cornelia Ct	Nest/Habitat disturbance
1485	8/1/2024	Leon County	Chimney Swift	3425 Cornelia Ct	Nest/Habitat disturbance
1486	8/1/2024	Leon County	Chimney Swift	3425 Cornelia Ct	Nest/Habitat disturbance
1487	8/1/2024	Leon County	Chimney Swift	3425 Cornelia Ct	Nest/Habitat disturbance
1488	8/1/2024	Leon County	Northern Mockingbird	Mahan Dr	Hit by car or in road
1489	8/1/2024	Leon County	Great Blue Heron	814 Pine Bluff Trail	Unknown
1490	8/1/2024	Leon County	Eastern Grey Squirrel	1100 Alameda Dr	Orphaned
1491	8/1/2024	Leon County	Little Blue Heron	9248 Oakfair Dr	Unknown
1492	8/2/2024	Leon County	Eastern Mud Turtle	Unknown	Hit by car or in road
1493	8/2/2024	Leon County	Unidentified Ground-dove	1000 Hawkeye Trail	Dog interaction
1494	8/2/2024	Leon County	Florida Box Turtle	2121 Armistead Rd	Hit by car or in road
1495	8/2/2024	Leon County	Red-tailed Hawk	4910 N Monroe St	Unknown
1496	8/2/2024	Leon County	Eastern Cottontail	1440 Oxbottom Rd	Dog interaction
1497	8/2/2024	Leon County	Raccoon	Mission San Luis	Unknown
1498	8/2/2024	Leon County	Eastern Grey Squirrel	4214 Woodhill Ct	Unknown
1499	8/2/2024	Leon County	Red-bellied Woodpecker	2077 Cantigny Way	Hit building or window
1500	8/3/2024	Leon County	Eastern Cottontail	1242 Pheasant Run Dr	Unknown
1501	8/3/2024	Leon County	Virginia Opossum	3255 Capital Cir NE	Cat interaction
1502	8/3/2024	Leon County	Northern Cardinal	3073 O'Brien Dr	Unknown
1503	8/3/2024	Leon County	Carolina Wren	1169 Virgil Rd	Unknown
1504	8/3/2024	Leon County	Northern Mockingbird	2006 Herb Ct	Unknown
1505	8/3/2024	Leon County	House Finch	6608 Tommy Lee Trail	Orphaned
1506	8/3/2024	Leon County	House Finch	6608 Tommy Lee Trail	Orphaned
1507	8/3/2024	Leon County	Eastern Grey Squirrel	3145 Lookout Trail	Other
1508	8/4/2024	Leon County	Eastern Cottontail	5416 Grove Valley Rd	Dog interaction
1509	8/4/2024	Leon County	Eastern Grey Squirrel	Riggins Rd	Nest/Habitat disturbance
1510	8/4/2024	Leon County	Flying Squirrel sp	Thomasville Rd	Hit by car or in road
1511	8/5/2024	Leon County	Eastern Grey Squirrel	1305 Crowder Rd	Dog interaction
1512	8/5/2024	Leon County	Eastern Grey Squirrel	1305 Crowder Rd	Dog interaction
1513	8/5/2024	Leon County	Eastern Grey Squirrel	1877 Gina Dr.	Cat interaction

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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1514	8/5/2024	Leon County	Raccoon	825 Lake Ridge Dr	Nest/Habitat disturbance
1515	8/5/2024	Leon County	Raccoon	825 Lake Ridge Dr	Nest/Habitat disturbance
1516	8/5/2024	Leon County	Eastern Grey Squirrel	7999 Grant Ct	Nest/Habitat disturbance
1517	8/5/2024	Leon County	Eastern Grey Squirrel	19500 Blountstown Hwy	Nest/Habitat disturbance
1518	8/5/2024	Leon County	Eastern Grey Squirrel	2015 Hill N Dale Dr N	Dog interaction
1519	8/5/2024	Leon County	Northern Mockingbird	2204 Shirley Ann Ct	Nest/Habitat disturbance
1520	8/5/2024	Leon County	Eastern Grey Squirrel	4060 Forsythe Pk Cir	Unknown
1521	8/5/2024	Leon County	Eastern Grey Squirrel	2406 Blarney Dr	Unknown
1522	8/5/2024	Leon County	Virginia Opossum	Ocala Rd.	Orphaned
1523	8/5/2024	Leon County	Mourning Dove	Baltimore Way and Hemingway Blvd	Unknown
1524	8/6/2024	Leon County	Eastern Grey Squirrel	2848 Spaulding Rd, Lot B	Cat interaction
1525	8/6/2024	Leon County	Eastern Grey Squirrel	2848 Spaulding Rd, Lot B	Cat interaction
1526	8/6/2024	Leon County	Eastern Grey Squirrel	3648 Dartford Ln	Nest/Habitat disturbance
1527	8/6/2024	Leon County	Eastern Grey Squirrel	3648 Dartford Ln	Nest/Habitat disturbance
1528	8/6/2024	Leon County	Eastern Grey Squirrel	3648 Dartford Ln	Nest/Habitat disturbance
1529	8/6/2024	Leon County	Eastern Grey Squirrel	2943 Huntington Dr	Hit by car or in road
1530	8/6/2024	Leon County	Eastern Grey Squirrel	2943 Huntington Dr	Hit by car or in road
1531	8/6/2024	Leon County	Barn Swallow	1564 Marcia Ave	Unknown
1532	8/6/2024	Leon County	Red-bellied Woodpecker	2082 Dellwood Dr	Nest/Habitat disturbance
1533	8/6/2024	Leon County	Eastern Cottontail	Killearn Lakes	Cat interaction
1534	8/6/2024	Leon County	Eastern Grey Squirrel	Unknown	Unknown
1535	8/6/2024	Leon County	Eastern Grey Squirrel	818 Shannon St	Unknown
1536	8/6/2024	Leon County	Eastern Grey Squirrel	818 Shannon St	Unknown
1537	8/6/2024	Leon County	Northern Mockingbird	2636 Mission Rd	Other
1538	8/6/2024	Leon County	Great Horned Owl	3371 Baum Rd	Entanglement
1539	8/6/2024	Leon County	Eastern Grey Squirrel	Unknown	Nest/Habitat disturbance
1540	8/6/2024	Leon County	White-tailed Deer	343 Old Dirt Rd	Unknown
1541	8/6/2024	Leon County	Raccoon	205 N. Magnolia Dr	Unknown
1542	8/6/2024	Leon County	Raccoon	3968 Royal Oaks Dr	Unknown
1543	8/6/2024	Leon County	Eastern Grey Squirrel	8528 Clear Lake Ln	Orphaned
1544	8/6/2024	Leon County	Eastern Grey Squirrel	19500 Blountstown Hwy	Nest/Habitat disturbance
1545	8/6/2024	Leon County	Eastern Grey Squirrel	3426 Plowshare Rd	Nest/Habitat disturbance
1546	8/6/2024	Leon County	Eastern Grey Squirrel	3426 Plowshare Rd	Nest/Habitat disturbance
1547	8/6/2024	Leon County	Eastern Grey Squirrel	3426 Plowshare Rd	Nest/Habitat disturbance
1548	8/6/2024	Leon County	Eastern Grey Squirrel	275 John Knox Rd, Apt H202	Nest/Habitat disturbance

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1549	8/6/2024	Leon County	Eastern Grey Squirrel	275 John Knox Rd, Apt H202	Nest/Habitat disturbance
1550	8/6/2024	Leon County	Eastern Grey Squirrel	275 John Knox Rd, Apt H202	Nest/Habitat disturbance
1551	8/6/2024	Leon County	Eastern Grey Squirrel	1861 Copper Axe Trail	Nest/Habitat disturbance
1552	8/6/2024	Leon County	Eastern Grey Squirrel	3145 Lookout Trail	Unknown
1553	8/6/2024	Leon County	Eastern Grey Squirrel	5616 Westview Ln	Nest/Habitat disturbance
1554	8/6/2024	Leon County	Eastern Grey Squirrel	Unknown	Nest/Habitat disturbance
1555	8/7/2024	Leon County	Eastern Cottontail	Deer Valley Dr	Hit by car or in road
1556	8/7/2024	Leon County	Eastern Grey Squirrel	2720 Bedford Way	Cat interaction
1557	8/7/2024	Leon County	Eastern Gray Squirrel	230 E Pershing St	Orphaned
1558	8/7/2024	Leon County	Eastern Gray Squirrel	230 E Pershing St	Orphaned
1559	8/7/2024	Leon County	Eastern Grey Squirrel	3579 Loma Farm	Nest/Habitat disturbance
1560	8/7/2024	Leon County	Northern Cardinal	7045 Greenville	Cat interaction
1561	8/7/2024	Leon County	Eastern Grey Squirrel	2028 Trescott Dr	Hit by car or in road
1562	8/7/2024	Leon County	Eastern Grey Squirrel	542 E Georgia St	Orphaned
1563	8/7/2024	Leon County	Eastern Grey Squirrel	3405 Monitor Ln	Dog interaction
1564	8/7/2024	Leon County	Eastern Grey Squirrel	1914 Nani Dr	Nest/Habitat disturbance
1565	8/7/2024	Leon County	Eastern Grey Squirrel	1914 Nani Dr	Nest/Habitat disturbance
1566	8/7/2024	Leon County	Evening Bat	1531 Pineview Dr	Unknown
1567	8/8/2024	Leon County	American Robin	2235 Belle Vue Way	Unknown
1568	8/8/2024	Leon County	Florida Box Turtle	16836 Aqua Lane	Unknown
1569	8/8/2024	Leon County	Eastern Gray Squirrel	3765 Chaires Cross Rd	Environment
1570	8/8/2024	Leon County	Eastern Gray Squirrel	3765 Chaires Cross Rd	Environment
1571	8/8/2024	Leon County	Eastern Gray Squirrel	3765 Chaires Cross Rd	Environment
1572	8/8/2024	Leon County	Eastern Gray Squirrel	3765 Chaires Cross Rd	Environment
1573	8/8/2024	Leon County	Raccoon	7112 Lady Hawk Ln	Tree cut down
1574	8/8/2024	Leon County	Raccoon	7112 Lady Hawk Ln	Tree cut down
1575	8/9/2024	Leon County	Eastern Gray Squirrel	10064 Green Fountain Rd	Orphaned
1576	8/9/2024	Leon County	Chimney Swift	2601 Blairstone Rd	Unknown
1577	8/9/2024	Leon County	Brown Thrasher	607 Stiles Ave	Other
1578	8/9/2024	Leon County	Eastern Gray Squirrel	2911 Thomasville Rd	Orphaned
1579	8/9/2024	Leon County	Eastern Gray Squirrel	860 Eppes Dr	Other
1580	8/10/2024	Leon County	Carolina Wren	3255 Capital Cir NE	Hit by car or in road
1581	8/10/2024	Leon County	Red-tailed Hawk	7328 Ox Bow Cir	Unknown
1582	8/10/2024	Leon County	Carolina Wren	376 Thornberg Dr	Nest/Habitat disturbance
1583	8/10/2024	Leon County	Brown Thrasher	903 Washington St	Other

St. Francis Wildlife Association					
Leon County Intake Report					
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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1584	8/10/2024	Leon County	Great Horned Owl	3000 N Meridian Rd	Hit by car or in road
1585	8/11/2024	Leon County	Eastern Gray Squirrel	8840 Bice Rd	Orphaned
1586	8/11/2024	Leon County	Eastern Gray Squirrel	2983 N Umberland	Nest/Habitat disturbance
1587	8/11/2024	Leon County	Eastern Gray Squirrel	2983 N Umberland	Nest/Habitat disturbance
1588	8/11/2024	Leon County	Eastern Gray Squirrel	2983 N Umberland	Nest/Habitat disturbance
1589	8/11/2024	Leon County	Eastern Gray Squirrel	2983 N Umberland	Nest/Habitat disturbance
1590	8/11/2024	Leon County	Eastern Gray Squirrel	1518 Caldwell Dr	Unknown
1591	8/11/2024	Leon County	Eastern Gray Squirrel	165 Locke St., Apt B	Unknown
1592	8/11/2024	Leon County	Eastern Bluebird	2022 E Indianhead Dr	Dog interaction
1593	8/11/2024	Leon County	Barred Owl	3606 MaClay Blvd S	Unknown
1594	8/12/2024	Leon County	Muscovy Duck	1401 N Monroe St	Unknown
1595	8/12/2024	Leon County	White-tailed Deer	264 Beechwood Dr	Unknown
1596	8/12/2024	Leon County	Red-shouldered Hawk	3501 Sharer Rd	Unknown
1597	8/12/2024	Leon County	Northern Mockingbird	3521 Thomasville Rd	Hit by car or in road
1598	8/12/2024	Leon County	Northern Mockingbird	Unknown	Other
1599	8/13/2024	Leon County	Unidentified Bird	4178 Laurel Oak Cir	Unknown
1600	8/13/2024	Leon County	Blue Jay	1710 Gibbs Dr	Cat interaction
1601	8/13/2024	Leon County	Eastern Gray Squirrel	2764 W Tennessee St	Orphaned
1602	8/13/2024	Leon County	Eastern Cottontail	3248 Woodhill Dr	Dog interaction
1603	8/13/2024	Leon County	Northern Cardinal	Betton Hills	Unknown
1604	8/13/2024	Leon County	Unidentified Bird	Copeland and College Ave	Unknown
1605	8/13/2024	Leon County	Muscovy Duck	200 S Lake Ella Dr	Orphaned
1606	8/13/2024	Leon County	Raccoon	1126 Lothian Dr.	Unknown
1607	8/13/2024	Leon County	Raccoon	1126 Lothian Dr.	Unknown
1608	8/13/2024	Leon County	Eastern Grey Squirrel	1567 Goodwood Dr	Dog interaction
1609	8/13/2024	Leon County	Eastern Cottontail	4456 Louvinia Dr.	Dog interaction
1610	8/14/2024	Leon County	Unidentified Bird	4300 Grove Park Dr	Hit building or window
1611	8/14/2024	Leon County	Virginia Opossum	Wadesburrow Rd	Hit by car or in road
1612	8/14/2024	Leon County	Eastern Gray Squirrel	2359 Claremont Ln	Tree cut down
1613	8/14/2024	Leon County	Eastern Gray Squirrel	4589 Old Bainbridge Rd	Unknown
1614	8/15/2024	Leon County	Eastern Gray Squirrel	1902 Vineyard Way	Unknown
1615	8/15/2024	Leon County	Florida Box Turtle	1035 Cherokee Dr	Hit by yard or farm equipment
1616	8/15/2024	Leon County	Eastern Gray Squirrel	3943 Roswell Dr	Unknown
1617	8/15/2024	Leon County	Mississippi Kite	2060 Continental Ave, Apt 145	Unknown
1618	8/15/2024	Leon County	Eastern Gray Squirrel	1105 Carraway St	Nest/Habitat disturbance

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1619	8/15/2024	Leon County	Gray Ratsnake	3604 Shoreline Dr	Hit by car or in road
1620	8/15/2024	Leon County	Cormorant	830 E Park Ave	Unknown
1621	8/16/2024	Leon County	Eastern Gray Squirrel	1333 Cochise Trail	Cat interaction
1622	8/16/2024	Leon County	Yellow Warbler	FSU Campus	Unknown
1623	8/16/2024	Leon County	Eastern Gray Squirrel	2029 Eastgate Way	Nest/Habitat disturbance
1624	8/17/2024	Leon County	Unidentified Bird	2724 N Sandalwood Dr	Cat interaction
1625	8/17/2024	Leon County	Canada Goose	Unknown	Unknown
1626	8/18/2024	Leon County	Virginia Opossum	North Forest Dr	Unknown
1627	8/18/2024	Leon County	Eastern Cottontail	9353 Buck Haven Trail	Dog interaction
1628	8/18/2024	Leon County	Eastern Cottontail	9353 Buck Haven Trail	Dog interaction
1629	8/18/2024	Leon County	Eastern Bluebird	1805 E Indianhead Dr	Hit by car or in road
1630	8/18/2024	Leon County	Unidentified Bird	973 Willow Creek Ln	Unknown
1631	8/18/2024	Leon County	Unidentified Bird	5656 Jacksons Gap Rd	Unknown
1632	8/18/2024	Leon County	Sharp-shinned Hawk	2133 Heavens Ct.	Nest/Habitat disturbance
1633	8/18/2024	Leon County	Eastern Cottontail	3555 Lakeshore Dr.	Cat interaction
1634	8/18/2024	Leon County	Yellow-bellied Sapsucker	2109 Sandcastle Dr.	Unknown
1635	8/18/2024	Leon County	Red-bellied Woodpecker	1020 San Luis Rd	Unknown
1636	8/19/2024	Leon County	American Crow	3111 Mahan Dr	Unknown
1637	8/19/2024	Leon County	Eastern Gray Squirrel	2756 Royal Oaks Dr	Orphaned
1638	8/19/2024	Leon County	House Finch	2331 Phillips Rd	Orphaned
1639	8/19/2024	Leon County	Eastern Gray Squirrel	2730 Welaunee Blvd	Unknown
1640	8/19/2024	Leon County	Eastern Gray Squirrel	128 Locke St., Unit D	Unknown
1641	8/20/2024	Leon County	Northern Cardinal	2056 Laurel St	Hit building or window
1642	8/20/2024	Leon County	Virginia Opossum	Shamrock St. N and Kenmare Ct.	Hit by car or in road
1643	8/20/2024	Leon County	American Crow	3148 Hawks Landing	Unknown
1644	8/20/2024	Leon County	Red-shouldered Hawk	Along Shamrock Rd	Hit by car or in road
1645	8/20/2024	Leon County	Eastern Gray Squirrel	2051 E Paul Dirac Dr	Unknown
1646	8/20/2024	Leon County	White-tailed Deer	4900 Evening Star Ln	Entanglement
1647	8/20/2024	Leon County	Raccoon	Menden Hall maintenance building B	Orphaned
1648	8/21/2024	Leon County	Eastern Gray Squirrel	2284 Tuscavilla Rd	Orphaned
1649	8/21/2024	Leon County	Eastern Gray Squirrel	2284 Tuscavilla Rd	Orphaned
1650	8/21/2024	Leon County	Virginia Opossum	200 S Lake Ella Dr	Hit by car or in road
1651	8/21/2024	Leon County	Eastern Cottontail	4429 Siesta Ct	Unknown
1652	8/21/2024	Leon County	White-tailed Deer	2329 Haven Hill Rd	Unknown
1653	8/21/2024	Leon County	Eastern Gray Squirrel	3317 Wildwood Trail	Orphaned

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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1654	8/22/2024	Leon County	Eastern Gray Squirrel	2411 Fleischmann Rd	Cat interaction
1655	8/22/2024	Leon County	Eastern Gray Squirrel	2497 Nugget Ln	Orphaned
1656	8/22/2024	Leon County	Eastern Cottontail	1713 Mahan Dr	Orphaned
1657	8/22/2024	Leon County	Barred Owl	Paul Russell Rd and Zillah St.	Hit by car or in road
1658	8/22/2024	Leon County	Eastern Gray Squirrel	2014 S. Magnolia Dr	Nest/Habitat disturbance
1659	8/22/2024	Leon County	Eastern Gray Squirrel	2014 S. Magnolia Dr	Nest/Habitat disturbance
1660	8/22/2024	Leon County	Eastern Gray Squirrel	2014 S. Magnolia Dr	Nest/Habitat disturbance
1661	8/22/2024	Leon County	Eastern Gray Squirrel	2014 S. Magnolia Dr	Nest/Habitat disturbance
1662	8/22/2024	Leon County	Eastern Gray Squirrel	Betton Hills	Tree cut down
1663	8/22/2024	Leon County	Eastern Gray Squirrel	Betton Hills	Tree cut down
1664	8/22/2024	Leon County	Eastern Gray Squirrel	Betton Hills	Tree cut down
1665	8/22/2024	Leon County	Eastern Gray Squirrel	Betton Hills	Tree cut down
1666	8/22/2024	Leon County	House Finch	1118 Linwood Dr	Unknown
1667	8/22/2024	Leon County	Virginia Opossum	2636 Mission Rd	Orphaned
1668	8/23/2024	Leon County	Red-shouldered Hawk	2519 Hastings Dr	Unknown
1669	8/23/2024	Leon County	Eastern Gray Squirrel	329 Mark Ave	Tree cut down
1670	8/23/2024	Leon County	Eastern Gray Squirrel	5503 Sombra Del Lago	Nest/Habitat disturbance
1671	8/23/2024	Leon County	Eastern Gray Squirrel	5503 Sombra Del Lago	Nest/Habitat disturbance
1672	8/23/2024	Leon County	Eastern Gray Squirrel	5503 Sombra Del Lago	Nest/Habitat disturbance
1673	8/23/2024	Leon County	Eastern Gray Squirrel	5503 Sombra Del Lago	Nest/Habitat disturbance
1674	8/23/2024	Leon County	Eastern Cottontail	1730 Highland Pl	Entrapment
1675	8/23/2024	Leon County	Raccoon	1111 Crosscreek Circle	Entanglement
1676	8/23/2024	Leon County	White-tailed Deer	Unknown	Hit by car or in road
1677	8/23/2024	Leon County	Carolina Wren	798 Timberway Ct	Cat interaction
1678	8/23/2024	Leon County	Virginia Opossum	3116 Mist Flower Rd	Orphaned
1679	8/24/2024	Leon County	Eastern Gray Squirrel	3217 Thames Dr	Cat interaction
1680	8/24/2024	Leon County	Eastern Gray Squirrel	1463 Lloyd's Cove Rd	Unknown
1681	8/24/2024	Leon County	Eastern Cottontail	1527 Grape St.	Dog interaction
1682	8/24/2024	Leon County	Northern Cardinal	2409 Debden Dr.	Other
1683	8/24/2024	Leon County	Eastern Gray Squirrel	1603 Elberta Dr.	Orphaned
1684	8/24/2024	Leon County	Eastern Gray Squirrel	1948 Rob Way	Hit by car or in road
1685	8/24/2024	Leon County	Eastern Gray Squirrel	4024 N Monroe St	Nest/Habitat disturbance
1686	8/24/2024	Leon County	Eastern Gray Squirrel	815 Essex Dr	Orphaned
1687	8/24/2024	Leon County	Eastern Cottontail	8209 Bristol Ct	Cat interaction
1688	8/24/2024	Leon County	Gray Fox	Watt Dr. and Abigail Dr.	Unknown

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10/01/2023 to 09/30/2024					
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1689	8/24/2024	Leon County	Eastern Gray Squirrel	Tennessee St. and Woodward	Orphaned
1690	8/24/2024	Leon County	Raccoon	1817 W Call St.	Unknown
1691	8/25/2024	Leon County	Raccoon	1211 Circle Dr.	Unknown
1692	8/25/2024	Leon County	Raccoon	1170 Apalachee Pkwy	Cat interaction
1693	8/25/2024	Leon County	Eastern Gray Squirrel	498 Bayhead Dr.	Cat interaction
1694	8/26/2024	Leon County	Eastern Gray Squirrel	Unknown	Unknown
1695	8/26/2024	Leon County	Eastern Gray Squirrel	Unknown	Unknown
1696	8/26/2024	Leon County	Ovenbird	800 Ocala Rd	Unknown
1697	8/26/2024	Leon County	Rock Pigeon	Appalachee Pkwy and Capital Cir	Hit by car or in road
1698	8/26/2024	Leon County	Eastern Gray Squirrel	138 Sunflower Rd	Cat interaction
1699	8/26/2024	Leon County	Domestic Cat	2960 Plant St.	Orphaned
1700	8/26/2024	Leon County	Unidentified Bird	706 Waverly Rd	Unknown
1701	8/27/2024	Leon County	Eastern Gray Squirrel	506 Williams St.	Unknown
1702	8/27/2024	Leon County	Eastern Gray Squirrel	2710 Bow and Arrow Trail	Other
1703	8/27/2024	Leon County	Eastern Gray Squirrel	2710 Bow and Arrow Trail	Other
1704	8/27/2024	Leon County	Eastern Gray Squirrel	2710 Bow and Arrow Trail	Other
1705	8/27/2024	Leon County	Eastern Gray Squirrel	2710 Bow and Arrow Trail	Other
1706	8/27/2024	Leon County	Eastern Gray Squirrel	2710 Bow and Arrow Trail	Other
1707	8/27/2024	Leon County	Eastern Gray Squirrel	2710 Bow and Arrow Trail	Other
1708	8/27/2024	Leon County	Eastern Gray Squirrel	Suntrust, north side	Unknown
1709	8/27/2024	Leon County	Eastern Gray Squirrel	2128 Orleans Dr.	Wild animal interaction
1710	8/27/2024	Leon County	Blue Jay	3915 Bellac Rd.	Unknown
1711	8/27/2024	Leon County	Eastern Cottontail	1308 Conservancy Dr. E	Dog interaction
1712	8/27/2024	Leon County	Virginia Opossum	1052 Seminole Dr.	Dog interaction
1713	8/27/2024	Leon County	Eastern Cottontail	3087 Livingston Rd	Other
1714	8/27/2024	Leon County	Pine Warbler	1325 W Tharpe St	Hit building or window
1715	8/27/2024	Leon County	Hummingbird sp	2120 Spence Ave	Unknown
1716	8/28/2024	Leon County	Eastern Gray Squirrel	2284 Tuscavilla Rd	Orphaned
1717	8/28/2024	Leon County	Eastern Gray Squirrel	1613 Hedgefield Cir	Nest/Habitat disturbance
1718	8/28/2024	Leon County	Eastern Gray Squirrel	302 4th Ave E	Unknown
1719	8/28/2024	Leon County	Eastern Gray Squirrel	302 4th Ave E	Unknown
1720	8/29/2024	Leon County	Eastern Gray Squirrel	Loma Farms Rd	Dog interaction
1721	8/29/2024	Leon County	Eastern Gray Squirrel	Tennessee St. and Franklin's Hillcrest	Unknown
1722	8/29/2024	Leon County	Eastern Gray Squirrel	1519 Bent Willow Dr.	Tree cut down
1723	8/29/2024	Leon County	Eastern Gray Squirrel	1519 Bent Willow Dr.	Tree cut down

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Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1724	8/29/2024	Leon County	Eastern Gray Squirrel	1519 Bent Willow Dr.	Tree cut down
1725	8/29/2024	Leon County	Eastern Gray Squirrel	529 N Meridian St.	Unknown
1726	8/29/2024	Leon County	Red Fox	3700 Golden Eagle Dr E	Other
1727	8/29/2024	Leon County	Flying Squirrel sp	564 Gem Terrace	Cat interaction
1728	8/29/2024	Leon County	Flying Squirrel sp	564 Gem Terrace	Cat interaction
1729	8/29/2024	Leon County	Eastern Gray Squirrel	1550 Coombs Dr.	Nest/Habitat disturbance
1730	8/29/2024	Leon County	Eastern Gray Squirrel	1550 Coombs Dr.	Nest/Habitat disturbance
1731	8/29/2024	Leon County	Eastern Gray Squirrel	1550 Coombs Dr.	Nest/Habitat disturbance
1732	8/29/2024	Leon County	Eastern Gray Squirrel	1550 Coombs Dr.	Nest/Habitat disturbance
1733	8/29/2024	Leon County	Eastern Gray Squirrel	1850 Sylvan Ct	Dog interaction
1734	8/29/2024	Leon County	Gopher Tortoise	Unknown	Unknown
1735	8/29/2024	Leon County	Eastern Gray Squirrel	4236 William James Way	Tree cut down
1736	8/29/2024	Leon County	Eastern Gray Squirrel	4236 William James Way	Tree cut down
1737	8/29/2024	Leon County	Eastern Gray Squirrel	4236 William James Way	Tree cut down
1738	8/29/2024	Leon County	Eastern Gray Squirrel	4236 William James Way	Tree cut down
1739	8/30/2024	Leon County	Eastern Gray Squirrel	2614 W. Tennessee St.	Unknown
1740	8/30/2024	Leon County	Eastern Gray Squirrel	325 Verdura Ln	Tree cut down
1741	8/30/2024	Leon County	Eastern Gray Squirrel	325 Verdura Ln	Tree cut down
1742	9/1/2024	Leon County	Eastern Gray Squirrel	2202 Tanglewood Terr.	Tree cut down
1743	9/1/2024	Leon County	Eastern Gray Squirrel	2202 Tanglewood Terr.	Tree cut down
1744	9/1/2024	Leon County	Eastern Gray Squirrel	1900 Nicklaus Ct.	Cat interaction
1745	9/1/2024	Leon County	Eastern Gray Squirrel	FSU tennis courts	Unknown
1746	9/1/2024	Leon County	Eastern Gray Squirrel	2477 Eddie Rd	Wild animal interaction
1747	9/2/2024	Leon County	Virginia Opossum	Unknown	Unknown
1748	9/2/2024	Leon County	Eastern Gray Squirrel	6412 Stone Street Trail	Unknown
1749	9/2/2024	Leon County	Common Slider	Wakulla Springs Rd	Hit by car or in road
1750	9/2/2024	Leon County	Eastern Gray Squirrel	279 Mark Ave	Orphaned
1751	9/2/2024	Leon County	Mourning Dove	1663 Vintage Ridge Ct.	Unknown
1752	9/3/2024	Leon County	Virginia Opossum	307 Herty St.	Entrapment
1753	9/3/2024	Leon County	Eastern Gray Squirrel	8000 Old Woodville Rd	Unknown
1754	9/3/2024	Leon County	Hooded Warbler	FSU Campus	Unknown
1755	9/3/2024	Leon County	Giant Armadillo	Apalachee Pkwy	Hit by car or in road
1756	9/4/2024	Leon County	Eastern Cottontail	6939 Ranch Club Rd	Unknown
1757	9/4/2024	Leon County	Hummingbird sp	7550 Apalachee Pkwy	Unknown
1758	9/5/2024	Leon County	Virginia Opossum	Mahan Dr.	Hit by car or in road

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1759	9/5/2024	Leon County	Eastern Gray Squirrel	1823 Devra Dr.	Unknown
1760	9/5/2024	Leon County	Eastern Gray Squirrel	3004 Morningside Dr.	Cat interaction
1761	9/5/2024	Leon County	Eastern Gray Squirrel	3522 Lakeshore Dr.	Dog interaction
1762	9/5/2024	Leon County	Great Horned Owl	13093 Henry Beadel Dr	Hit by car or in road
1763	9/5/2024	Leon County	Eastern Gray Squirrel	1914 Nicklaus Ct., Apt B	Cat interaction
1764	9/5/2024	Leon County	Eastern Gray Squirrel	961 Townee Rd	Dog interaction
1765	9/5/2024	Leon County	Eastern Gray Squirrel	1906 Fairlane Rd	Orphaned
1766	9/5/2024	Leon County	Eastern Gray Squirrel	1906 Fairlane Rd	Orphaned
1767	9/5/2024	Leon County	Eastern Gray Squirrel	1906 Fairlane Rd	Orphaned
1768	9/5/2024	Leon County	House Finch	3809 Piney Grove Dr.	Unknown
1769	9/6/2024	Leon County	House Finch	3809 Piney Grove Dr.	Unknown
1770	9/6/2024	Leon County	Eastern Gray Squirrel	Unknown	Unknown
1771	9/6/2024	Leon County	Eastern Gray Squirrel	600 Dixie Dr.	Unknown
1772	9/6/2024	Leon County	Eastern Cottontail	3209 Earl Dr.	Dog interaction
1773	9/7/2024	Leon County	Eastern Gray Squirrel	5016 Fairbanks Ferry Rd	Unknown
1774	9/7/2024	Leon County	House Mouse	4773 Chaires Cross Rd	Unknown
1775	9/7/2024	Leon County	Virginia Opossum	SW Capital Circle	Hit by car or in road
1776	9/7/2024	Leon County	Virginia Opossum	521 W 6th	Unknown
1777	9/8/2024	Leon County	Raccoon	1438 Renegade Trail	Unknown
1778	9/8/2024	Leon County	Snowy Egret	Unknown	Unknown
1779	9/9/2024	Leon County	Unidentified Bird	977 Learning Way	Unknown
1780	9/9/2024	Leon County	Raccoon	223 Columbia Dr	Unknown
1781	9/9/2024	Leon County	Raccoon	971 Briarcliff Rd	Unknown
1782	9/9/2024	Leon County	Eastern Gray Squirrel	10480 Centerville Plantation	Cat interaction
1783	9/9/2024	Leon County	Red-shouldered Hawk	205 Meadow Ridge Dr	Unknown
1784	9/9/2024	Leon County	Virginia Opossum	Valda Dairy Rd	Hit by car or in road
1785	9/9/2024	Leon County	Ovenbird	1964 W Tennessee St	Unknown
1786	9/9/2024	Leon County	Mourning Dove	3811 E Millers Bridge Rd	Orphaned
1787	9/10/2024	Leon County	Eastern Cottontail	Tom Brown Park	Wild animal interaction
1788	9/10/2024	Leon County	Yellow-billed Cuckoo	2727 Mahan Dr.	Unknown
1789	9/10/2024	Leon County	Northern Cardinal	3116 Ansley Park Dr.	Unknown
1790	9/10/2024	Leon County	Eastern Gray Squirrel	4739 Orchid Dr	Cat interaction
1791	9/10/2024	Leon County	Eastern Gray Squirrel	3056 Corrib Dr.	Nest/Habitat disturbance
1792	9/10/2024	Leon County	Eastern Gray Squirrel	127 Dawn Lauren Hwy	Unknown
1793	9/10/2024	Leon County	Eastern Gray Squirrel	9085 Magnolia Hill Dr.	Unknown

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	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1794	9/10/2024	Leon County	Eastern Cottontail	2221 Natural Wells Dr.	Cat interaction
1795	9/10/2024	Leon County	Eastern Gray Squirrel	3299 Shamrock E	Hit by car or in road
1796	9/10/2024	Leon County	Mourning Dove	3100 Centerville Rd	Unknown
1797	9/10/2024	Leon County	Eastern Gray Squirrel	2026 Longview Dr	Orphaned
1798	9/10/2024	Leon County	Eastern Gray Squirrel	1001 Desoto Park Dr	Cat interaction
1799	9/10/2024	Leon County	Eastern Gray Squirrel	2614 W Tennessee St	Unknown
1800	9/11/2024	Leon County	Eastern Gray Squirrel	9775 John Franklin Rd	Orphaned
1801	9/11/2024	Leon County	Eastern Gray Squirrel	9775 John Franklin Rd	Orphaned
1802	9/11/2024	Leon County	Eastern Gray Squirrel	9775 John Franklin Rd	Orphaned
1803	9/11/2024	Leon County	Eastern Gray Squirrel	6378 Belgrand Dr.	Unknown
1804	9/11/2024	Leon County	Eastern Gray Squirrel	2015 Bradford Ct.	Cat interaction
1805	9/11/2024	Leon County	Eastern Gray Squirrel	3225 Hartsfield Rd	Tree cut down
1806	9/11/2024	Leon County	Eastern Gray Squirrel	2717 Setter Place	Cat interaction
1807	9/11/2024	Leon County	Eastern Gray Squirrel	900 Block E Call St	Orphaned
1808	9/11/2024	Leon County	Purple Finch	803 Miccosukee	Entrapment
1809	9/11/2024	Leon County	Virginia Opossum	Northwood Animal Hospital	Unknown
1810	9/11/2024	Leon County	Unidentified Duck	200 S Lake Ella Dr	Unknown
1811	9/12/2024	Leon County	Barred Owl	Concord Rd	Hit by car or in road
1812	9/12/2024	Leon County	Mourning Dove	Jefferson St on FSU Campus	Unknown
1813	9/12/2024	Leon County	Virginia Opossum	Miccosukee Rd	Hit by car or in road
1814	9/12/2024	Leon County	Eastern Gray Squirrel	1522 Doolittle Ave	Cat interaction
1815	9/12/2024	Leon County	Eastern Gray Squirrel	4320 Rockingham Rd	Unknown
1816	9/12/2024	Leon County	Barred Owl	818 Kendall Dr.	Unknown
1817	9/12/2024	Leon County	Muscovy Duck	1511 Officer Ponce Way	Unknown
1818	9/13/2024	Leon County	Eastern Gray Squirrel	3456 Gentle Wind Way	Cat interaction
1819	9/13/2024	Leon County	Eastern Gray Squirrel	3456 Gentle Wind Way	Cat interaction
1820	9/13/2024	Leon County	Chimney Swift	FSU	Unknown
1821	9/14/2024	Leon County	Eastern Gray Squirrel	280 John Knox Rd	Unknown
1822	9/14/2024	Leon County	Unidentified Owl	2000 Dogwood Hill	Unknown
1823	9/14/2024	Leon County	Eastern Gray Squirrel	Unknown	Unknown
1824	9/14/2024	Leon County	House Mouse	2943 Huntington Dr	Orphaned
1825	9/14/2024	Leon County	House Mouse	2943 Huntington Dr	Orphaned
1826	9/14/2024	Leon County	House Mouse	2943 Huntington Dr	Orphaned
1827	9/14/2024	Leon County	House Mouse	2943 Huntington Dr	Orphaned
1828	9/14/2024	Leon County	House Mouse	2943 Huntington Dr	Orphaned

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1829	9/14/2024	Leon County	Florida Box Turtle	1951 N Meridian Rd	Unknown
1830	9/14/2024	Leon County	Red-eyed Vireo	Unknown	Wild animal interaction
1831	9/14/2024	Leon County	Gopher Tortoise	Capital Cir SW	Hit by car or in road
1832	9/15/2024	Leon County	Eastern Gray Squirrel	24099 Lone Star Rd	Cat interaction
1833	9/15/2024	Leon County	Eastern Gray Squirrel	342 Hawks View Ln	Unknown
1834	9/15/2024	Leon County	Eastern Gray Squirrel	1411 Lehigh Dr.	Unknown
1835	9/15/2024	Leon County	Mourning Dove	4396 Benchmark Trace	Cat interaction
1836	9/15/2024	Leon County	Eastern Gray Squirrel	Mayfair Rd	Dog interaction
1837	9/15/2024	Leon County	Eastern Gray Squirrel	2847 Fitzpatrick Dr.	Unknown
1838	9/15/2024	Leon County	Eastern Gray Squirrel	533 Shephard St.	Unknown
1839	9/15/2024	Leon County	Eastern Gray Squirrel	14787 Mahan Dr.	Cat interaction
1840	9/15/2024	Leon County	Unidentified Bird	661 W Jefferson St.	Unknown
1841	9/16/2024	Leon County	Virginia Opossum	Gaerhart Rd	Hit by car or in road
1842	9/16/2024	Leon County	Yellow-bellied Slider	2090 Thomasville Rd	Hit by car or in road
1843	9/16/2024	Leon County	Virginia Opossum	2511 Apalachee Pkwy	Hit by car or in road
1844	9/16/2024	Leon County	Eastern Cottontail	5508 Touraine Dr	Unknown
1845	9/16/2024	Leon County	Eastern Gray Squirrel	10061 Corey Ride St	Other
1846	9/16/2024	Leon County	Eastern Cottontail	Woody Way	Cat interaction
1847	9/16/2024	Leon County	Eastern Cottontail	Woody Way	Cat interaction
1848	9/16/2024	Leon County	Eastern Cottontail	Woody Way	Cat interaction
1849	9/16/2024	Leon County	Carolina Wren	2609 Mission Rd, #A	Other
1850	9/16/2024	Leon County	Carolina Wren	2609 Mission Rd, #A	Other
1851	9/16/2024	Leon County	Carolina Wren	2609 Mission Rd, #A	Other
1852	9/17/2024	Leon County	Florida Softshell Turtle	1547 Blockford Ct E	Unknown
1853	9/17/2024	Leon County	Eastern Gray Squirrel	Lee Vause Park	Unknown
1854	9/17/2024	Leon County	Brown Thrasher	Professional Park Cir	Hit by car or in road
1855	9/17/2024	Leon County	Eastern Gray Squirrel	Centerville Rd	Hit by car or in road
1856	9/17/2024	Leon County	Eastern Gray Squirrel	2124 Shady Oaks Dr.	Unknown
1857	9/17/2024	Leon County	Florida Box Turtle	1128 Ocala Rd.	Hit by car or in road
1858	9/18/2024	Leon County	Eastern Gray Squirrel	326 John Knox Rd	Unknown
1859	9/18/2024	Leon County	Red-shouldered Hawk	Delvin Ct.	Unkown
1860	9/18/2024	Leon County	Eastern Cottontail	6329 Loma Farm Pl	Entrapment
1861	9/19/2024	Leon County	Virginia Opossum	Susan Street	Hit by car or in road
1862	9/19/2024	Leon County	Eastern Gray Squirrel	2915 Sharer Rd	Hit by car or in road
1863	9/19/2024	Leon County	Eastern Cottontail	1833 Vineyard Way	Dog interaction

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1864	9/19/2024	Leon County	Eastern Gray Squirrel	3932 Forsythe Way	Tree cut down
1865	9/19/2024	Leon County	Eastern Gray Squirrel	3932 Forsythe Way	Tree cut down
1866	9/19/2024	Leon County	Eastern Gray Squirrel	138 Sunflower Rd	Cat interaction
1867	9/19/2024	Leon County	Eastern Gray Squirrel	6126 Observation Cir	Orphaned
1868	9/19/2024	Leon County	House Mouse	Anita Park	Unknown
1869	9/20/2024	Leon County	Eastern Gray Squirrel	1702 W Tharpe St.	Unknown
1870	9/20/2024	Leon County	Bobwhite Quail	8000 Yellow Moon Dr.	Hit building or window
1871	9/20/2024	Leon County	Eastern Gray Squirrel	1322 Millstream Rd	Cat interaction
1872	9/20/2024	Leon County	Yellow-billed Cuckoo	2320 Apalachee Pkwy	Unknown
1873	9/20/2024	Leon County	Ruby-throated Hummingbird	9125 Blountstown Hwy	Cat interaction
1874	9/20/2024	Leon County	Unidentified Turtle	444 Appleyard Dr.	Hit by car or in road
1875	9/20/2024	Leon County	Eastern Gray Squirrel	4095 W Bridge View Way	Orphaned
1876	9/21/2024	Leon County	House Mouse	272 Campground Pond Rd	Unknown
1877	9/21/2024	Leon County	Unidentified Bird	Unknown	Hit building or window
1878	9/21/2024	Leon County	Eastern Gray Squirrel	3297 Connie Dr.	Unknown
1879	9/21/2024	Leon County	Eastern Gray Squirrel	FSU Landis Green	Unknown
1880	9/21/2024	Leon County	Red-tailed Hawk	110 Crossway Rd	Unknown
1881	9/22/2024	Leon County	Eastern Gray Squirrel	1871 Folkstone Rd	Unknown
1882	9/22/2024	Leon County	Northern Mockingbird	1125 Easterwood Dr	Hit building or window
1883	9/22/2024	Leon County	Eastern Cottontail	536 Sistrunk Cir	Unknown
1884	9/23/2024	Leon County	House Finch	7771 Mahan Dr.	Unknown
1885	9/23/2024	Leon County	Eastern Gray Squirrel	3125 Ironwood Dr.	Unknown
1886	9/23/2024	Leon County	Eastern Wood Rat	5375 Dawn Ct.	Wild animal interaction
1887	9/23/2024	Leon County	Eastern Wood Rat	5375 Dawn Ct.	Wild animal interaction
1888	9/24/2024	Leon County	Eastern Gray Squirrel	2286 Hartsfield Way	Unknown
1889	9/24/2024	Leon County	Southern Flying Squirrel	1174 Walden Rd	Dog interaction
1890	9/24/2024	Leon County	Southern Flying Squirrel	1174 Walden Rd	Dog interaction
1891	9/24/2024	Leon County	Barred Owl	Bradfordville area	Hit by car or in road
1892	9/24/2024	Leon County	Eastern Gray Squirrel	1165 Academic Way	Other
1893	9/25/2024	Leon County	Mourning Dove	West Call St	Hit building or window
1894	9/25/2024	Leon County	Virginia Opossum	1319 Tom Still Rd	Unknown
1895	9/26/2024	Leon County	Eastern Gray Squirrel	1834 Doric Dr	Unknown
1896	9/26/2024	Leon County	Canada Goose	2707 N Monroe St	Hit by car or in road
1897	9/27/2024	Leon County	Eastern Gray Squirrel	4841 Heathe Dr	Cat interaction
1898	9/27/2024	Leon County	Eastern Gray Squirrel	5848 Countryside Dr.	Nest/Habitat disturbance

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1899	9/27/2024	Leon County	Eastern Gray Squirrel	5848 Countryside Dr.	Nest/Habitat disturbance
1900	9/27/2024	Leon County	Eastern Gray Squirrel	2301 Orleans Dr.	Unknown
1901	9/27/2024	Leon County	Eastern Gray Squirrel	2301 Orleans Dr.	Unknown
1902	9/27/2024	Leon County	Eastern Gray Squirrel	2301 Orleans Dr.	Unknown
1903	9/27/2024	Leon County	Eastern Gray Squirrel	1216 Sedgefield Rd.	Nest/Habitat disturbance
1904	9/27/2024	Leon County	Eastern Gray Squirrel	1216 Sedgefield Rd.	Nest/Habitat disturbance
1905	9/27/2024	Leon County	Eastern Gray Squirrel	9260 Anvil Ave	Nest/Habitat disturbance
1906	9/27/2024	Leon County	Eastern Gray Squirrel	6371 Mallard Trace Dr.	Nest/Habitat disturbance
1907	9/27/2024	Leon County	Eastern Gray Squirrel	6371 Mallard Trace Dr.	Nest/Habitat disturbance
1908	9/27/2024	Leon County	Eastern Gray Squirrel	1001 Cherry Laurel St	Nest/Habitat disturbance
1909	9/27/2024	Leon County	Canada Goose	Unknown	Unknown
1910	9/27/2024	Leon County	Flying Squirrel sp	1323 Hidden Timbers Pl	Unknown
1911	9/27/2024	Leon County	Eastern Gray Squirrel	1224 Halifax Ct.	Dog interaction
1912	9/27/2024	Leon County	Flying Squirrel sp	1447 Katie Lois Rd., Lot 6	Unknown
1913	9/27/2024	Leon County	Purple Finch	5172 Split Oak Ln	Other
1914	9/27/2024	Leon County	Eastern Gray Squirrel	3280 James Pond Rd	Dog interaction
1915	9/27/2024	Leon County	Eastern Gray Squirrel	3280 James Pond Rd	Dog interaction
1916	9/27/2024	Leon County	Eastern Gray Squirrel	6598 Man O War Trail	Nest/Habitat disturbance
1917	9/27/2024	Leon County	Eastern Gray Squirrel	2128 Wembley Way	Nest/Habitat disturbance
1918	9/27/2024	Leon County	Eastern Gray Squirrel	8834 Sapphire Dr.	Nest/Habitat disturbance
1919	9/27/2024	Leon County	Eastern Gray Squirrel	8834 Sapphire Dr.	Nest/Habitat disturbance
1920	9/28/2024	Leon County	Eastern Gray Squirrel	N. Meridian	Orphaned
1921	9/28/2024	Leon County	Eastern Gray Squirrel	N. Meridian	Orphaned
1922	9/28/2024	Leon County	Eastern Gray Squirrel	N. Meridian	Orphaned
1923	9/28/2024	Leon County	Eastern Gray Squirrel	Unknown	Unknown
1924	9/28/2024	Leon County	Eastern Cottontail	1235 Conservancy Dr E	Unknown
1925	9/28/2024	Leon County	House Mouse	9608 Rose Rd	Cat interaction
1926	9/28/2024	Leon County	Eastern Gray Squirrel	Foxcroft	Hit by car or in road
1927	9/28/2024	Leon County	Eastern Gray Squirrel	4799 Highgrove Rd	Nest/Habitat disturbance
1928	9/28/2024	Leon County	Eastern Gray Squirrel	1540 Valley Rd	Cat interaction
1929	9/29/2024	Leon County	Mourning Dove	6671 Kingman Trail	Nest/Habitat disturbance
1930	9/29/2024	Leon County	Eastern Gray Squirrel	7227 Marty Ct.	Dog interaction
1931	9/29/2024	Leon County	Eastern Gray Squirrel	804 Vrogy Ct., #3	Unknown
1932	9/29/2024	Leon County	Eastern Cottontail	1678 Copperfield Cir.	Cat interaction
1933	9/29/2024	Leon County	Eastern Gray Squirrel	FSU Campus	Orphaned

St. Francis Wildlife Association					
Leon County Intake Report					
10/01/2023 to 09/30/2024					
	Date Admitted	Rescue Jurisdiction	Common Species Name	Rescue Address	Circumstances of Rescue
1934	9/30/2024	Leon County	Northern Mockingbird	2700 Welaunee Blvd, Apt 1204	Unknown
1935	9/30/2024	Leon County	Unidentified Ground-dove	3064 Hawks Landing Dr.	Unknown
1936	9/30/2024	Leon County	Northern Cardinal	1830 Myrick Rd	Dog interaction

Tallahassee Senior Center Foundation Annual Report

EXHIBIT B

Agency Performance Report Format & Instructions

Agency Name: Tallahassee Senior Citizen's Foundation, Inc.

Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)

1. Program Name: **Leon County Senior Outreach**
2. Program Objective: To provide access to services, resources, and recreational opportunities for seniors age 50+ who reside in the unincorporated areas of Leon County to encourage active living, optimal aging, and social fitness. Similar program activities are provided for grandparents living throughout Leon County who are raising their grandchildren.

3. Services provided:

Monthly Lunch & Learn events featuring monthly guest speakers with topics from health and gardening to baseball and live animal encounters. Community agencies and partners provide information, services and resources pertaining to the senior population. These events offer fellowship opportunities for seniors, some who live alone or who may be physically or socially isolated in rural pockets of Leon County. Many participants state that they look forward to these monthly lunches. Attendance continues to steadily increase. When comparing FY22/23 with FY23/24, attendance increased by 57% at Bradfordville, 36% at Chaires, 11.5% at Ft. Braden, 30% at Lake Jackson, 0.3% at Miccosukee, and 17.5% at Woodville.

Seniors needing other assistance are referred to the TSC Resource Coordinator. Those who appear lonely or depressed, are referred to our UPSLIDE (Utilizing and Promoting Social Engagement for Loneliness, Isolation & Depression in the Elderly) program.

The Leon County Sheriff's Department Crime Prevention Specialist regularly attends Lunch & Learn events and can address individual participant's concerns, as well as provide current information on recent scams, identity theft and safety tips.

Farmers Market coupons were distributed at all six Lunch & Learns and at the GaP Lunch & Learn by our Resources Coordinator in May 2024.

Ongoing classes are offered at all the County community centers and the NE Branch Library.

- Twenty four in-person, indoor fitness classes are held weekly in all 6 locations (10 in Bradfordville, 5 in Chaires, 3 at Fort Braden, and 2 each at Lake Jackson, Miccosukee, and Woodville. All classes are at capacity at the NE Library in Bradfordville and attendance has increased significantly at Chaires, Miccosukee, and Woodville.
- Lifelong Learning "Connect with a Classic" programs are offered throughout the year at the NE Library as well as movie nights in the Red Hills Village Retirement Resort's movie theatre. The Lifelong Learning calendar with events held in other locations is given to all participants at each Lunch & Learn.
- Canasta is still going strong at Lake Jackson every week.
- Miccosukee residents are provided transportation to and from Walmart each month in cooperation with Star Metro and Big Bend Transit.
- Several Art class series are offered at The Grove at Canopy on a continual basis.

The **Leon County Senior Outreach Advisory Council** meets six times a year (every other month) to advocate for Leon County seniors, address the needs and issues of each community, and provide program feedback and suggestions. Membership is comprised of representatives from each community and senior-focused organizations.

The **Grandparents as Parents (GaP)** program serves grandparents and other relative caregivers who have custodial responsibilities for raising another family member's child or children. Activities are available to all City-County residents. The GaP program brings social support, education and resource information to seniors thrust unexpectedly into the parenting role again. GaP programming has returned to in-person pre-pandemic status – except that the bi-weekly Circle of Parents support group remains virtual per the grandparent's request. Program highlights for October 2023 thru September 2024 included:

- 115 unduplicated participants are registered in GaP.
- 8 in-person monthly GaP lunch meetings were held at the Leon County Library Oct 2023 – Sept 2024. Unduplicated attendance increased by 25% over last fiscal year.
- 25 meetings of the Circle of Parents' evening support group via Zoom were held with an increase of 45% participation over last fiscal year.
- Informational emails continue to be sent several times per week to all GaP participants with resource information for the grand-families and links to a variety of programs and websites.
- Regular telephone reassurance calls are made to all regular GaP participants to check on their well-being.
- GaP grand-families had an inaugural Grands Celebration in February 2024 where each grandchild was recognized for an accomplishment. Henni Hamby with the TPD presented a certificate and an award to each child. Diane Cox-Williams, Tallahassee City Commissioner, gave a speech on the importance of the grandparent-grandchild relationship.
- GaP grand-families had two picnics this past year – one in November to Myers Park and one in April at Tom Brown Park. The FSU College of Social Work students crafted several activities for the grandkids.
- GaP grand-families went on two field trips – one in July to the Tallahassee Fire Station and one in August to see Inside Out 2 as a back-to-school celebration. Lunch was provided at each field trip.
- Grand-families were treated to live animal encounters with Animal Tales during Spring Break at the Tallahassee Senior Center. Animal Tales brought six animals for the grand-families to learn about and interact with.
- GaP hosted an in-person holiday party for 50 grandparents at the Tallahassee Senior Center in December 2023. Attendance increased by 25% compared to last fiscal year.
- GaP partnered with Catholic Charities Christmas Connection to provide clothing and gifts to 15 grand-families during the holidays. TSC board, advisory council and staff provided holiday gifts and clothing for another 10 GaP families.
- GaP received a \$15,000 OAA IIIIE grant for 2023, which was increased to \$30,000 mid-year

The nationally accredited **Tallahassee Senior Center** is host to a variety of special events and the Leon County Senior Outreach program assists with and collaborates on signature efforts such as Capital City Senior Games, Deck the Halls, Silver Stars Gala and Tallahassee LifeLong Leaders (T.A.L.L.), as well as several expos each year.

4. **Services Delivery Strategy:**

- The monthly Lunch & Learn format has been in existence since 2002 and maintains steady participation. Many participants have been attending since this program began. The events are successful due to the variety of guest speakers and community partners who provide relevant information, services and resources geared toward senior citizens. Birthdays are recognized with a small gift (a flashlight key chain this year) and a prize raffle is held at each location. The seniors LOVE

the prize raffle! LCSO purchases items for the raffle with exhibitors occasionally donating to the raffle. The GaP support luncheons are modeled after this same format but without seasonal décor, candy, and prize raffles.

- Bringing activities, services and information to the unincorporated areas where seniors reside gives many the lifeline that keeps them healthier, connects them with valuable resources, and prevents them from becoming socially isolated.

5. Target Population:

- LCSO serves seniors age 50+ living in the unincorporated communities of Leon County (Bradfordville, Chaires, Fort Braden, Lake Jackson, Miccosukee, and Woodville).
- GaP serves grandparents who live throughout the Tallahassee/Leon County area who are the primary custodians of their grandchildren.
- Residents living in the whole of Tallahassee/Leon County who benefit from the collaboration between Leon County Senior Outreach and Tallahassee Senior Services.

6. Method used to effectively reach target population:

- Constant Contact emails are sent weekly to just over 5,800 participants in the TSC database.
- Program information is available on the Tallahassee Senior Center and Foundation websites.
- Leon County Senior Outreach monthly lunch dates with topics are advertised in a monthly Facebook post which reaches our 6,692 followers.
- Staff attend numerous outreach events throughout the year like the City and County Benefits fair, health fairs, community festivals, church functions, back-to-school fairs, and neighborhood association meetings to disseminate program information.
- Flyers created specifically for each of the six communities are distributed at each Lunch & Learn.
- Regular participants recruit new participants via word of mouth. If a participant brings in a new Leon County participant, then both eat free for that month.

7. Program Resources: (Input: Resource including \$ amount directly related to program. Ex: employees, volunteers, materials, etc.)

Funding to date (October 1, 2023 – September 30, 2024)

County funding	\$179,000 (68.9%)
Activity & Sponsor Donations	39,938 (15.4%)
Older Americans Act Grant for GaP	<u>40,826 (15.7%)</u>
Total	\$259,764

Space & In-Kind

City of Tallahassee Office Space & Infrastructure

TSC Foundation Support, i.e. Communications, Fundraising, Administrative Support

County Community Centers and Recreational Complexes

Good Shepherd Catholic Church

Election Locations: Fellowship Baptist Church, Tallahassee Ballet, The Retreat at Bradley's Pond, Unity Eastside Church, Woodville First Baptist Church

Staff & Volunteers

3.5 FTEs

12 Contract Staff: Fitness, Website

22 Volunteers provided 396.25 volunteer hours

Other Program Needs

Program/Office Supplies, Printing, Postage, Lunches, Birthday Gifts, and Raffle Prizes

Local Travel & Training and GaP Programming

8. Program Capacity:

All Lunch & Learn events are open to the anyone in the community and held in each area's community centers with the exception of Bradfordville. Bradfordville Lunch & Learns are currently held at Good Shepherd Catholic Church. A larger community center is needed in Bradfordville as the schoolhouse is too small to accommodate Lunch & Learns, art classes, and fitness classes.

All fitness, art classes, game groups, and Lifelong Learning classes typically fill to capacity. Our appreciation and gratitude of the County Parks & Recreation's Director and her staff continues Without their support, senior programs would not be as successful. Our participants are incredibly grateful to the county staff who ensure that each community center is set up, cleaned, and broken down after each event. Our contract instructors are only paid for the time of the class, and the program is not budgeted to pay them to arrive early or stay late to setup or cleanup. Since most of our instructors and volunteers are over age 60, they are physically unable to assist with any heavy lifting or moving of tables and chairs.

The demand for fitness classes in the Bradfordville Community is at a premium. We cannot accommodate most of the requests to attend fitness classes at the Northeast Branch Library as only 12-14 can fit safely and comfortably. A larger community center would allow for more people to attend.

Our total participants increased by 11.28% over last fiscal year.

9. **Number of Participants:** 1006 Cost per Participant: \$ 258.21

10. List 5 highlights your agency has performed in the past six months:

- In-person Lunch & Learn attendance at each of the 6 community centers increased by 25%. LCSO's Ft. Braden, Miccosukee, and Woodville each had a field trip to the Consolidated Dispatch complex with a lecture by Director David Odom.
- Fitness class participation increased by 20% over last year.
- Recreational Therapy & Art Therapy series were offered at BL Perry Branch Library.
- LCSO partnered with a Registered Dietician at the UF/IFAS Extension Office to promote healthy eating and physical activity at Ft. Braden, Miccosukee, and Woodville Community Centers. Participants received \$30 grocery gift cards. LCSO facilitated room reservations and marketing in each community.
- GaP continues to offer monthly in-person meetings at the main library with attendance increased by 25% over last year. The GaP Circle of Parents support group continues to meet bi-weekly via Zoom with 45% increased attendance. GaP hosted an in-person holiday party for 50 grandparents at the Tallahassee Senior Center in December 2023.

11. Program Goals:

a. Short-term:

Maintain and expand current high quality, easily accessible programming for Leon County Senior Outreach and GaP while increasing the number of participants at all LCSO Lunch & Learns, fitness classes, and other activities such as Game Day.

b. Intermediate:

- Increase the variety of community partners who bring services and resources to both the Lunch & Learn and GaP support luncheons.
- Continue to hold monthly in-person GaP meetings to provide a free lunch and resource information for the grand-families according to health precautions.
- Continue to hold virtual GaP Circle of Grandparents’ support group meetings every other week.
- Continue to send, at a minimum, bi-weekly informative emails to all GaP participants.
- Continue to provide support to GaP participants with telephone reassurance calls on a regular basis.
- Continue to offer a variety of fitness classes, art instruction, and other recreational opportunities.
- Continue to identify vulnerable participants in LCSO and GaP programs and connect them to resources and counseling as needed.
- Work with County staff as requested on the Age Friendly Community project.

c. Long-term:

- Offer participants tools they may use to enhance independence and live a healthier lifestyle in the communities and neighborhoods they love – with dignity, security and purpose.
- Provide recreational, lifelong learning, and wellness opportunities that make the Leon County-Tallahassee area an inviting retirement destination.
- Offer social fitness activities that may help decrease loneliness and isolation among participants by providing them with opportunities for social connection.
- Continue partnering with the UF/IFAS Extension Office to educate seniors about the importance of healthy eating and physical activity. A 4-week series is scheduled for October 2024 in the Chaires Community.
- Explore partnering with AARP to provide similar educational opportunities.
- Provide preventative health screenings and education to help participants avoid more costly health interventions and nursing home placement in the future.
- Provide at-risk grand-families the social support, information and resources to help them raise their grandkids.

12. Objectives (Intended impact/outcome results)

Activities	Time Frame	Key Performance Indicators	Outcome Measures
Hold monthly Lunch & Learn events that feature a guest speaker, several community exhibitors, a boxed lunch, a variety of resource materials, and fellowship with neighbors.	Ongoing from Oct 2023 through Sep 2024.	Lunch & Learns are held 10 months out of the year. Participation grew by 25% in FY23/24.	Access to services, resources and information that enable seniors living in the unincorporated areas to live independent, healthy, and engaged lives.
Offer a variety of fitness classes specifically designed for the older	Ongoing from Oct 2023 through Sep 2024.	24 fitness classes in all 6 locations (Bradfordville, Chaires, Fort Braden, Lake	Offer physical fitness opportunities that maintain strength needed

adult.		Jackson, Miccosukee, and Woodville) are offered on a weekly basis.	for daily activity, fall prevention, balance issues, and combats chronic disease. Also, offers social connections.
Offer ongoing recreational and educational activities.	<p>Ongoing from Oct 2023 thru Sep 2024.</p> <p>Three field trips are scheduled each year.</p> <p>Several LifeLong Learning classes and art classes at the NE Library and The Grove at Canopy.</p>	<p>Each site takes a biannual field trip.</p> <p>Three in-person <i>Connecting with a Classic</i> courses at the NE Library. Two movie nights at Red Hills Retirement Village.</p> <p>Ongoing art classes.</p>	Provide educational and creative engagement opportunities to enhance quality life.
<p>Offer GaP grandparents monthly support events</p> <p>Holiday Party held for grandparents to socialize and collect gifts for the grand-family</p> <p>Offer grand-family out-of-town educational and social trips</p> <p>Host bi-weekly, virtual evening support groups</p>	<p>Ongoing from Oct 2023 through Sep 2024.</p> <p>Held in-person Dec 2023.</p> <p>In-person grand-family field trips to the TLH Fire Station and the movies at the CMX Theater to see the <i>Inside Out 2</i>. Lunch provided.</p> <p>GaP families had two picnics (Nov 2023 & April 2024).</p> <p>GaP participated in two parades – FAMU’s Homecoming & MLK Day parade.</p> <p>Held every other Monday evening</p>	<p>8 in-person events for the grandparents were held.</p> <p>1 Holiday Party held with 50 grandparents.</p> <p>4 trips held this year plus a Grands Celebration and a Spring Break <i>Animal Tales</i> encounter. RadKids, a self-defense/self-esteem program from TPD, was provided to GaP families</p> <p>25 grandparent evening virtual support groups were held</p>	<p>Provide social and emotional support that participants need to better handle their responsibilities, as well as give them access to needed services and resources.</p> <p>Provide socialization, gifts and food for the grand-families</p> <p>Provide educational opportunities and family bonding while socializing</p> <p>Provide support and promote socialization</p>

13. **Data Collection Method:** Participant registration forms are required from all who regularly attend events and classes. Information is entered into our My Senior Center database.
14. **Number of Participants that left or were dropped from the program:** No one is ever dropped from the program but attendance does fluctuate due to factors like participant relocation, illness, surgery, injury, or death. However, there is a constant influx of new participants who balance out the attendance numbers.

15. **Provide Participants demographic data:**

Age:

50+: 94%

<50: 6%

Gender

Female: 84%

Male: 16%

Race:

Asian: 0.3%

Black: 20%

Hispanic: 1.2%

White: 76%

Other: 2.5%

16. **If possible, please provide participant program satisfaction data:** (surveys, etc.) **NA**
17. **List any agency partnerships and collaborations related to this program. See attachment**

Tallahassee Trust for Historic Preservation Annual Report

EXHIBIT B

Agency Performance Report Format & Instructions

Agency Name: Tallahassee Trust for Historic Preservation, Inc.

Please provide the following information and keep the report to a maximum of five pages. (Not including attachments). Midyear reports shall reflect services provided from October – March.

1. Program Name: Certified Local Government Program/Tallahassee-Leon County

2. Program Objective:

Communities are designated Certified Local Governments (CLG) by the National Park Service (NPS). CLG programs are administered jointly by the NPS and the State Historic Preservation Offices (SHPO). Once certified, CLGs become active partners in the Federal Historic Preservation Program. Each community gains access to benefits of the program, including annual appropriations from the Federal Historic Preservation fund of which states are required to give at least 10% of their funding to CLGs, and agrees to follow required Federal and State requirements. Historic preservation has proven economic, environmental, and social benefits. Studies show that historic districts maintain higher property values, less population decline, more walkability and greater sense of community.

CLGs must meet minimum goals including establishment of a qualified historic preservation commission, enforcement of appropriate State or local legislation for the designation and protection of historic properties, maintain a system for the survey and inventory of local historic resources, facilitate public participation in local preservation, including participation in the National Register listing process, and follow all additional requirements outlined in the State's CLG procedures.

Our objectives are to fulfill all of the requirements of the CLG program for Tallahassee-Leon County. To provide ongoing preservation services to the residents of Tallahassee-Leon County. And to ensure the preservation and conservation of our historic and cultural resources.

3. Services provided:

The Tallahassee Trust for Historic Preservation provides a range of services, including but not limited to: staffs and maintains records of the Tallahassee-Leon County Architectural Review Board, meets all requirements of the Federal Certified Local Government Program including preparation and submission of the required Annual CLG Report to the Historic Preservation Bureau of the Florida Department of State, Division of Historical Resources, ensures appropriate enforcement of state and local legislation for designation and protection of historic properties, provides staff, technical support, and record keeping for the historic preservation review commission, maintains a system for survey and inventory of historic properties, and reviews the appropriateness of nominations to the National Register of Historic Places. Provides comprehensive historic preservation services to the local government and the citizens of Tallahassee-Leon County. Services include education and outreach, planning and technical assistance as it pertains to the preservation of the community's historic resources, assist the City of Tallahassee and Leon County in fulfilling the Goals, Objectives and Policies

of the Historic Preservation Element of the Tallahassee-Leon County Comprehensive Plan and in accordance with the Leon County Historic Preservation Ordinance, staffs the Architectural Review Board, processes all correspondence, preparation of the required legal notifications, maintenance of meeting minutes and archives of properties listed in the Tallahassee-Leon County Register of Historic Places, provides the technical information necessary for the ARB to reach informed decisions, and coordinates with other governmental agencies involved in the regulatory process.

4. Services Delivery Strategy:

As part of the Federal Certified Local Government program, the TTHP serves historic property owners by continuing to staff the ARB, and to provide comprehensive historic preservation services to the local government and the citizens of Tallahassee-Leon County, including education and outreach, planning and technical assistance as it pertains to preserving the community's historic and cultural resources.

Staff will provide certificate of appropriateness application reviews and provide research and support to the ARB. Staff also responds to research requests from local residents regarding historic properties and provides application assistance and review for placement on the National Register of Historic Places and placement on the Tallahassee-Leon County Local Register of Historic Places.

The TTHP also provides assistance for property owners applying to the Historic Property Grant and Loan program (HPGL) and serves on the HPGL committee. As the CLG Representative staff provides comment on Section 106 reviews and Local Natural Features Inventory reviews. The TTHP also hosts education and outreach events.

5. Target Population: Leon County residents.

6. Method used to effectively reach target population:

The Tallahassee Trust for Historic Preservation reaches the target population by providing all of the services required under the Federal Certified Local Government program (as outlined above), provides education and outreach regarding the importance of historic preservation to the community's economic, environmental, and social wellbeing through events, website, social media outreach, internship programs, and partnerships with other local organizations, provides technical services to historic property owners, and guidance regarding preservation ordinances, regulations, and programs.

7. Program Resources: The Tallahassee Trust for Historic Preservation staff includes the Executive Director, Program Coordinator, and interns. *(Input: Resource including \$ amount directly related to program. Ex: employees, volunteers, materials, etc.)*

8. Program Capacity: n/a

9. Number of Participants: n/a _____ Cost per Participant: \$ n/a _____

10. List 5 highlights your agency has performed in the past six months:

The past six months have been some of busiest for the Tallahassee Trust for Historic Preservation! We held our signature event with record attendance in May, the 2024 Bicentennial Tallahassee-Leon County Historic Preservation Awards. In almost 40 years of celebrating, TTHP presented the highest number of awards to date to various preservation projects and organizations throughout the area. This event was a culmination of more than a year of preservation planning, preparation, and outreach in Tallahassee, Leon County, and the entire Big Bend region. The awards highlighted work on outstanding historic preservation projects conducted over the past five years. A video was produced to educate attendees on the awarded projects and honor these celebrated preservation accomplishments. Projects ranged from national education initiatives to local adaptive reuse

construction. Our esteemed and well-qualified judges used appropriate criteria to judge the Preservation Awards nominations, based on the Florida Trust for Historic Preservation state-wide criteria and national Secretary of the Interior Standards for treatment of historic properties. The Tallahassee Trust staff worked for months to solicit appropriate nominations from qualifying areas for the awards. We received a record number of nominations, and were very proud of all the preservation work represented in our area.

Our second highlight is the support TTHP and the ARB have provided during recent disaster recovery. On May 10, 2024 multiple tornadoes ripped through the locally designated Myers Park Historic District and surrounding historic areas, including the Railroad Square Art District. A record number of properties were damaged, mainly by trees falling on roofs or shattering windows and porches. Due to the storms, Executive Director Shannon Kuch has issued a record number of Certificates of Appropriateness for repairs in Myers Park and the surrounding areas. Staff and the ARB have guided historic property owners during this distressing time, and continue to help others prepare for future disasters.

In July, TTHP staff assisted with our third highlight, the national conference Preservation on Main Street (POMS), held in Tallahassee. The Florida Trust for Historic Preservation and the Florida Department of State, Division of Historic Resources Main Street program hosted this weeklong conference in conjunction with local preservation partners. TTHP staff worked for months leading up to the conference creating two historic walking tours of our city, including the Sacred Spaces of downtown, and important sites for Civil Rights in Tallahassee. We also conducted a tour of Railroad Square, spoke on multiple academic panels, and assisted with the Secretary of State's 2024 Florida Main Street Awards and the Florida Trust for Historic Preservation's Awards ceremony. The conference highlighted Tallahassee's Bicentennial celebration, and a new website was created as a result.

Our fourth highlight came as a result of carrying on our work begun at the POMS conference. Staff at TTHP furthered research on the area's Sacred Sites to create a self-guided tour, now available on our website. This is an active preservation tool that we will continue to add to and seek community input. Since POMS, Executive Director Shannon Kuch has given presentations about the Sacred Sites website tour at multiple area events. Community members are actively working with the Trust to expand the site, and include organizations that represent many different areas and histories in our county.

The last highlight from our busy season was a series of educational outreach webinars. TTHP was proud to present our first entirely digital learning series, which allowed us to share the history of our area with viewers from around the world! We began the webinars in September, and focused on various aspects of historic preservation in our community. Interesting topics such as the history of Verdura and Sunland Hospital were presented in a new way to new audiences, and was very successful. We will continue to utilize this educational model in our programming to come. Tallahassee Trust staff is already planning the next webinar series, with topics ranging from the history of our downtown, rural crossroads communities in the county, and dealing with historic real estate. While we celebrate another successful year at the TTHP, we look forward to continuing our reach and growth within our community!

11. Program Goals:

- a. Short-term
- b. Intermediate
- c. Long-term

Short term and intermediate goals include employment of staff that have the knowledge, education, and experience in historic preservation to provide educational opportunities to the community; provide the local government with information so that irreplaceable historic resources are included in land use planning; and to staff the ARB with experienced historic preservation professionals who can provide assessment, evaluation, and recommendations to the board to enable board members to make informed decisions; increase social media based public outreach to make historic preservation education and information accessible and to promote community use and support for local businesses within our historic districts; continue to recognize excellence in a variety of historic preservation projects through the Tallahassee-Leon County Historic Preservation Awards. The long-term goal is the preservation of Leon County's historic resources. This is accomplished by the ongoing goal of educating the community about the value of preserving the buildings, structures, objects, sites, and districts that represent our community's past, and the enforcement of the regulations in place to protect these irreplaceable resources.

12. Objectives (Intended impact/outcome results)

- a. Activities
- b. Time Frame
- c. Key Performance Indicators (Quantifiable)
- d. Outcome Measures

(Benefits or changes for participants during and after their involvement with the program)

Activities conducted to work towards our objective to fulfill the requirements as a CLG are the issuance of Certificates of Appropriateness and related documents, provide staff for Architectural Review Board meetings, creation of online educational programming and in person outreach events, community partnerships, research requests, and technical support for preservation activities.

The time frame of these activities is continually ongoing; TTHP provides support to the community on a daily basis through our activities. The Architectural Review Board has monthly scheduled meetings to review applications and issue Certificates of Appropriateness. Educational events are scheduled to be held on a quarterly basis, with the Tallahassee-Leon County Historic Preservation Awards held every 2-3 years.

Key Performance Indicators include the number of Certificates of Appropriateness issued by the ARB/staff, with over 25 issued in the last quarter alone. Over 120 research requests have also been conducted for Leon County citizens and preservation professionals. Additionally, TTHP has received record engagement numbers on social media, illustrating our significant community reach.

Outcome measures for the Tallahassee Trust for Historic Preservation are numerous, as historic preservation has proven economic, environmental, and social benefits. Studies show that historic districts maintain higher property values, less population decline, more walkability and greater sense of community. Through the resources, assistance, and education provided by the Tallahassee Trust, we are able to tangibly protect our historic resources for future generations to enjoy in Leon County.

13. Data Collection Method: n/a

14. Number of Participants that left or were dropped from the program: n/a

15. Provide Participants demographic data: n/a

16. If possible, please provide participant program satisfaction data: (surveys, etc.)

17. List any agency partnerships and collaborations related to this program.

Agency	Partnership/Collaboration
Leon County	CLG/Architectural Review Board
City of Tallahassee	CLG/Architectural Review Board
FL Dept. of State, Bureau of Historical Resources	Certified Local Government Program
U.S. Dept. of Interior/National Park Service	Certified Local Government Program

United Partners for Human Services Annual Report

EXHIBIT B

Agency Performance Report Format & Instructions

Agency Name: **United Partners for Human Services, Inc.**

Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)

- 1. Program Name:** United Partners for Human Services, Inc.
- 2. Program Objective:** UPHS exists to strengthen and increase the capacity of the human services nonprofit sector in partnership with the County. We accomplish this by providing training, mentoring and thought-leading intelligence on issues each human service nonprofit faces: fiscal management, governance, cultural competency, fund development, program evaluation, etc. Our programs are established to ensure human service nonprofit organizations are equipped to be more effective to serve those in need, as well as demonstrate fiscal responsibility of public resources they're able to leverage to better serve our community.
- 3. Services provided:** UPHS exists to strengthen and increase the capacity of the human services nonprofit sector in partnership with the City and County. We accomplish this by providing training, mentoring and thought-leading intelligence on issues each human service nonprofit faces: fiscal management, governance, fund development, program evaluation, cultural competence, etc. Our programs are established to ensure human service nonprofit organizations are equipped to be more effective to serve those in need, as well as demonstrate fiscal responsibility of the public resources they're able to leverage to better serve our community.

UPHS is focused within four specific areas to best accomplish this work in building and strengthening the human service nonprofit sector:

PRIORITY AREA #1: Strengthen the ability of human service nonprofit organizations to document and demonstrate what their programs are accomplishing in terms of outcomes, return on investment and economic impact.

PRIORITY AREA #2: Enhance and build knowledge-base in the effective operation and delivery of programs by human service nonprofit organizations.

PRIORITY AREA #3: Facilitate and foster synergistic opportunities to streamline and enhance the delivery of human services within Tallahassee-Leon County.

PRIORITY AREA #4: Advocate on behalf of the human service nonprofit sector to elevate the perception of their work based on the impact and value their programs/services provide to the community.

4. **Services Delivery Strategy:** Through the objectives and goals of our program funding listed above, UPHS members will be able to enhance their operations, increase supports locally and leverage resources among like organizations which in turn leads to more people served and less duplication of services.

As a collaborative coalition, the County (and City) will continue to have one single entity that can relay pertinent information and gain information in a reciprocal nature among agencies that participate in the CHSP process.

Because of the partnership we have with the County (and City), UPHS will continue to serve as a resource for Commissioners and staff on a multitude of issues impacting the human services sector and serve as a brain trust to better recommend supports, infrastructure or policy revisions as needed.

5. **Target Population:** UPHS serves the human service nonprofit sector which is comprised of 2,500+ employees. UPHS members and their employees touch the lives of every Tallahassee resident, and our primary work is to help them be the best they can be; through communication, cultural competence, building and scaling capacity, as well as, advocacy when building awareness and an understanding of how their work improves the quality of life for our community.
6. **Method used to effectively reach target population:** UPHS works specifically with human service nonprofit organizations that serve people all throughout the City of Tallahassee and Leon County. Those served represent a myriad of socio-economic backgrounds, skillsets and accessibility allies. Our programs are open to the public as well. We serve a total number of approximately 500 unduplicated individuals annually.
7. **Program Resources:** UPHS Staff, Collaborative Partners, Facility Rentals, Knowledgebase, Technology, Training and Materials.
(Input: Resource including \$ amount directly related to program. Ex: employees, volunteers, materials, etc.)
8. **Program Capacity:** Currently at capacity with 4 FTE.
9. **Number of Participants:** 500 **Cost per Participant:** \$80.00 (Reimbursable Cost) versus \$1,244.52 (Actual Cost) per member for capacity building support.

10. Program Goals:

- a. **Short-term:** UPHS short-term goals are to increase awareness, knowledge and understanding of human service issues, as well as enhance local coordination and integration of human service delivery channels.
- b. **Intermediate:** The intermediate goals are to develop successful community-based strategies, tested to address gaps and barriers and influence needed policy changes impacting human service programs and delivery channels. In addition, establishing a shared community of understanding of the benefits of human service agencies and mission-focused programs in supporting our community.
- c. **Long-term:** The long-term goals are for intentional coordination among human service providers to streamline delivery thus eliminating duplication,

inefficiencies, etc. As well as plan and support UPHS Member capacity building and sustainability efforts.

11. Objectives (Intended impact/outcome results)

Activities	Timeframe	Outcome Measures
<p>Host monthly trainings and workshops (at least 12) focused on cutting edge sector trends, issues and skills-based competencies for human service nonprofit employees and board of directors. Topics to include but not limited to:</p> <ul style="list-style-type: none"> - Communication, Marketing and Public Relations; - Cultural Competency, Diversity and Inclusion; - Capacity Building, Financial Resource Development and Management; - Governance, Leadership and Advocacy; - Social Impact, Program Development and Evaluation; - Volunteer and Human Resource Development; - Future of the Nonprofit Sector. 	<p>October 1, 2023 – September 30, 2024</p>	<p>In FY 2023-2024, UPHS hosted twenty (20) trainings and workshops which included:</p> <ol style="list-style-type: none"> 1. Taste of Nonviolent Communication (October 17th, 2023) 2. Using Creative Communication (October 26th, 2023) 3. Best Practices & Strategies for Online Giving/Fundraising (November 16th, 2023) 4. Creating a Culture of Thankfulness (November 28th, 2023) 5. Succession Planning (January 11, 2024) 6. An Introduction to Strategic Planning (January 23, 2024) 7. Style Guides: The Branding Book for Your Nonprofit (February 27, 2024) 8. Leadership Gold (February 29, 2024) 9. 2-1-1 Big Bend Resource Hub (March 21, 2024) 10. Donor Cultivation (March 26, 2024) 11. VolunteerLEON: Connecting Our Community Through Volunteerism (April 9, 2024) 12. Do's and Don'ts with Your Financial Policies (April 25, 2024) 13. Healing Circles (May 30, 2024) 14. Selecting the Right KPIs for Your Organization (June 25, 2024) 15. WHOLEness Unleashed (June 27, 2024) 16. Legislative Advocacy 101: How to Speak so that Lawmakers Listen (July 23, 2024) 17. Exploring Artificial Intelligence (August 27, 2024) 18. Exploring Diversity and Inclusion in the Workplace (August 29, 2024) 19. Utilizing Artificial Intelligence for Your Organization (September 10, 2024) 20. Financial Responsibilities as a Board Member (September 24, 2024)
<p>Database of best practices, policies, procedures, etc.</p>	<p>October 1, 2023– September 30, 2024</p>	<p>UPHS continues to compile best practices, policies and procedures and standards for UPHS Members to access through our members-only portal.</p>
<p>Provide extensive technical assistance for Bridge applicants to ensure their organizations have the structure and processes in place to effectively compete within the CHSP grant program.</p>	<p>October 1, 2023- September 30, 2024</p>	<p>In FY 2023-2024, UPHS supported four (4) agencies through technical assistance and capacity building support, and received Bridge funding:</p> <ul style="list-style-type: none"> • Survive and Thrive Advocacy Center, Inc • Independence Landing, Inc. • Safe Families for Children Alliance • REfire Culinary, Inc.
<p>Host Annual Conference for Excellence in Nonprofit Management and Leadership</p>	<p>May 2024</p>	<p>The 2024 UPHS Annual Conference was held on May 7th and 8th at the FSU Student Union and will feature 17 sessions over a 4-track series as follows:</p> <p>Advocacy</p> <ol style="list-style-type: none"> 1. Adding Public Value through Advocacy 2. Leading from the Middle 3. No Turning Back: Defending Progress in Florida 4. Motherhood Matters: Prioritizing Maternal Health in the Workplace <p>Diversity, Equity, and Inclusion</p> <ol style="list-style-type: none"> 1. Lost and Found in Translation: Intercultural Communication for Human Service Professionals

		<ol style="list-style-type: none"> 2. Don't Let Diversity, Equity, Inclusion, and Belonging (D.E.I.B.) DIE in Your Workplace 3. Selection Strategies to Get the Right Employee Fit 4. Defining DEI Success through Case Study: Big Bend Hospice and its DEI Focus <p>Leadership</p> <ol style="list-style-type: none"> 1. Delegating To and Developing Talent 2. Integrity in Action: Navigating Ethics and Conflict of Interest in the Workplace 3. Leading from the Second Chair – Bench Ready 4. Elevate and Excel: Navigating Leadership Terrain <p>Wellness in the Workplace</p> <ol style="list-style-type: none"> 1. Harmony in Leadership: Navigating Productivity, Self-Care, and Burnout Prevention for Nonprofit Leaders 2. Nurturing Leaders, Elevating Teams and Fostering Resilience 3. Wellness Warriors Unite: Making Wellness a Priority in Your Nonprofit 4. Emotionally Intelligent Leaders <p>Keynote Address</p> <ul style="list-style-type: none"> ○ Former NFL Player and FSU Coach, Corey Fuller on High-Effective Teams.
Host Forums on Broad Community-wide issues to encourage networking, thought leadership, and coalition building toward solutions	October 1, 2023 – September 30, 2024	<p>In FY 2023-2024, UPHS hosted eight (8) the following dialogue(s) and forums:</p> <ol style="list-style-type: none"> 1. Middle Management Meet-up: The Importance of Community Engagement (December 12th, 2023) 2. Thought Leader Forum for Executive Directors (December 13th, 2023) with focus on: <ol style="list-style-type: none"> a. Advocacy b. Financial Sustainability c. Workforce 3. UPHS Spring Member Meeting (March 7, 2024) 4. 2024 Agency Bazaar (April 16, 2024) at Florida State University 5. Middle Management Meet-Up: Pushing Through the 1st Quarter Blues (April 17, 2024) 6. Thought Leader Forum for Executive Directors (April 23, 2024) with focus on: <ol style="list-style-type: none"> a. Conflict Resolution b. Self-Care c. Innovation 7. UPHS Office Hours: Developing an Operating Budget for Your Organization (August 20, 2024) 8. Annual UPHS Member Meeting (September 19, 2024)
Serve as administrative and fiscal agent for Tallahassee-Leon County Housing Leadership Council.	October 1, 2023 – September 30, 2024	There was one virtual meeting in FY 2023-2024, as well as numerous updates, informational items, workshops/trainings of interest and HUD notices were sent to HLC members.
Establish, distribute and maintain up-to-date information on community issues and how human service nonprofits are working to mitigate them through their programs/services.	October 1, 2023– September 30, 2024	Ongoing. UPHS manages a weekly publication in the Tallahassee Democrat to utilize its voice and the voice of its members to discuss community-wide issues and solutions provided by UPHS member agencies.
Distribute Annual Report	September 2024	UPHS is including its 2023-2024 Accomplishments Report to this document.

12. Data Collection Method: UPHS utilizes surveys, CHSP reporting data, census data, forums, dialogues, and workshops, as well as asset growth for data collective and analysis.

13. Number of Participants that left or were dropped from the program: 0

14. Provide Participants demographic data: Human Service nonprofit staff, executive leaders, board members, citizen review team volunteers and public.

If possible, please provide participant program satisfaction data: (surveys, etc.) We are pleased to report that our 2023-2024 Annual Membership Survey revealed UPHS members continue to see tremendous value in the work of UPHS with the following benchmarks:

- **94%** of UPHS members saw impact in our advocacy work on behalf of the human services community;
- **98%** are satisfied with the value they receive with their UPHS membership;
- **98%** anticipate renewing their UPHS membership in 2023-2024;
- **100%** would refer UPHS to a colleague and/or eligible participating organization for membership;
- **98%** found the 2023-2024 UPHS workshops & trainings to be informative and the information easy to implement;
- **98%** retention rate of UPHS Members and 12% growth in new members in FY 2023-2024.

15. List any agency partnerships and collaborations related to this program.

UPHS continues to collaborate and partner with a number of organizations and entities such as: the City of Tallahassee and Leon County to enhance the delivery system for human services through the CHSP process, as well as partner with organizations like Office of Economic Vitality, the Chamber, Leadership Tallahassee, Volunteer Florida, Volunteer Leon, INIE, CareerSource, Jim Moran Institute, COCA, Commission on the Status of Women & Girls, Leon County Sheriff's Office, We Are All We Need, Tallahassee Police Department, Leon County Schools and others to continue to provide top-notch training opportunities for nonprofits to strengthen their internal capacity.



United Partners for Human Services

THE POWER OF THE COLLECTIVE

ACCOMPLISHMENTS & HIGHLIGHTS



MEMBERSHIP GROWTH

UPHS welcomed **24** new member agencies, growing by **12%** in 2023-2024.



COMMUNICATIONS

UPHS distributed **12** newsletters and **15** Member Highlight Series videos.



ADVOCACY

Hosted **3** Candidate Forums for the local election season in 2024, where members engaged with candidates to discuss pertinent issues within the human services sector & our local communities.



TRAININGS & WORKSHOPS

UPHS hosted **2** ED Thought Leader Forums, **2** Middle Management Meetups, **2** Member Socials, **1** Full Member Meetings, **2** Member Meetings and **28** capacity building focused workshop sessions.



ANNUAL CONFERENCE

UPHS hosted a 1-day conference with **265** registrants featuring **4** tracks, **16** unique workshop sessions, and a keynote.



TALLAHASSEE BEER FESTIVAL

In its 6th year, UPHS distributed over \$74,000 back to participating agencies, totaling \$291K since its inception.

THE POWER OF THE COLLECTIVE

We thank all of our members & supporters for a part of a great year for UPHS!

Whole Child Leon Annual Report

EXHIBIT B

(October-September)

Agency Performance Report Format & Instructions

Agency Name: _____ Whole Child Leon, Inc. _____

Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)

1. **Program Name:** Whole Child Leon, Inc.
2. **Program Objective:** Whole Child identifies and addresses critical community issues affecting children 0-5 and is catalyst creating partnerships that solve problems. Since January 2004, Whole Child Leon has worked to bring together public, private, and nonprofit partners – child advocates, business leaders, government officials, educators, parents, and caregivers to form a solid foundation needed to create systemic change. We set out to build community commitment to children 0–5, improve access to and utilization of services, improve health of children 0-5, develop safe and nurturing environments, foster economic stability for families with small children, provide quality early education, encourage social interaction and competence, and provide spiritual foundation and strength. Driven by our mission of building a community where everyone works together to make sure children thrive, Whole Child Leon is focused on the following:
 1. **Community Participation and Ownership in Early Childhood Success**
 2. **Children Are Healthy at age 1**
 3. **All Children Are Making Appropriate Progress**
 4. **Children Enter Kindergarten Ready to Succeed**
 5. **Families are empowered to raise children that are resilient and to promote their social-emotional developmental, behavioral, and physical well-being.**

The primary focus of Whole Child Leon is 0-5, but the philosophy addresses needs of children and youth of all ages and their families. Whole Child assists families in identifying the needs of their young children and helps to: Connect families with appropriate service providers; Enable communities to identify gaps in services and assess their progress in ensuring that all children thrive; Empower families to raise children that are resilient and to promote their social- emotional, developmental, behavioral, and physical well-being.

Whole Child Leon engages businesses, civic groups, education, provider agencies, government, and faith-based organizations to work together to achieve its mission. Each segment has unique opportunities for contribution. WCL staff facilitates community leaders and partner agencies to focus on programs, activities, and support services families need to nurture the "Six Dimensions of a Whole Child." (Physical and Mental Health, Quality Early Education and Development, Social-Emotional Development, Spiritual Foundation and Strength, Safe and Nurturing Environment, Economic Stability)

3. **Services provided:** Engaging the entire community around issues of children and families, focusing on children 0-5. Working with parents and providers to identify gaps in services and to address those gaps and needs through advocacy and collaboration.
4. **Services Delivery Strategy:** Collaborative relationships are at the core of the Whole Child philosophy. Whole Child Leon is not a direct service provider and relationships with and among these organizations is essential to ensuring that providers work collectively to address gaps and needs to improve our system care for children and families. To increase collaboration with providers, WCL facilitates a monthly Professional Network Community Conversation. This meeting is key in assisting human services agencies in getting essential information out to other agencies and the families in which they serve. The

WCL executive director serves on the following boards: CHIP Early Childhood Education, Chair; THA Housing Board of Commissioners; Grandparents as Parents; Maternal Mental Health Advisory Board; Maternal Child Health Collaborative; Early Childhood Obesity Prevention Workgroup and is a member of UPHS. Whole Child Leon Board members and staff facilitate various workgroups focused on issues related to child well-being, including:

Summit on Children, Community Screening Council, Breastfeeding Policy Workgroup.

5. **Target Population:** Families with children 0 to 5 years of age residing within Tallahassee and Leon County.
Agencies and organizations within Tallahassee and Leon County providing services to families with children 0 to 21 years of age.
Secondary Target Population: Families with children 0 to 5 years of age living in surrounding counties who may receive services in Tallahassee or from Tallahassee-based providers.
Unduplicated Persons:
5000 Kindergarten students/parents (Kindergarten Readiness Survey)
150 children receiving developmental screenings per year
600 children receiving behavioral health navigation services.
6. **Method used to effectively reach target population:** WCL works to improve the well-being of children and families by identifying gaps in services and creating collaborative relationships to improve our community's system of care. WCL's target population includes providers, parents, and the community - at - large. WCL reaches this target audience by engaging in advocacy efforts, serving on boards, and convening and collaborating with partner agencies.
7. **Program Resources:** n/a
8. **Program Capacity:** n/a
9. **Number of Participants:** n/a **Cost per Participant:** n/a

10. **List 5 highlights your agency has performed in the past six months:**

1) Whole Child Leon Professional Network/Community Conversation: This meeting provides a forum for professionals from agencies and organizations providing services to children and families to make contacts and exchange ideas, promoting community partnership in this process. Whole Child Leon has created a forum where issues concerning child and family well-being are presented, followed by facilitated discussion around service delivery issues affecting children and families. This allows us to identify the issue(s) in our community's early childhood system of care and those identified areas are brought forward to the WCL Board and our provider partners where strategies/solutions are discussed, and action items are identified and assigned. Attendees/members represent 60+ agencies and organizations across the sectors of education, healthcare, faith-based and parent leadership. WCL coordinates the program speakers and networking activities. The meeting is on the 4th Monday of every month and due to COVID is now held virtually. Monthly meeting attendance averages 65 members. Attendees are surveyed yearly.

Q3 and Q4 update:

Q3 Professional Network/Community Conversation meetings:

Q3 ATTACHMENTS

SEE ATTACHED: FIRST FRIDAY NEWSLETTER – APRIL 2024

SEE ATTACHED: FIRST FRIDAY NEWSLETTER – MAY 2024

SEE ATTACHED: FIRST FRIDAY NEWSLETTER – JUNE 2024

SEE ATTACHED: JUNE PN CANCELLATION NOTICE

June 24th – No meeting - will reconvene on July 22nd, 2024. – (In person meeting)

May 27th – No meeting – Due to Memorial Day (Holiday)

April 22nd – No meeting – Staffing issues

Q4 Professional Network/Community Conversation meetings:

September 23- canceled due to Hurricane Helene prep

August 26th- Virtual, no guest speaker

July 22nd - WEE Network and ENDEAVOURS – 25 attendees

Q3 and Q4 update:

2) Tallahassee Pediatric Behavioral Health Center and Navigator Project – Tallahassee Pediatric Behavioral Health Center and Navigator Project - Tallahassee Pediatric Behavioral Health Center and Navigator Project. In July of 2016 WCL began discussions with the Tallahassee Pediatric Foundation to collaborate with the pediatrician and family practice physician members to create a program to improve the health and well-being of children and families in our community. A strategic planning process began in November 2016 to determine and implement a program to address children’s behavioral health needs in the community. Initial funding for one Behavioral Health Navigator was provided by the Early Learning Coalition of the Big Bend. In Aug. 2017, the Pediatric Behavioral Health Navigator Program was implemented and is administered by WCL. The FSU College of Medicine became a partner in 2019. Leon County Pediatricians and Family Practice Physicians refer patients and clients to the program.

This centralized entry point is designed to assure area youth, ages 3-21, have access to high-quality, culturally competent behavioral health services. WCL works to support and/or implement initiatives focused on:

- Supporting pediatric and family medicine practices, clinicians, and community partners
- Supporting families
- Integrating behavioral health services into primary care
- Engaging in relevant policy and advocacy efforts

Now in its 6th year, we have received more than 5000 physician referred children/families to the program.

Q3 ATTACHMENTS

SEE ATTACHED: MONTHLY APRIL REPORT

SEE ATTACHED: MONTHLY MAY REPORT

SEE ATTACHED: MONTHLY JUNE REPORT

Q3 TPBHA meeting dates:

WCL facilitates the Tallahassee Pediatric Behavioral Center Alliance (TPBHA) meetings: April 8th, May 8th, June 12th, Zoom Meeting

WCL facilitates the Behavioral Health Center Navigator (BHN) meetings: April 8th, May 8th, June 3rd, Zoom Meeting

WCL facilitates the Complex Case Conversation meetings: April 8th, May 22nd, June 3rd, Zoom Meeting

Q3 Alliance Meeting
June 12, 2024
Meeting Notes

- I. Integration Project Updates FSU Pediatric Integration Team
- Group discussion regarding limiting referrals received from Participating Providers.
 - Clarification on enrolled vs participating providers.
- II. Program Updates
- May Program Report J'ere Clark
- III. Announcements/Adjourn
- Complex Case Conversation
 - Jumpstart to Success Back to School Event
August 10, 2024
- *Next meeting date: July 10, 2024 (12:15 pm - 1:15 pm)

Q3 Alliance Meeting
May 8, 2024
Meeting Notes

- I. Integration Project Updates FSU Pediatric Integration Team
- Group discussion regarding limiting referrals received from Participating Providers.
 - Clarification on enrolled vs participating providers.
- II. Program Updates
- April Program Report J'ere Clark
- III. Announcements/Adjourn
- Complex Case Conversation

May 22, 2024, Presentation by Apalachee Center and FSU Developmental Disabilities Research Registry and Repository Study and Audiology

June 26, 2024, IN PERSON Presentation by Healing Hearts Music Therapy

- Jumpstart to Success Back to School Event
August 10, 2024
- *Next meeting date: June 12, 2024 (12:15 pm - 1:15 pm)

Q3 Alliance Meeting
April 8th, 2024
Meeting Notes

- I. Integration Project Updates FSU Pediatric Integration Team
- Group discussion regarding limiting referrals received from Participating Providers.

- Clarification on enrolled vs participating providers.

II. Program Updates

- March Program Report J'ere Clark
- Jumpstart to Success Back to School Event
August 10, 2024

III. Announcements/Adjourn

- Complex Case Conversation

*Next meeting date: May 8, 2024 (12:15 pm - 1:15 pm)

Q4 TPBHA meeting dates:

Q4 ATTACHMENTS

SEE ATTACHED: MONTHLY JULY REPORT

SEE ATTACHED: MONTHLY AUGUST REPORT

SEE ATTACHED: MONTHLY SEPTEMBER REPORT

Q4 TPBHA Alliance Advisory Committee meeting dates:

WCL facilitates the Tallahassee Pediatric Behavioral Center Alliance (TPBHA) meetings: July 10th, August 14th, September 11th, Zoom Meeting

WCL facilitates the Behavioral Health Center Navigator (BHN) meetings: July 12th & 19th, August 2nd & 23rd, September 3rd & 10th,

WCL facilitates the Complex Case Conversation meetings: July 31st, August 28th, September- was canceled due to the Hurricane Helene, Zoom Meeting

Q4Alliance Meeting
September 11, 2024
Meeting Notes

I. Integration Project Updates

FSU Pediatric Integration Team

- Group discussion regarding limiting referrals received from Participating Providers.
- Clarification on enrolled vs participating providers.

II. Program Updates

- August Program Report J'ere Clark

III. Announcements/Adjourn

- Complex Case Conversation – no meeting

*Next meeting date: October 11, 2024 (12:15 pm - 1:15 pm)

Q4Alliance Meeting
August 12, 2024
Meeting Notes

- I. Integration Project Updates FSU Pediatric Integration Team
- Group discussion regarding limiting referrals received from Participating Providers.
 - Clarification on enrolled vs participating providers.
- II. Program Updates
- July Program Report J'ere Clark
- III. Announcements/Adjourn
- Complex Case Conversation
 - Jumpstart to Success Back to School Event
August 10, 2024
- *Next meeting date: September 11, 2024 (12:15 pm - 1:15 pm)

Q4Alliance Meeting
July 12, 2024
Meeting Notes

- I. Integration Project Updates FSU Pediatric Integration Team
- Group discussion regarding limiting referrals received from Participating Providers.
 - Clarification on enrolled vs participating providers.
- II. Program Updates
- June Program Report J'ere Clark
- III. Announcements/Adjourn
- Complex Case Conversation
 - Jumpstart to Success Back to School Event
August 10, 2024
- *Next meeting date: August 12, 2024 (12:15 pm - 1:15 pm)

Q3 and Q4 update:

3) Community Summit on Children-WCL is the managing entity and convener of the Annual Summit on Children, beginning in 2014. The Summit is a community driven event created to increase public/private business awareness, engagement and investments in early childhood programs that will drive better outcomes for our children and families, and ultimately the future of Leon County.

Q3 Summit on Children Planning meeting: Reconvene meeting in the Spring of 2024

Q4 Summit on Children Planning meeting: August 8th, September 5th
Postpone the 2024 Summit on Children Event due to 2024 Hurricane season.

Q4 Summit on Children Meeting
August 8th, 2024
Meeting Notes

The conversation focused on improving children's well-being and health in Leon County. Speakers emphasized the importance of collaboration, policy change, and employer engagement in promoting early childhood education. Key arguments included the need for more family-friendly workplace policies, increased support for early childhood resources and services, and bridging the gap in maternal and paternal health. Speakers also discussed strategies to improve employee well-being and engagement in the workplace, and engaging caregivers in the planning process for a children's services organization.

Action Items for Discussion

- Fill out feedback survey and share with others.
- Research availability and pricing of FSU Alumni Center and Tucker Center for hosting 200-300 people.
- Schedule next planning meeting once survey feedback is received.
- Report back on venue selection and dates once pricing information is obtained.

Children's summit planning with local organizations.

- Jere Clark, Interim Executive Director of Whole Child Leon, welcomes everyone to the planning meeting for the 10th annual summit on children.
- Dina Snider, Director of Programs and Finance, joins the meeting and looks forward to collaborating with everyone.
- Kim Kelling, director of content at WF Public Media, reflects on 10 years of community rallying around child needs with Mayor Gillum's initiative.
- Elizabeth Murphy, CEO of Early Learning Coalition of Big Bend, serves on Whole Child Leon board and is excited to collaborate with others.
- Brooke Brunner, Director of Early Learning for Leon County Schools, leads teen parent program and is a whole child board member.

Setting intentions for a community event, focusing on call to action and positive feedback from past events.

- Speaker 1 welcomes attendees and thanks JRE for hosting, mentioning that Jessica is missing due to Olympic opportunities in Paris.
- Speaker 1 encourages attendees to share their thoughts on what they would like to see in future events, with a focus on intention setting and replicating successful practices from past years.
- Brooke suggests starting with last year's call to action and outcomes to inform this year's programming.
- Speakers discussed the importance of prevention and highlighted the need for a call to action to address gaps in services for children and families.
- Committee members shared their thoughts on the theme of the event and potential call to action items, including more family leave and bosses for babies.

Parental leave policies and their impact on businesses and communities.

- Ric Banciella and Brooke Brunner discuss the need for more family leave and engaging the community in Tallahassee.
- Ellen Piekalkiewicz raises concerns about the limited paid parental leave policy at FSU, with only six weeks of benefits.

- Ellen Piekalkiewicz shares concerns about the lack of interaction and networking at past summit events.
- Speaker suggests incorporating more organic and interactive elements into the design of future summit sessions.

Resources for new parents in Tallahassee.

- Keshia suggests bringing together local agencies to address gaps in maternal and paternal health services.
- Keshia Jenkins highlights the need for a centralized resource room to showcase available services for new parents.
- Speaker 2 suggests collaborating with ELC and other organizations to stay updated on community resources and initiatives.

Engaging the business community in early childhood education.

- Matt Guse emphasizes the importance of business buy-in for early childhood education initiatives.
- Matt Guse notes that the Leon County Chamber of Commerce has recently shown interest in early childhood issues, but the Florida Chamber has been a long-time advocate.
- Matt Guse and Brooke Brunner discuss the challenge of engaging the business sector after a community event.
- They suggest organizing tours and round robins to familiarize business leaders with local services and agencies.

Engaging caregivers in early childhood education.

- Speaker 1 suggests focusing on business leaders at the summit, with a goal of pairing them with providers.
- Reflection and gap identification are key themes, with a desire to showcase CSC's first annual report.
- Holly suggests including HR professionals in the conversation to better understand employee needs.
- Liz notes that even with well-intentioned strategies, parent involvement is often the missing link in achieving success.
- Caregivers are a crucial but challenging population to engage in educational projects.

Venue options for a child advocacy event in Tallahassee, Florida.

- Speaker 1 emphasizes the importance of a social ecological perspective in celebrating 10 years of advocacy for children.
- Venue options are limited due to Turnbull Center's renovation, with the FSU Alumni Center and Marcus Nicholas's help being considered.
- Speaker 2 researched event spaces and found the Alumni Center has dates in December, but they might be too late.
- Speaker 1 suggested using the Alumni Center on a Thursday or Tuesday, as their availability is more flexible.

Venue options for a conference, including costs and capacity.

- Speakers discuss catering costs for upcoming events, preferring Park View or FSU Alumni Center.
- Planners debate whether to offer virtual attendance options for conferences.
- Speakers discuss venue options for upcoming event, including Tucker Center and DEI Summit space.

Finding a suitable venue for a community event.

- Speakers discuss venue options for a large event, finding non suitable for 200-250 people.
- Speaker 1 encourages everyone to fill out the survey and share it with others.
- J'ere Clark takes notes and reads the chat to stay focused while ensuring everyone is on the same page.
- Keshia and J'ere discuss organizing a community event, seeking feedback and input from the group.

Q3 and Q4 update:

4) **WCL Back to School Event** - Whole Child Leon, Leon County Sheriff Office and partners proud to host 2024 Back to School Event. Our goal is to make this annual event designed it assist local families in preparing their children for the upcoming school year to ensure all students have the necessary school supplies, haircuts and braiding, dental screenings and other resources to enter school ready to learn.

Q3 WCL Back to School Event meetings: April 19th, May 8th & May 22nd, June 5th & June 12th

Q3 ATTACHMENTS

SEE ATTACHED: BACK TO SCHOOL FLYERS

SEE ATTACHED: BACK TO SCHOOL MOU

Q3 Back to School Meeting June 12th, 2024 Meeting Notes

The group discussed planning and coordination for an annual Back to School Event, including securing sponsors, ordering supplies, and logistics. They also discussed ways to streamline the supply distribution process, such as pre-packing supplies in backpacks, and logistical arrangements for the event, including volunteer check-in, vendor setup, and sponsorship. The group emphasized the importance of documenting the event through a professional photographer and videographer and agreed on a deadline of July 5 for sponsor inclusion in signage and marketing materials.

Planning a back-to-school event with sponsors, supplies, and logos.

- Shonda Knight and others discuss summer plans and cancel next week's meeting due to federal holiday.
- Plans for annual event at Lively this year, including stage layout and sponsorships secured.
- Speaker 1 plans to order backpacks and supplies, including hot dog boats, for an event.
- Speaker 1 requests an update on the flyer design from Speaker 2, who shares a screen with logos from various agencies.
- Unknown speaker suggests plugging in sponsors, including Texas.

Backpack giveaways, volunteers, models, and sponsorships for a school event.

- Speaker 4 is looking for 20 models for a mini fashion show at Walmart on May 1st.
- Speaker 4 wants email contact information for volunteers and models and will send a volunteer form.
- Speaker 1 discusses sending last year's flyer to Shonda and providing a draft version for others to copy and paste.
- Speaker 3 asks Dr. Gayle if she has received any feedback from schools regarding their dance teams participating in the event.
- Speaker 3 requests steel drums from All I Can Do Is Ask, while Speaker 4 offers to sing the national anthem and another song.
- Supplies needed include volunteers, barbers, and specific items for the backpacks, with First Commerce donating rulers in past years.

School supply list for 3000 students, focusing on pencil pouches and scissors.

- Speaker 3 suggests reducing pencil pouches to only half of the list.
- Speakers discuss adjusting supply quantities based on past needs, distribution to Title One schools.

School supply distribution and pre-stuffing backpacks.

- Speaker 1 discusses pre-packing backpacks with specific supplies for each child.
- Group discusses how to organize backpack stuffing event for school supplies.

Streamlining school supply distribution.

- Speaker 1 suggests reducing the number of tables from 10 to 7, allowing parents to choose supplies.
- Speaker 4 agrees but notes that more tables may be needed for the priest of fat pack.
- Speaker 3 suggests taking calls from the superintendent while waiting for supplies to be distributed.
- Speaker 1 proposes stuffing lighter supplies for elementary school students, while secondary students receive differentiation piles.

School supply list and volunteer check-in process for an event.

- Speaker 4 suggests core supplies like notebook paper, composition book, and folder for all ages.
- Discussion revolves around organizing a school supply drive on Friday, September 9th.
- Volunteers checked in at back of event, while vendors checked in at front.

Event logistics, including restrooms, trash, and security.

- Planners discuss logistics for event, including setup, parking, and restrooms.
- Browning and Speaker 7 agree on paying maintenance staff for cleaning and restroom facilities during event.

Speaker 7 suggests using buildings 8 and 9 for the event, with the possibility of adding a third building. Speaker 4 proposes having a runner or additional staff near the food area to collect trash.

Sponsorships, volunteers, and logistics for community event.

Speaker 4 emphasizes the importance of clear communication with sponsors.

Speaker 4 emphasizes the need for logos by end of second week in July.

Speaker 1: Responding to messages, forwarding documents, and setting volunteer cutoff dates.

Shonda Knight: Seeking clarification on sign-up information and sponsorship details.

Speaker 1 seeks clarification on how to handle group volunteers (15 words)

Shonda Knight asks how to communicate individual vs group volunteer information

Q3 Back to School Meeting June 5th, 2024 Meeting Notes

The conversation revolved around planning and executing community events, including securing sponsorships, coordinating logistics, and partnering with local organizations. The speakers also discussed fundraising and budgeting strategies, commitment to supporting children's education and welfare initiatives, and preparations for a hair and beauty event. Key takeaways include the importance of having a clear framework, strategic advertisement, and volunteer recruitment, as well as the need for financial support and understanding the location and supplies needed for events.

Natural hair care and upcoming meetings.

- Whole Child Leon and Michelle Gayle/LCS discuss natural hair care and upcoming events.
- Whole Child Leon and Christy Martin Lane discuss logos for an upcoming event.

Organizing back-to-school event for underprivileged children, including grant applications, sponsorships, flyers, and budgeting.

- Whole Child Leon plans to deliver backpacks to Miss Gloria's school with help from committee and community.
- Christy Martin Lane discusses budget and commitment to the organization with the group.
- Christy shares good news about the organization's progress and success.

Budget and fundraising for a community event.

- Martin outlines financial plan for back-to-school event, including budget and sponsorships.
- Christy Martin Lane outlines budget reduction strategies for upcoming event.

- Christy Martin Lane outlines plan to use funds raised for next year's event, including buying backpacks and school supplies early.
- Whole Child Leon expresses gratitude for Christy's budgeting and planning, hoping to make progress by February instead of April.

Supporting children's education through fundraising and fashion shows.

- Michelle Gayle/LCS announces \$30,000 investment in children's programs, including \$5,000 for 100 Black Men.
- Christy Martin Lane plans to involve more stores in the fashion show, including those in Georgia and Marianna, Florida.
- Christy Martin Lane plans fashion show fundraiser for Leon County Foundation.

Planning and organizing a community event.

- Christy Martin Lane and others plan to reach out to dance teams and color guards for the event.
- Christy Martin Lane outlines timeline for sponsorship marketing and volunteer recruitment.
- Christy Martin Lane plans walkthrough with new health and wellness director and reaches out to senior directors and barbers/braiders.

Partnering with health department for immunization clinic.

- Confusion about haircuts and marketing strategies discussed.
- Participants discuss organizing an event with a sponsorship letter for donations.
- Michelle Gayle suggests partnering with Leon County Health Department for immunizations.
- Christy Martin Lane proposes adding a third system for immunizations to manage potential long lines.

Vaccination clinic logistics, including start time, supplies, and food distribution.

- Van Camp suggests setting up a designated area for vaccination clinics, possibly in the parking lot or an outdoor space.
- Gayle/LCS recommends advertising the event clearly and strategically to inform parents about what to expect and when to arrive.
- Michelle Gayle suggests starting food distribution earlier to avoid heat and long lines.

Logistics for a community event.

- Christy and BJ discuss setting up mobile units for check-in at Lively's campus, considering access to electricity and proximity to parking lot.
- BJ suggests setting up mobile units near the pre-K parking lot, where they can lock down vendors and have easy access to electricity.
- Christy and Leon discuss logistics for the event, including vendors, air conditioning, and donations.

Planning a community event, including logistics and sponsorship.

- BJ and Whole Child Leon discuss potential locations for a fan to improve air circulation at a school event.
- Whole Child Leon suggests improving food service by designating specific people to cook and serve food to make it more efficient.
- Leon, BJ Van Camp, and Christy Martin Lane discuss the need for a designated area for people to eat and wait for events, possibly with benches and trash cans.
- Whole Child Leon plans to send a letter to the group by the end of the day and will follow up with a meeting on June 19.
- The group discusses potential dates for future meetings and decides to switch to weekly meetings starting in July.

Q3 Back to School Meeting
May 22nd, 2024
Meeting Notes

The group discussed the upcoming family event, including the venue selection and funding options. Speaker 1 proposed rescheduling the walkthrough of the fairgrounds due to storms. Speaker 3 emphasized the importance of including the sable palm families. Speaker 2 suggested keeping the second weekend in August. In the second segment, Speaker 4 reached out to Miss Gloria for a potential sponsorship opportunity. Speaker 5 expressed concerns about the timeline for sponsorship applications, and Brooke Brunner offered to double-check with Sega for a smaller commitment. The group also discussed budgeting and sponsorship for various upcoming events, including backpacks, vendors, and advertising. Speaker 1 proposed a budget for the backpacks, and Christy Martin Lane shared her experience from last year. The group agreed to invite Christy and a board member to develop a draft budget for managing vendors and food. Speaker 5 emphasized the importance of urgency in addressing these matters, and Shonda Knight offered to facilitate radio station advertisements.

Venue, backpacks, and sponsorship for upcoming event.

- Speaker 1 greets participants, starts meeting despite technical issues.
- Discussion on hosting event at either Lively Campus or Fairgrounds, with pros and cons of each location.
- Shonda Knight and Speaker 1 discuss logistics for an event with Regina and Sable Palm families.
- Speaker 1 discusses backpack options for an event, including different styles and associated costs.
- Discussion ensues on sponsorship and distribution of backpacks among participants.

Budget and sponsorship for school event.

- Christy Martin Lane seeks to establish a budget for backpacks and supplies, hoping to secure \$35,000 from partners.
- Speaker 5 recommends a cost-effective approach, suggesting a small group work on budgeting sooner rather than later.
- Speaker 5 suggests mid-range option for sponsorship, preferring \$12,000 option.
- Group discusses Children's Services Council funding and sponsorship application process.

Funding and logistics for school event.

- Brooke Brunner confirms Sega's potential commitment, but council approval required.
- Speaker 5 emphasizes urgency for committee to review and provide input on the letter.
- Christy seeks grant and signage ideas, reaches out to partners.

Advertising, logos, and sponsorships for upcoming event.

- Committee discusses budget and project plan for large group project with Christy and board member.
- Committee members discuss advertising strategies for school event.
- Christy Martin Lane proposes to get ahead of the game by securing sponsorship for the radio station advertisement two to three weeks ahead of time.
- Shonda Knight offers to send the new LCS package with the new logo to Christy Martin Lane.

Q3 Back to School Meeting
May 8th, 2024
Meeting Notes

The group discussed the planning and logistics for a community event, including the use of a memorandum of understanding (MOU), the selection of a primary distribution or vendor for beverages, and the need for electrical outlets and parking. They also discussed the selection and sourcing of backpacks for a school supply drive, considering factors such as cost per box, durability, and reviews. Shonda Knight and Whole Child Leon expressed their willingness to find out about the sponsorship of the fair, while BJ Van Camp mentioned the need for outlets for clippers and other stations. Christy Martin Lane inquired about the sponsorship of the fair and the possibility of using a different style of backpack.

Using North Florida fairgrounds for back-to-school event.

- Leon and BJ greet each other, discussing their mornings and agenda for the meeting.
- Whole Child Leon outreach director Julia discusses back-to-school event logistics with Shonda Knight.
- Shonda Knight and Christina Logan discuss using the North Florida Fairgrounds for a reentry event, citing its central location and amenities.
- Concerns about accessibility and distance are raised, but the potential benefits of having everything in one place are emphasized.

Logistics for Second Harvest event at fairgrounds, including walkthrough and sponsorship levels.

- Christy Martin Lane wants to review the space layout for the upcoming event as soon as possible to plan logistics and narrative for stakeholders.
- Shonda Knight and Christy Martin Lane discuss logistics for Second Harvest's backpack drive, including storage and setup options for the event.
- They plan to schedule a walkthrough for next week to finalize details and invite other team members.
- Whole Child Leon plans to update MOU with new dates and distribute for approval before sharing with vendors and volunteers.

Logistics for a barbershop event at a fairground.

- BJ Van Camp and Shonda Knight discuss logistics for an event at the fairground, including space for backpacks and access on Friday.
- Shonda and BJ discuss logistics for the event, including outlets and parking.
- Shonda mentions a blueprint for the event location from 15-20 years ago, with outlets already in place.

Backpacks for school fair, price points, and vendor selection.

- Christy seeks clarification on fair sponsorship, Shonda and Leon offer support.
- Christy suggests testing a new backpack supplier due to quality issues with the previous one.
- Christy estimates a middle or end of June deadline for ordering backpacks to ensure timely delivery.
- Christy Martin Lane suggests ordering in bulk to reduce cost per unit.
- Committee discusses starting with 84 backpacks, multiplied by 24 for school year.

Backpacks for school supplies.

- Whole Child Leon and BJ Van Camp discuss purchasing packets of a product for \$66 per box.
- Whole Child Leon suggests ordering test samples of backpacks before placing a bulk order.
- Whole Child Leon: Coordinated sponsorships with Walmart, Comcast, and others.
- Shonda Knight: Assisted with sponsorship coordination, identified additional partners.

Q4 WCL Back to School Event meetings: July 3rd, July 10th, July 24th, July 31st

Q4 Back to School Meeting July 31st, 2024 Meeting Notes

Speakers 1 and 2 discussed preparations for the 'Back to School Jump Start to Success' event, including ordering shirts, promoting on social media, assembling backpacks, and setting up supplies. Unknown Speaker brought up the need for a barricade, while Speaker 1 ensured the event map would be shared with the bus driver. Speaker 1 provided updates on the supply drive, including delivering tables, checking in volunteers, and setting up supplies. Speaker 3 mentioned stuffing pencil pouches, and Unknown Speaker asked if they could start taking binders in the golf cart. Vendors were reminded of tables and setup time windows.

Action Items for Discussion

- Send out event maps to attendees.

- Follow up with Molly regarding additional volunteer.
- Coordinate barricade for event driveway.
- Send out vendor reminders and information.
- Deliver binders to event location.

Planning back-to-school event with 7 barbers, 7 braiders, and 25 tables for vendors.

- Speaker 1 updates the group on upcoming back-to-school events, including shirt ordering and supply pickup.
- Plans made for backpack stuffing, vendor setup, and event logistics.
- Organizers discuss volunteer needs for a community event, including barbers and braiders.

Logistics for school supply drive and backpack stuffing event.

- Speaker 1 plans to pick up shirts by Thursday and set up supplies on Thursday.
- Speaker 1 seeks input on topics for intern breakfast and volunteer check-in.
- Speaker 1 plans to send an email with a map and invites collaboration.

Q4 Back to School Meeting
July 24th, 2024
Meeting Notes

The group discussed the planning and execution of a school supply drive event, including ordering backpacks, shopping for supplies, and organizing volunteers. They also prepared for an upcoming community event by discussing logistics, entertainment, and partnerships. The Alpha Iota, Delta chapter of the Alpha Phi Alpha Fraternity Incorporated was scheduled to present, and vendors, refreshments, and cosmetologists and barbers were secured for the event. Attendees were encouraged to reach out with questions or concerns.

Action Items for Discussion

- Order Expo markers to pre-stuff into pouches
- Secure additional barbers/braiders for the event
- Follow up on availability of high school band for entertainment
- Finalize models for middle school and high school for fashion show
- Promote the event on social media to maximize student participation
- Reach out to potential breakfast sponsors like Panera, Chick-fil-A

Backpack supplies for school event.

- Speaker 1 reassures listeners that a guest worker is present despite unusual occurrences.
- Speaker 1 struggles with technical issues while preparing for an event.
- Organizers plan to pre-stuff backpacks by grade level and provide supplies on tables for all students.

Back-to-school event logistics, volunteers, and sponsors.

- Speaker 1 discusses promoting the event through professional photographers and selfie opportunities, as well as organizing volunteers and supplies.
- Speaker 1 mentions shirt sizes for volunteers, supplies including binders and markers, and food and entertainment logistics.

- Organizers plan efficient event with timely services, queue system, and sponsor recognition.
- Alpha Phi Alpha fraternity presents fashion show, taekwondo demo, and remarks by Leon County Schools.

Securing vendors, models, and cosmetologists for an upcoming event.

- Christy Martin Lane secures 5 barbers and cosmetologists for the event, including one unconfirmed cosmetologist.
- Christy reaches out to Miss JoJo, who heads up the cosmetology team at Lively, to confirm the number of individuals working at the event.
- Christy Martin Lane seeks to narrow down a list of 6 potential ecology participants and 12 children for a fashion show, with a practice tomorrow at 6:30 PM.

Backpack giveaway event planning, volunteers, and sponsors.

- Christy Martin Lane mentions that Coke has graciously agreed to provide signage for the event, including banners and directional signage.
- Christy believes that promoting the event through social media and outlets is crucial to ensure a successful turnout, with a potential of having more volunteers than participants.
- Christy Martin Lane is excited about progress in planning event for underprivileged children.
- Christy Martin Lane is excited for the event, seeking sponsors and volunteers.

Q4 Back to School Meeting
July 10th, 2024
Meeting Notes

The group discussed preparations for upcoming community events, including logistics, volunteer shifts, and coordination. They also addressed privacy concerns and sponsorship opportunities for a vaccination event. Additionally, they discussed arrangements for a backpack giveaway event, including the provision of tables and chairs, and the delivery of supplies. The speakers emphasized the importance of having a clear purpose and target audience and confirmed the participation of the Leon County Health Department.

Action Items for Discussion

- Send company logos for banner ASAP.
- Schedule the next site visit for health dept, Coke, vehicles.
- Send volunteer registration info.
- Confirm tables/chairs from Lively Tech by August 5th.
- Send out scheduling email.
- Provide Dr. Gayle's contact info.

Back-to-school event planning, including logistics and volunteers.

- Speakers discuss fashion show preparations, logistics, and sponsorship requests.
- Speaker 1 is excited about the backpacks being ordered and the involvement of Greek community organizations.
- Christy is planning a fashion show and has arranged for the school supplies to be delivered to the school on August 7.

Organizing a fashion show for a charity event.

- Christy updates on grants for Walmart and Barbara's spike, while Kenneth Pratt offers help with barbers and cosmetologists.

- Christy is excited about the progress made on the Jump Start to success runway show, including confirmation of logos and commitment from Sams partnership.
- Christy will send out release forms for photo and rehearsal schedules tomorrow afternoon, and Kenneth Pratt has expressed interest in involving his children in the fashion show.

Logistics for upcoming event, including vendors, parking, and transportation.

- Speaker 1 confirms stipends will be provided for barbers, braiders, and cosmetologists.
- Planning for a festival involves coordinating vendors, vehicles, and logistics.

Logistics for a community event, including sponsors, flyers, and parking.

- BJ Van Camp and Brittani Stokes discuss event planning with sponsors and volunteers.
- Speakers share updates and information on the upcoming event, including logos, social media posts, and registration.
- BJ Van Camp and Michelle Gayle discuss vaccination event logistics with Christy and Brittani.

Concerns about parking and privacy arise, and a site visit is scheduled to address these issues.

- BJ Van Camp and Speaker 1 discuss setting up tables and chairs for the event, with BJ Van Camp offering to provide them at a discounted rate.
- Speaker 1 mentions that they will be at the event all day Friday to prepare the backpack stuffing and ensure a smooth Saturday.

Q4 Back to School Meeting
July 3rd, 2024
Meeting Notes

The speakers discussed planning and preparation for two upcoming events: a back to school event and a summer festival. They exchanged information about the dunk tank and fashion show recruitment, and later discussed the details of the fashion show, including securing a venue and recruiting volunteers. Michelle Gayle/Southside reached out to various groups to secure entertainment for the event, including cultural dancers and a mobile unit from the Department of Health.

Back-to-school event logistics, including dunk tank and fashion show.

- Michael Monroe joins the meeting to discuss back to school event participation.
- Speaker 1, updates on back packs, dunk tank, and fashion show; Christy works on recruitment for fashion show

Fashion show logistics, sponsorships, and volunteers.

- Christy Martin Lane and Michelle Gayle/Southside discuss engagement and fashion show details.
- Christy secures revenue for fashion shows, sends email with information to interesting parties.
- Speaker 1, provides update on the fashion show, including sponsor logos and volunteer recruitment
- Michael Monroe asks about format for logo submissions and music/emcee expectation for the fashion show
- Michelle Gayle/Southside reach out to various groups for entertainment and sponsorships
- Leon County Health Department will provide Immunization and COVID 19 testing

Q3 and Q4 update:

5) WCL Oyster Roast 2024 – 3rd Annual Event for WCL to host and engage community partner for the mission of young children 0 to 5 years of age. This Event will be beneficial for the operation and servicing more children also families in our community.

Q3 WCL Development Planning/Oyster Roast Planning meetings: Reconvene meeting in the Fall of 2024

**Q4 WCL Development Planning/Oyster Roast Planning meeting dates: August 20th,
Postpone the 2024 WCL Oyster Roast Event due to 2024 Hurricane season.**

11. Program Goals:

- a. **Short-term** - on-going -To continue to raise awareness of the importance of the early years of a child's life by leading advocacy efforts by way of provider and parent engagement, local newspaper /media, and through interfacing at community outreach events and by acting as a key partner in planning the following: 2024 Summit on Children, Developmental Screening Days for young children, Back-to School Event, and by hosting a monthly professional network community conversation meeting with more than 60 agency and organizations represented. Pediatric Behavioral Navigator Program- This program is currently at capacity -working to identify resources that will enable WCL to grow the program to meet the needs of the community.
- b. **Intermediate** – Continue to support and host 4 yearly Developmental Screening Days for children 6 months-5 years of age, to broaden the scope of the Pediatric BH Navigator program to enable us to serve more children.
- c. **Long-term** -To continue to work to change the culture of Leon County whereby services are provided to children 0 to 5 years of age (and their families) in a comprehensive, seamless, collaborated manner to ensure a child receives all needed services.

12. **Objectives** (Intended impact/outcome results)

- a. **Activities** – see below.
- b. **Time Frame** – on going
- c. **Key Performance Indicators** (Quantifiable)

Whole Child Leon sees the following as a result of our work:

- Provides critical information to the community related to status of maternal and child health in Leon.
- Families have one-stop access to a wide range of service providers.
- More families receive services they need.
- Community needs, and service gaps are identified, allowing us to facilitate seeking resources and providers to address those needs.
- Increased communication and collaboration among agencies providing services to families.
- Makes it easier for families to gain access to the information and the behavioral health services their child needs
- Empowers families to address their needs proactively, not only when faced with a crisis.

d. **Outcome Measures**

(Benefits or changes for participants during and after their involvement with the program)

13. **Data Collection Method:** from partners for the status of the child report and from providers and parents through community outreach. Surveys and assessments through activities and programs.

14. **Number of Participants that left or were dropped from the program:** N/A

15. **Provide Participants demographic data:** see attached.

16. **If possible, please provide participant program satisfaction data:** (surveys, etc.)

17. **List any agency partnerships and collaborations related to this program.**

Collaborative Partners/Resources	Description of Collaborative Partnerships
Apalachee Mental Health Center	CHIP Behavioral Health Committee and Behavioral Health Program
Big Bend AHEC	Healthy School Challenge
Big Bend Community Based Care	Professional Network Partner
Boys and Girls Club of Big Bend	Youth Empowerment and Entrepreneurship Training (YEET) program
Breastfeeding Policy Workgroup	Partnership in Breastfeeding Coalition to address policy's regarding breastfeeding
Capital Area Community Action Agency	Implementing 95210-The Whole Picture of Health in Leon County Head Start Centers, Professional Network Partner, Community School
Capital Area Healthy Start Coalition	Breastfeeding Policy Workgroup, Maternal Child Health Collaborative, Board service
Capital City Bank	Signature Event Partner
Capital City Youth Services	Professional Network Partner (Youth Advocacy)
Children's Home Society	Professional Network Partner, Partner with Behavioral Health Program
Children's Service Council	Community Services Partner, Partner with Summit on Children
Children's Medical Services	Healthy Infant Partnership, Partner in Free Community Wide Developmental Screening
City of Tallahassee	Funder, Professional Network Partner, Partner Equity Tallahassee Leon, Summit on Children
Community Wellness Counseling Services	Provider partner Behavioral Health Navigator Program.
Department of Children & Families	Partner in Early Childhood Mental Health SAMSHA grant, Professional Network Partner, Partner in Free Community Wide Developmental Screening
Department of Health (Leon County)	Breastfeeding Policy Workgroup, ECOP workgroup, Early Childhood Education & Empowerment Workgroup, South City Community Health Assessment
Early Childhood Obesity Prevention Coalition (ECOP)	95210, Childhood Obesity Prevention Education
Early Learning Coalition of the Big Bend	Professional Network Partner, Tallahassee Pediatric Behavioral Health Navigator program, Partner in Free Community Wide Developmental Screening, Board Service

Families First of Florida	Provider partner Behavioral Health Navigator Program
FAMU Institute of Public Health	Institute of Public Health, College of Pharmacy professors Fran Close and Sandra Suther, College of SW and Public Health Internship Program, Partner in Free Community Wide Developmental Screening
Florida Center for Reading Research	Early Childhood Education & Empowerment Workgroup, Summit on Children
Florida Children Council	Professional Network Partner
Florida Diagnostic & Learning Resource System	Partner in Free Community Wide Developmental Screening
Florida Public Health Association	Dedicated to the advancement of public health professionals in Florida.
FSU College of Medicine	Pediatric Behavioral health Navigator Program, Infant and Maternal Health, College of SW and Internship Programs, Partner in Free Community Wide Developmental Screening
Foundation for Leon County Schools	Collaborating on the implementation of 95210-The Whole Picture of Health in elementary school's district-wide
Greater Bond Neighborhood Association	GBNA Community Focus with the Neighborhood First Plan
Help Me Grow Leadership Team	Partner in Free Community Wide Developmental Screening
Leon County Government	Funder, Professional Network Partner
Leon County School Board Leon County Schools	Title 1 Advisory Board, ECOP Workgroup, Partner in Free Community Wide Developmental Screening, Board service
Leon County Sheriff's Office	Professional Network Partner, Board Service, Signature Event Partner
NAMI, the National Alliance on Mental Illness	Nation's largest grassroots mental health organization dedicated to building better lives for the millions of children's & families, PACT Partner, Host parent meetings
Our Kids First	Children Services Council Advocacy
Play Big	Professional Network Partner, Tallahassee Pediatric Behavioral Health Navigator program, Partner in Free Community Wide Developmental Screening, Early Childhood Education & Empowerment Workgroup
Purpose Built Communities	Partner for technical assistance and implementation
Second Harvest of Big Bend	Food on the Move Mobile Summer Feeding Program
Tallahassee Community College	Workforce development, ASPIRE Collective Impact, Early Childhood Education & Empowerment Workgroup
Tallahassee Memorial Hospital	Signature Event Donor/Partner

Tallahassee Pediatric Foundation	Strategic partner for Tallahassee Pediatric Behavioral Health Navigator program, PACT Partner, Board Service
Technology Talent Pipeline	Hours4Leon initiative
The Kearney Center	Professional Network Partner (Homelessness)
The Learning Pavilion	Professional Network Partner (Childcare), Early Childhood Education & Empowerment Workgroup, Partner in Free Community Wide Developmental Screening
The South City Foundation, Inc.	Partnership in South City and Purpose-Built Community primary focus Community Wellness, Early Child Education and Mix Income Housing
United Health Care	Funders of Behavior Health Navigator Program
UF IFAS Leon County Extension Office	Grow, Shop, Cook, Eat Initiative, ECOP Workgroup, Farmers Market initiatives
WFSU	Professional Network Partner, Early Childhood Education & Empowerment Workgroup, Summit on Children
211	Professional Network Partner

2023/24 QUARTERLY REPORT

Agency: Whole Child Leon, Inc.	Program:	Category:
Reporting Period (Check One):: 1st Quarter ___ 2nd Quarter ___ 3rd Quarter ___ Year-End ___x___		
Contract Type/Funding Source (Check One):		
<input type="checkbox"/> CDBG (Community Development Block Grant)	Number of Unduplicated Clients to be served per 2017/18 Contract, Attachment A:	
<input type="checkbox"/> Change for Change		
<input checked="" type="checkbox"/> General Revenue		
<input type="checkbox"/> GR Special Project		
<input type="checkbox"/> Promise Zone		

Section 1: Unduplicated Persons Served

PERSONS SERVED, RACE:	Black/ African American	White	Asian	American Indian or Alaskan Native	Native Hawaiian/ Other Pacific Islander	American Indian/Alaskan Native & White	Asian & White	Black/African American & White	American Indian/Alaskan Native & Black/African American	Other Multi-Racial	TOTALS
Male	655	755	52							95	1557
Female	725	901	71							91	1788
Other											0
TOTALS	1380	1656	123	0	0	0	0	0	0	186	3345

ETHNICITY:											
Hispanic	89	95									184

AGE CATEGORIES:											
Birth - 5	89	135	20							33	277
6-12	99	166	22							31	318
13-18	65	92	8							18	183
19-25	255	201	13							21	490
26-39	251	244	13							28	536
40-54	242	322	13							25	602
55 & above	379	496	34							30	939
TOTALS	1380	1656	123	0	0	0	0	0	0	186	3345

INCOME LEVELS: * AMI = Area Median Income											
LOW (51-80% of *AMI)											0
VERY LOW (31-50% of *AMI)											0
EXTREMELY LOW (30% & below *AMI)											0
Other											0
TOTALS	0	0	0	0	0	0	0	0	0	0	0

HOUSEHOLDS:											
Total Female-Headed Households Served:											
Total Household Served:											

FY 2017 Income Guidelines: *Leon County, Florida

Area	Median Income	Income Category	Household Size							
			1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Leon County	\$68,400	Low (80%) Income Limits	\$38,300	\$43,800	\$49,250	\$54,700	\$59,100	\$63,500	\$67,850	\$72,250
		Very Low (50%) Income Limits	\$23,950	\$27,400	\$30,800	\$34,200	\$36,950	\$39,700	\$42,450	\$45,150
		Extremely Low (30%) Income Limits	\$14,350	\$16,400	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320

*NOTE: Leon County is part of the Tallahassee, FL HUD Metro FMR (Fair Market Rent) Area. The Tallahassee, FL HUD Metro FMR Area contains the following areas: Gadsden, Jefferson, and Leon counties.

Census Tract Data & Number of Clients Served Per Tract Area for Current Reporting Period

ONLY FOR

PROMISE ZONE CONTRACTS

Census Tract Number	Number of Clients Served In Census Tract Area	Census Tract Number	Number of Clients Served In Census Tract Area	Census Tract Number	Number of Clients Served In Census Tract Area
2		18.01		24.12	
3.01		18.02		24.13	
3.02		19.01		24.14	
3.03		19.02		24.15	
4		20.03		24.16	
5		20.04		24.17	
6		20.05		25.05	
7		20.06		25.07	
8		21.01		25.08	
9.01		21.03		25.09	
9.04		21.04		25.1	
9.05		22.01		25.11	
10.01		22.05		25.12	
10.02		22.06		25.13	
11.01		22.07		26.03	
12		22.08		26.04	
13		23.02		26.05	
14.01		23.03		26.06	
14.02		23.04		27.01	
15		24.03		27.02	
16.01		24.08			
16.02		24.1		Total Clients:	0
17		24.11			

Shortcut to American FactFinder website address and instructions: **TO BE REPLACED**

(Step 1) <http://factfinder.census.gov>; **(Step 2)** Press icon American FactFinder; **(Step 3)** press icon Address Search

**In accordance with the Department of Housing and Urban Development, a homeless individual is an individual who lacks a fixed, regular, and adequate nighttime residence, or an individual who has a primary nighttime residence that is:

§ a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels,

§ an institution that provides a temporary residence for individuals intended to be institutionalized;

§ or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Q3 ATTACHMENTS



April 2024

First Friday: What Has Our Attention, Upcoming Initiatives and More

APRIL
AUTISM
AWARENESS MONTH



Open Position: Executive Director



Whole Child Leon is seeking an Executive Director to be responsible for the overall management, administration, fiscal responsibilities, resource development, fundraising, strategic planning, and delivery of services for Whole Child Leon, Inc (WCL).

The Executive Director collaborates with WCL's Board of Directors to set the strategic direction, organizational policies, and development of the organization. The Executive Director also serves as the organization's chief external spokesperson and community collaborator.

[Please learn more about the position and/or apply online here.](#)

Save the Date: Professional Network Community Conversation at Wesson



April 22nd

IN PERSON MEETING
AT WESSON

#COMMUNITYCONVERSATION

Save the date for our next
Professional Network
Community Conversation,
scheduled to take place in
person from noon to 1 PM on
Monday, April 22, 2024.

[Learn more and/or register for
the meeting today via this link.](#)

It's on! WCL's *The Whole Oyster* Will Return in October 2024!



The Whole Child Leon Board of
Directors is pleased to announce that
the popular *Whole Oyster* roast will
be back in 2024!

Keep your eyes open for additional
details in the days and months
ahead. This signature event will
feature fresh local oysters, good
barbeque, and a rocking band. Join
us for a shuckin' good time!

*Don't Miss this Community Event
Hosted by Melanin Mothers Meet!*

YOU ARE CORDIALLY INVITED TO
MELANIN MOTHERS MEET



1st Annual
Black Maternal Health Ceremony
SATURDAY, APRIL 6TH 2024

4:15PM-6:15PM
TCC WORKFORCE DEVELOPMENT CENTER
444 APPELYARD DRIVE 32304

DISCUSSION TOPIC:

Postpartum Mental Health - Social Support



Your Presence is Requested:

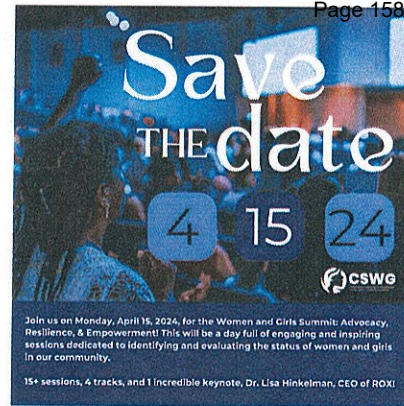
- ⦿ Past & Potential Collaborators and Partners
- ⦿ Lived Experienced Moms (Leon/Gadsden County)
- ⦿ Maternal Mental Health Providers



**Women and Girls Summit: Advocacy,
Resilience, & Empowerment**

Register now for the **Women and Girls Summit: Advocacy, Resilience, & Empowerment**, brought to you by the Tallahassee-Leon County Commission on

the Status of Women & Girls (CSWG)! This event, scheduled for Monday, April 15, 2024, will be a day full of engaging and inspiring sessions dedicated to identifying and evaluating the status of women and girls in our community. The 2024 theme, *Advocacy, Resilience, and Empowerment*, will provide community members and stakeholders with the opportunity to choose from an array of workshops that will elevate their understanding of the experiences of women and girls, and explore what our next steps are to continue cultivating an equitable community together.



The event will begin with lunch and an engaging keynote address from **Ruling Our Experience (ROX)** founder and CEO, Dr. Lisa Hinkelman. She will present current nationwide data pertaining to girls' mental, social, and physical well-being, as well as discuss solutions to build a resilient community for our girls. There will be 15+ engaging breakout sessions, exhibit tables from local service providers, businesses, and organizations, and we will wrap up the event with a collaborative networking session.

Additionally, the CSWG is proud to partner with **The Oasis Center for Women & Girls** to offer a specific track for women wanting to run for office or women interested in working on campaigns. *The Women Can Run* track will have unique sessions diving into the world of politics, and if you attend 3 or more sessions includes an elite digital *Women Can Run* binder sets the foundation for campaigns and includes information to take you from day one of deciding to run to election day.

Register and/or learn more at: <https://tallahasseeleoncswg.com/women-girls-summit/>.

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info@wholechildleon.org
www.wholechildleon.org

Connect with us



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Sent by info@wholechildleon.ccsend.com



May 2024

First Friday: What Has Our Attention, Upcoming Initiatives and More



There's Still Time to Find Summer Camp Opportunities for Your Child!



Looking for summer programming for the child(ren) in your life? You're not alone! [Check out this great resource](#), offered by the Children's Services Council of Leon County, to find no- and low-cost options available for local families.

Also, the [Tallahssee Democrat's 2024 Summer Camp directory](#) is available here, and the camps offered by

the City of Tallahassee can be found at:
<https://www.talgov.com/parks/parks-camps>.

Practice Summer Safety: 9 Tips to Help Kids Keep Safe During Summer



"Children look forward to the summer months, when a break from school gives them a chance to enjoy the outdoors, travel and relax with friends and family. However, it's important to ensure that children stay safe while they're having fun in the sun.

Specialists from Johns Hopkins All Children's Hospital and Johns Hopkins Children's Center offer nine recommendations for keeping kids safe this summer season..." [Click here to read the full article.](#)

Save the Date: Professional Network Community Conversation on May 27

PROFESSIONAL NETWORK

May 27th

VIRTUAL MEETING
VIA ZOOM

#COMMUNITYCONVERSATION

Save the date for our next Professional Network Community Conversation, scheduled to take from noon to 1 PM on Monday, May 27, 2024.

Please stay tuned for registration information to be sent out within the next week!

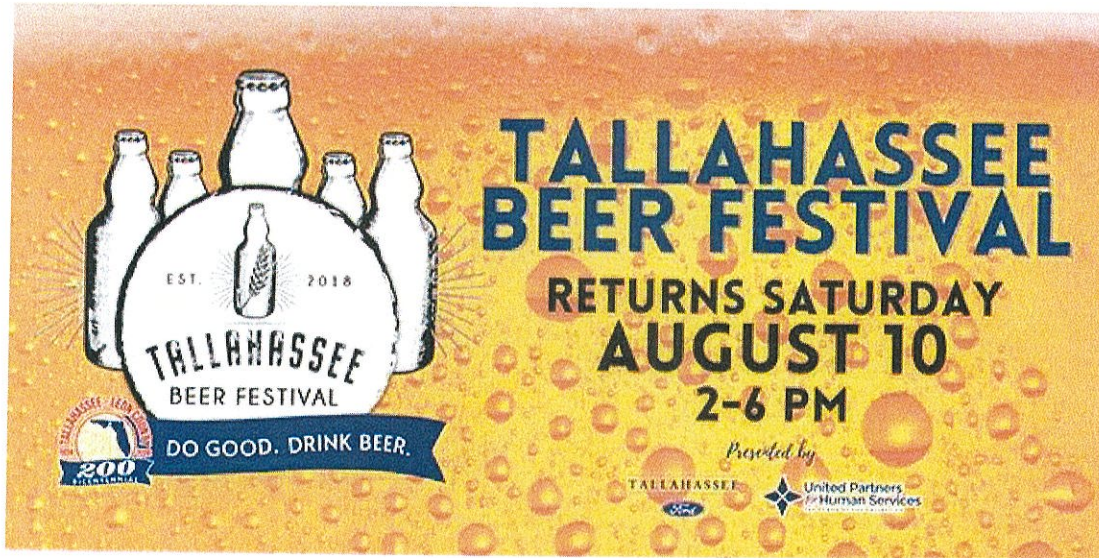
It's on! WCL's The Whole Oyster Will Return in October 2024!



The Whole Child Leon Board of Directors is pleased to announce that the popular *Whole Oyster* roast will be back in 2024!

Keep your eyes open for additional details in the days and months ahead. This signature event will feature fresh local oysters, good barbeque, and a rocking band. Join us for a shuckin' good time!

*Buy a ticket to the TLH Beer Festival
and Support WCL!*



The 6th Annual Tallahassee Beer Festival is scheduled to take place August 10, 2024 at the Civic Center. Last year, the TLH Beer Festival netted more than \$65,000 for participating UPHS Member Agencies.

Tickets for this year's event will go on sale Friday, May 10th at 10AM, and you can support Whole Child Leon by purchasing a ticket using the code "WHOLE." To learn more, visit: <https://uphsfl.org/tlh-beer-festival/>.

UPHS Annual Conference this Month!

Join UPHS and its members on May 7th and 8th for their 20th annual conference for excellence in nonprofit management and leadership. May 7th will feature a Networking Reception with Human Service Awards, followed by a full day of training on May 8th.

Register and/or learn more at: <https://uphsfl.org/uphs-annual-conference/>.



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June 2024

First Friday: What Has Our Attention, Upcoming Initiatives and More



*Welcome to Our New Interim Executive
Director J'ere Clark!*



J'ere Clark, LCSW

A message from the Chair:

I am pleased to announce that J'ere Clark has been appointed as Whole Child Leon's new Interim Executive Director. J'ere has been with WCL as our Behavioral Health Navigator Program Director since 2022, and has thrived in that role. A licensed clinical social worker, she also has extensive experience in child advocacy, having previously served as a child protective investigator and with Pace Center for Girls. A new mother herself, she is excited to continue WCL's mission of building a community where all children thrive.

Please join me in welcoming J'ere in her new role. We are so excited for her!

Natalie Kato
Board Chair
Whole Child Leon

Save the Date: Back to School Event on August 10th at Lively College



Please join Whole Child Leon and our partners for a community **Back to School Event** at Lively College (500 Appleyard Drive, Tallahassee, FL 32304) from 8:30 AM to 12:30 PM on Saturday, August 10, 2024.

Thousands of local families will be in attendance to help their students get a jumpstart to success, courtesy of Wal-Mart, Sam's Club, First Commerce Credit Union, Comcast, Leon County Schools, Leon County Sheriff's Office, Second Harvest of the Big Bend, Carter's Corner, Mission Possible Enrichment Center, Master Caleb's Discovery Library, and others. We'd love to see you there!

Save the Date: Professional Network Community Conversation on June 24th



PROFESSIONAL NETWORK

June 24th

VIRTUAL MEETING
VIA ZOOM

#COMMUNITYCONVERSATION

Save the date for our next Professional Network Community Conversation, scheduled to take from noon to 1 PM on Monday, June 24, 2024.

Please stay tuned for registration information to be sent out within the next week!

Local Provider: Chrysalis Health



Florida Therapy Services is now Chrysalis Health! Our Behavioral Health Navigator team was able to visit their location and check out the facility.

Chrysalis offers mental health services, therapy, case management and medication management. Check out their website at:

[https://www.chrysalishealth.com/!](https://www.chrysalishealth.com/)

*Buy a ticket to the TLH Beer Festival
and Support WCL!*

TALLAHASSEE BEER FESTIVAL
RETURNS SATURDAY
AUGUST 10
2-6 PM

EST. 2018
TALLAHASSEE BEER FESTIVAL
DO GOOD. DRINK BEER.

Presented by
TALLAHASSEE United Partners for Human Services

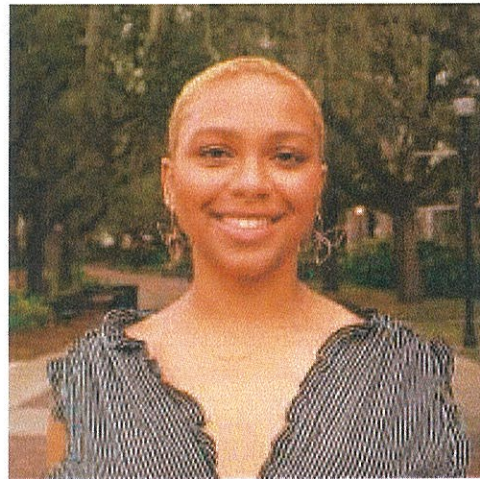
200th Anniversary

The 6th Annual Tallahassee Beer Festival is scheduled to take place August 10, 2024 at the Civic Center. Last year, the TLH Beer Festival netted more than \$65,000 for participating UPHS Member Agencies.

Tickets for this year's event are on sale now and you can support Whole Child Leon by purchasing a ticket using the code "WHOLE." To learn more, visit: <https://uphsfl.org/tlh-beer-festival/>.

WCL Intern Spotlight: Kristin Jordan

Kristin is a graduate student at Florida State University, where she is pursuing both a Master of Public Administration and a Master of Social Work. Kristin has chosen these two degrees because of her strong interest in policy and programming that addresses the relationship between child welfare and educational prosperity. Kristin's passion is to provide evidence-based interventions to advance the holistic well-being of marginalized children and youth. Kristin hopes to do this through the development of effective programs and partnerships among education, community, family, and organizational systems.



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Community Partners:

**There will not be a PN meeting this month.
(Meeting previously scheduled on June 24, 2024.)**

**Our next PN meeting will be held on July 22, 2024.
(the 4th Monday in July.)**

If you have any questions or concerns, please contact:

J'ere Clark
Whole Child Leon
Interim Executive Director
(850) 692-3134

Follow us on social:



Whole Child Leon | 1126 Lee Avenue | Tallahassee, FL 32303 US

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Q3 ATTACHMENTS

Behavioral Health Navigator Program

April 2024

April 2024 Summary of Activities

Total number of new client referrals: 86

Care Coordination Assessments Completed: *39 out of 53 completed.

*4 no-show with no response to contact efforts.

* Pending response from families

*10 closed.

*18 Scheduled for May

*Care Coordination Assessments noted above include the scheduling of some of the prior month's referrals. The time from the initial referral being received to the completion of initial paperwork by the family being returned and the consultation being scheduled is about two weeks difference.

Leon County office:

Ages of children referred	Number of referrals received	Percentage
0-5	35	41
6-11	32	37
12-17	16	19
18-21	3	3

Pediatric Symptom Checklist 17 Presenting Problem	Number of Clients
Attention	4
Externalizing	3
Internalizing	8
Externalizing/Internalizing	1
Attention/Externalizing	5
Attention/Internalizing	7
All	8
No Presenting Problem Identified	10
Incomplete/ No score recorded	5
18 or older	

Referrals Received in the current month	Provider
10	Dr. Aisha Bailey
2	Dr. Aintablian
1	Dr. Bronzato
6	Dr. Bunnell
1	Dr. Caulley Soto
1	Dr. Deeb
1	Dr. Delgado
2	Dr. Elzie
17	Dr. Kennessa Hugger
1	Dr. Kannan
5	Dr. Anna Koepfel
1	Abidoun Ogunremi, NP
1	Jessica Lea, APRN
7	Dr. Martin
3	Dr. Mary Norton
3	Dr. McDermott
4	Dr. Patterson
4	Dr. Peele
2	Dr. Peters
1	Dr. Robinson
8	Dr. Rodriguez
1	Dr. Oliver
1	Dr. Oliver Reyes
2	Dr. Jayati Singh
1	Dr. Skipper

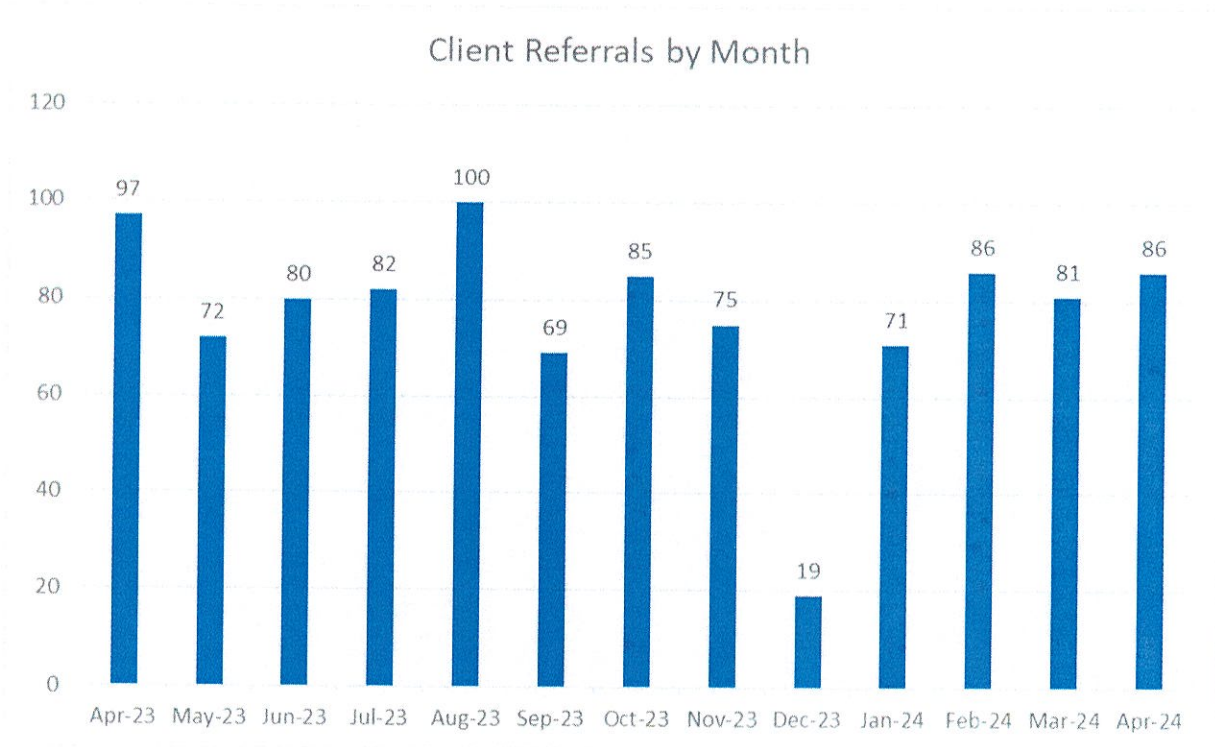
Program Activities:

Continuing Education

- Internal Team Overview and Planning

Outreach Education

- BHN Full Team Bi-weekly Meetings
- BHN Clinical Supervision meetings – weekly



*December 2022, and 2023 there was a pause on referrals received to allow the team to wrap up the year providing the most quality attention to services possible for our existing families.

Pediatric BH Navigator Program Support to TPF Physicians

- Complex Case Conversation Series
- Monthly reporting
- FASD Clinic Discussion
- Physician Satisfaction Surveys
- ASD Research and Reporting
- Physician and Provider Referral Coordinator Contact List



Behavioral Health Navigator Program

May 2024

May 2024 Summary of Activities

Total number of new client referrals: 25

Care Coordination Assessments Scheduled: 41 of 42 completed*

*1 no-show with no response to contact efforts.

*0 Pending response from families

*6 closed.

*Care Coordination Assessments noted above include the scheduling of some of the prior month's referrals. The time from the initial referral being received to the completion of initial paperwork by the family being returned and the consultation being scheduled is about two weeks difference.



Ages of children referred	Number of referrals received	Percentage
0-5	10	40%
6-11	9	36%
12-17	6	24%
18-21	0	0

Pediatric Symptom Checklist 17 Presenting Problem	Number of Clients
Attention	2
Externalizing	1
Internalizing	3
Externalizing/Internalizing	4
Attention/Externalizing	5
Attention/Internalizing	1
All	3
No Presenting Problem Identified	8
Incomplete/ No score recorded	1

The FSU Behavioral Health Hub: Whole Child Leon
Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral Health Integration

Referrals Received in the current month	Practice
0	Adolescent and Pediatric Medical Center
4	ASK Pediatrics
1	Bond CHC
0	HCA Florida Capital Primary Care Crawfordville
0	Canopy Pediatrics
0	Cardinal Health
0	Capital Health Plan
3	Capital Pediatrics
2	Children's Clinic
0	Dr. John Ness Family Practice
1	FSU Primary Care
0	HCA Florida Physicians
1	Internal Medicine & Pediatrics Associates
0	Jessie Furlow Medical Center (Quincy)
1	Magnolia Pediatrics
1	North Florida Pediatrics
5	Professional Park Pediatrics
0	Sprout Pediatric Care
0	Tallahassee Medical Group
2	Tallahassee Pediatrics
2	TMH Family Residency
0	TMH Physician Partners Wakulla
1	TMH Physician Partners- Blountstown
0	TMH Physician Partners- Quincy
0	TMH Physician Partners- Southwood
0	Access Direct Primary Care
0	TPCA

The FSU Behavioral Health Hub: Whole Child Leon
 Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral Health Integration



Program Activities:

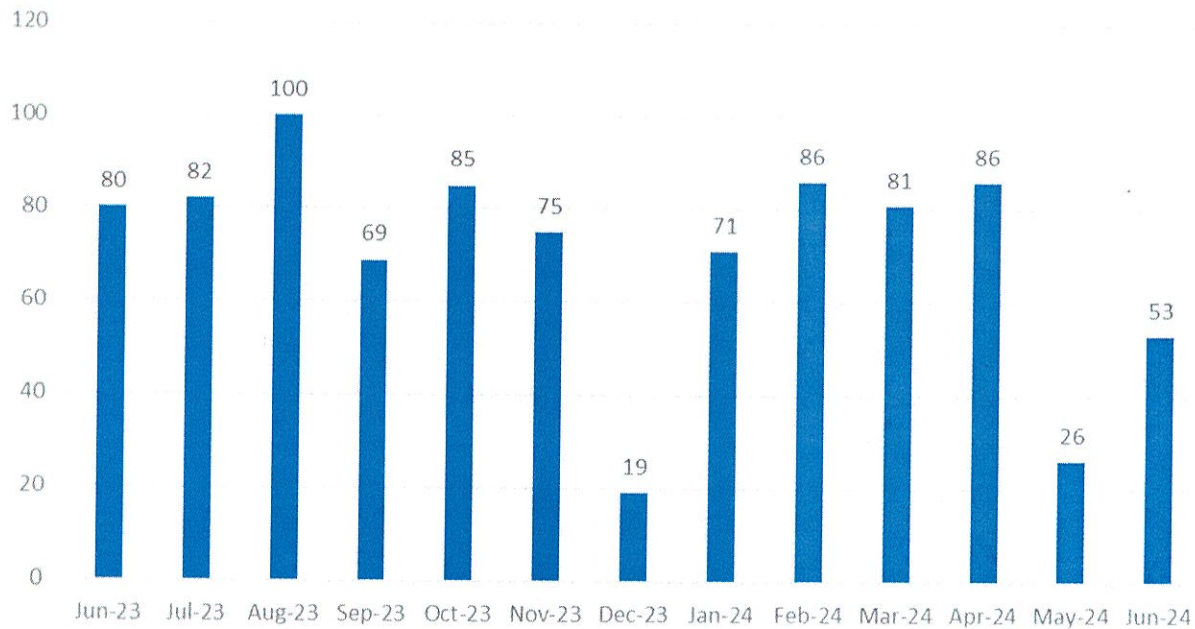
Continuing Education

- Internal Team Overview and Planning

Outreach Education

- BHN Full Team Bi-weekly Meetings
- BHN Clinical Supervision meetings – weekly

Client Referrals by Month



*December 2023 there was a pause on referrals received to allow the team to wrap up the year providing the most quality attention to services possible for our existing families.



Behavioral Health Navigator Program

June 2024

June 2024 Summary of Activities

Total number of new client referrals: 53

Care Coordination Assessments Scheduled: 25 of 27 completed*

*2 no-show with no response to contact efforts.

*0 Pending response from families

*0 closed.

*Care Coordination Assessments noted above include the scheduling of some of the prior month's referrals. The time from the initial referral being received to the completion of initial paperwork by the family being returned and the consultation being scheduled is about two weeks difference.



Ages of children referred	Number of referrals received	Percentage
0-5	16	30%
6-11	24	45%
12-17	12	23%
18-21	1	2%

Pediatric Symptom Checklist 17 Presenting Problem	Number of Clients
Attention	1
Externalizing	1
Internalizing	3
Externalizing/Internalizing	3
Attention/Externalizing	5
Attention/Internalizing	1
All	2
No Presenting Problem Identified	8
Incomplete/ No score recorded	1

The FSU Behavioral Health Hub: Whole Child Leon
Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral
Health Integration

Referrals Received in the current month	Practice
0	Adolescent and Pediatric Medical Center
9	ASK Pediatrics
0	Bond CHC
0	HCA Florida Capital Primary Care Crawfordville
2	Canopy Pediatrics
0	Cardinal Health
0	Capital Health Plan
2	Capital Pediatrics
12	Children's Clinic
0	Dr. John Ness Family Practice
2	FSU Primary Care
0	HCA Florida Physicians
0	Internal Medicine & Pediatrics Associates
1	Jessie Furlow Medical Center (Quincy)
1	Magnolia Pediatrics
1	North Florida Pediatrics
9	Professional Park Pediatrics
5	Sprout Pediatric Care
0	Tallahassee Medical Group
1	Tallahassee Pediatrics
3	TMH Family Residency
0	TMH Physician Partners Wakulla
1	TMH Physician Partners- Blountstown
0	TMH Physician Partners- Quincy
0	TMH Physician Partners- Southwood
1	Access Direct Primary Care
2	TPCA

The FSU Behavioral Health Hub: Whole Child Leon
Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral Health Integration

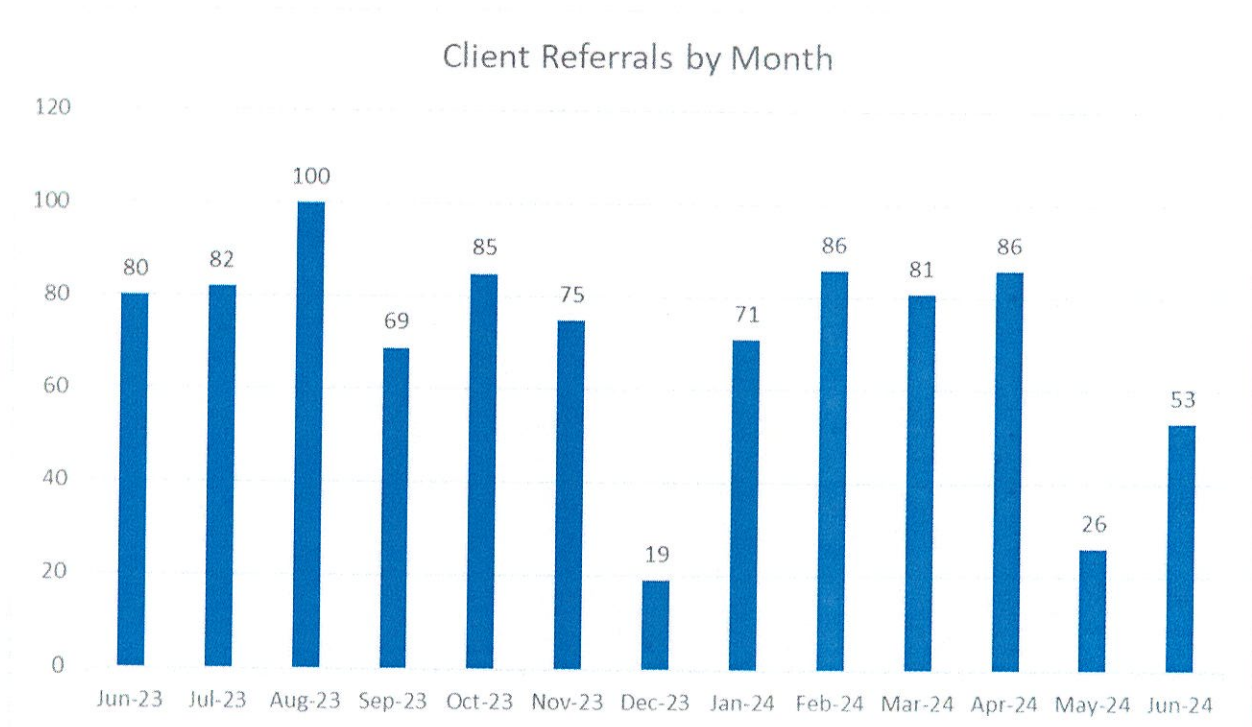
Program Activities:

Continuing Education

- Internal Team Overview and Planning

Outreach Education

- BHN Full Team Bi-weekly Meetings
- BHN Clinical Supervision meetings – weekly



*December 2023 there was a pause on referrals received to allow the team to wrap up the year providing the most quality attention to services possible for our existing families.

Q4 ATTACHMENTS



FSU & Whole Child Leon
Pediatric Behavioral Health Hub

Behavioral Health Navigator Program

July 2024

July 2024 Summary of Activities

Total number of new client referrals: 51

Care Coordination Assessments Scheduled: 26 of 27 completed*

*1 no-show with no response to contact efforts.

*0 Pending response from families

*0 closed.

*Care Coordination Assessments noted above include the scheduling of some of the prior month's referrals. The time from the initial referral being received to the completion of initial paperwork by the family being returned and the consultation being scheduled is about two weeks difference.

Referrals Received in the current month	Practice		
0	Adolescent and Pediatric Medical Center		
5	ASK Pediatrics		
0	Bond CHC		

Ages of children referred	Number of referrals received	Percentage
0-5	20	39.2%
6-11	17	33.3%
12-17	12	23.5%
18-21	2	3.9%

Pediatric Symptom Checklist 17 Presenting Problem	Number of Clients
Attention	3
Externalizing	3
Internalizing	1
Externalizing/Internalizing	2
Attention/Externalizing	6
Attention/Internalizing	
All	2
No Presenting Problem Identified	5
Incomplete/ No score recorded	3

The FSU Behavioral Health Hub: Whole Child Leon
Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral Health Integration



FSU & Whole Child Leon
Pediatric Behavioral Health Hub

0	HCA Florida Capital Primary Care Crawfordville
1	Canopy Pediatrics
0	Cardinal Health
1	Capital Health Plan
5	Capital Pediatrics
6	Children's Clinic
0	Dr. John Ness Family Practice
0	FSU Primary Care
0	HCA Florida Physicians
2	Internal Medicine & Pediatrics Associates
0	Jessie Furlow Medical Center (Quincy)
4	Magnolia Pediatrics
6	North Florida Pediatrics
7	Professional Park Pediatrics
6	Sprout Pediatric Care
0	Tallahassee Medical Group
1	Tallahassee Pediatrics
3	TMH Family Residency
0	TMH Physician Partners Wakulla
4	TMH Physician Partners- Blountstown
0	TMH Physician Partners- Quincy
0	TMH Physician Partners- Southwood
0	Access Direct Primary Care
0	TPCA

Program Activities:

Continuing Education

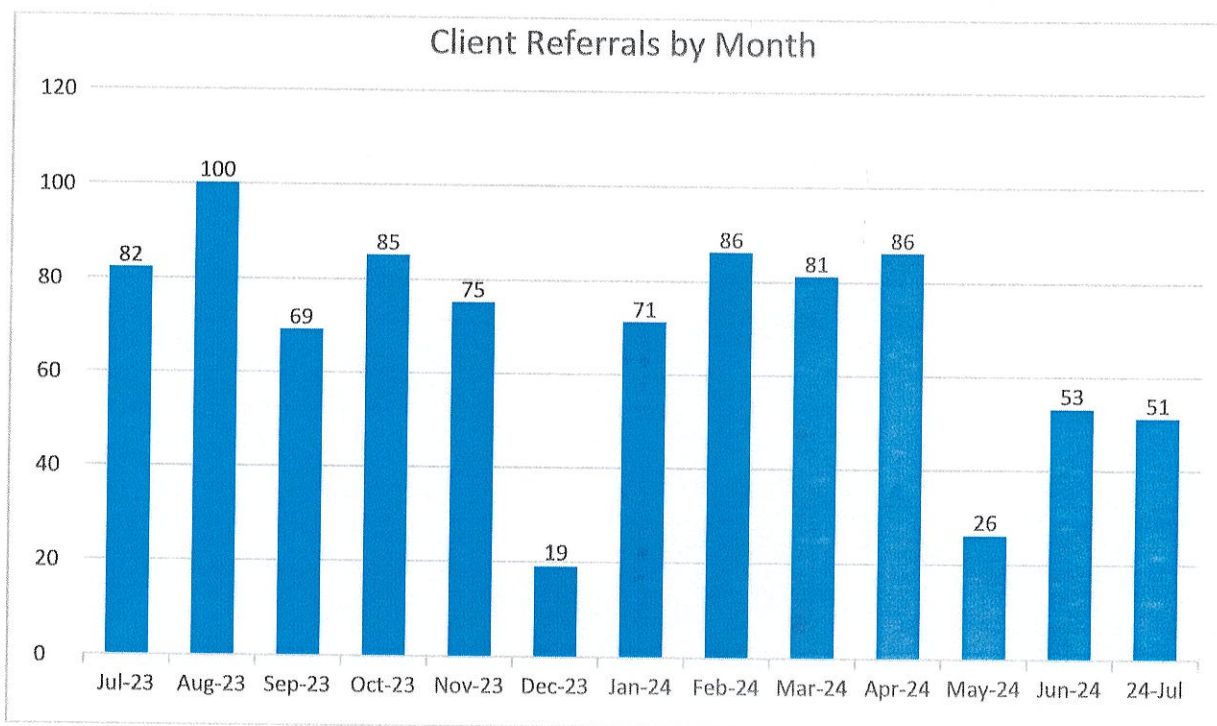
The FSU Behavioral Health Hub: Whole Child Leon
Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral
Health Integration



- Internal Team Overview and Planning

Outreach Education

- BHN Clinical Supervision meetings – weekly
- Provider Visit
 - Life Span Psychiatric Services
 - Boys Town Care Coordination Services



*December 2023 there was a pause on referrals received to allow the team to wrap up the year providing the most quality attention to services possible for our existing families.



Behavioral Health Navigator Program

August 2024

August 2024 Summary of Activities

Total number of new client referrals: 64


Care Coordination Assessments Scheduled: 25 of 27 completed*

*1 no-show with no response to contact efforts.

*0 Pending response from families

*6 closed.

*Care Coordination Assessments noted above include the scheduling of some of the prior month's referrals. The time from the initial referral being received to the completion of initial paperwork by the family being returned and the consultation being scheduled is about two weeks difference.

Referrals Received in the current month	Practice		
 1	Pediatric Behavioral Health Hub Whitney Caswell, ARNP		
	Mona Antley, APRN-C		
2	Jessica Lee, APRN		

Ages of children referred	Number of referrals received	Percentage
0-5	30	46.8%
6-11	21	32.8%
12-17	12	18.75%
18-21	1	1.5%

Pediatric Symptom Checklist 17 Presenting Problem	Number of Clients
Attention	2
Externalizing	2
Internalizing	2
Externalizing/Internalizing	3
Attention/Externalizing	1
Attention/Internalizing	1
All	2
No Presenting Problem Identified	8
Incomplete/ No score recorded	3

The FSU Behavioral Health Hub: Whole Child Leon
Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral Health Integration



FSU & Whole Child Leon Pediatric Behavioral Health Hub

1	Hillary Norris, NP, APRN
	Francesca Blanchard, APRN
9	Elizabeth Walker, ARNP
1	Zully Gaines, APRN
	Dr. Volquartsen
	Dr. VanLandingham
1	Dr. Steverson
1	Dr. Singh
2	Dr. Scott Nelson
	Dr. Rodriguez
5	Dr. Peele
1	Dr. Patterson
	Dr. Oliver Reyes
	Dr. Mignon
	Dr. McDermott
4	Dr. Martin
	Dr. Lynndsey Parker
	Dr. Laura Davis
1	Dr. Koeppel
	Dr. Kannan
7	Dr. Hugger
1	Dr. Bunnell
2	Dr. Elzie
2	Dr. Aisha Bailey
1	Dr. George L. Sanchez
2	Dr. Yao
1	Dr. Mary Norton
1	Dr. Mitchell
1	Dr. Homan
	Amber Thompson, APRN
1	Dr. Alvarez

The FSU Behavioral Health Hub: Whole Child Leon
Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral Health Integration



FSU & Whole Child Leon Pediatric Behavioral Health Hub

1	Dr. Caulley Soto
	Allison Justice, PA
	Berthe Dupervil, APRN
	Brittany Tenorio, APRN
	Dr. Elizabeth Dickens
	Dr. George Whiddon
	Dr. Karen Bartley
	Dr. Long Her
	Valerie Russell, APRN
	Whitney, Lockwood, APRN
	Deana Wolfe, APRN
	Marci Lanier, ARNP
	Taylor Ohms, APRN, MN
	Elizabeth Hightower, APRN

Program Activities:

Continuing Education

- Internal Team Overview and Planning

Outreach Education

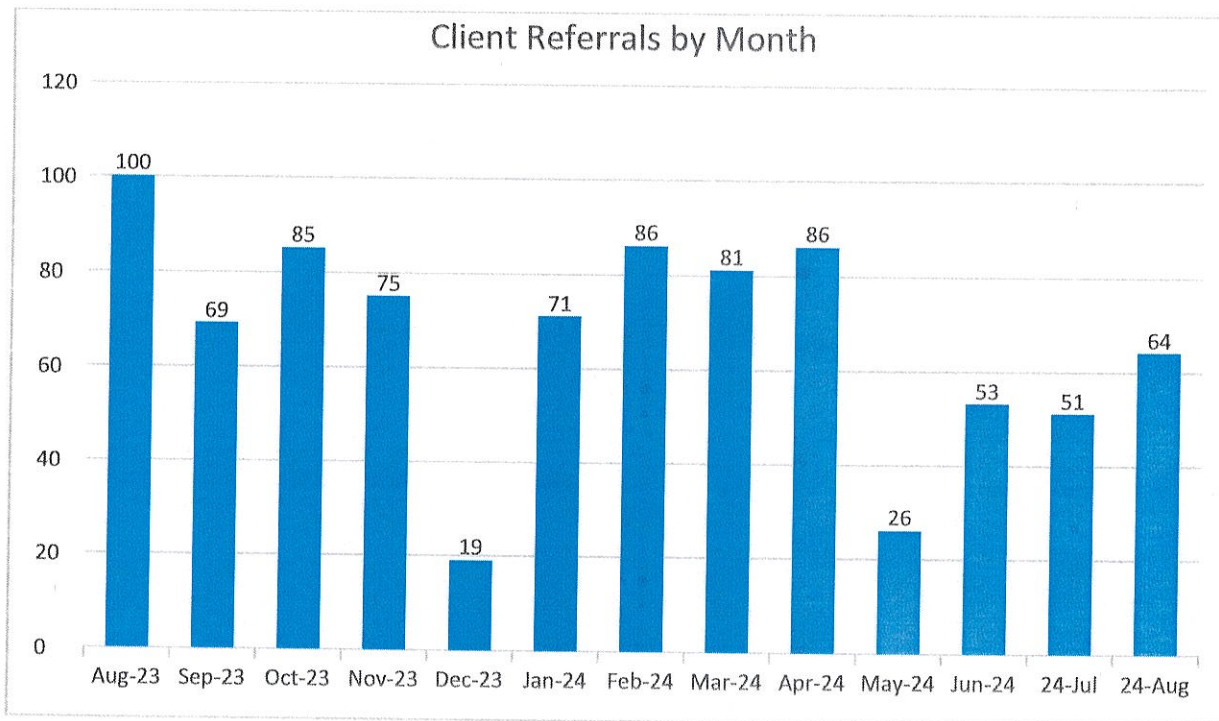
- BHN Clinical Supervision meetings – weekly

Other

- Back 2 School Event



FSU & Whole Child Leon
Pediatric Behavioral Health Hub



*December 2023 there was a pause on referrals received to allow the team to wrap up the year providing the most quality attention to services possible for our existing families.



Behavioral Health Navigator Program

September 2024

September 2024 Summary of Activities

Total number of new client referrals: 50

Care Coordination Assessments Scheduled: 28 of 29 completed*

*1 no-show with no response to contact efforts.

*0 Pending response from families

*3 closed.

*Care Coordination Assessments noted above include the scheduling of some of the prior month's referrals. The time from the initial referral being received to the completion of initial paperwork by the family being returned and the consultation being scheduled is about two weeks difference.

Referrals Received in Current Month	Primary Care Provider *Enrolled providers are highlighted*
1	Whitney Caswell, ARNP

Ages of children referred	Number of referrals received	Percentage
0-5	28	56%
6-11	17	34%
12-17	5	10%
18-21	0	0%

Pediatric Symptom Checklist 17 Presenting Problem	Number of Clients
Attention	2
Externalizing	5
Internalizing	2
Externalizing/Internalizing	1
Attention/Externalizing	2
Attention/Internalizing	0
All	2
No Presenting Problem Identified	7
Incomplete/ No score recorded	1

The FSU Behavioral Health Hub: Whole Child Leon
Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral Health Integration



FSU & Whole Child Leon
Pediatric Behavioral Health Hub

	Mona Antley, APRN-C
2	Jessica Lee, APRN
1	Hillary Norris, NP, APRN
	Francesca Blanchard, APRN
9	Elizabeth Walker, ARNP
1	Zully Gaines, APRN
	Dr. Volquartsen
	Dr. VanLandingham
1	Dr. Steverson
1	Dr. Singh
2	Dr. Scott Nelson
	Dr. Rodriguez
5	Dr. Peele
1	Dr. Patterson
	Dr. Oliver Reyes
	Dr. Mignon
	Dr. McDermott
4	Dr. Martin
	Dr. Lynndsey Parker
	Dr. Laura Davis
1	Dr. Koepfel
	Dr. Kannan
7	Dr. Hugger
1	Dr. Bunnell
2	Dr. Elzie
2	Dr. Aisha Bailey
1	Dr. George L. Sanchez
2	Dr. Yao
1	Dr. Mary Norton
1	Dr. Mitchell
1	Dr. Homan

The FSU Behavioral Health Hub: Whole Child Leon
Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral
Health Integration



	Amber Thompson, APRN
1	Dr. Alvarez
1	Dr. Caulley Soto
	Allison Justice, PA
	Berthe Dupervil, APRN
	Brittany Tenorio, APRN
	Dr. Elizabeth Dickens
	Dr. George Whiddon
	Dr. Karen Bartley
	Dr. Long Her
	Valerie Russell, APRN
	Whitney, Lockwood, APRN
	Deana Wolfe, APRN
	Marci Lanier, ARNP
	Taylor Ohms, APRN, MN
	Elizabeth Hightower, APRN

Program Activities:

Continuing Education

- Internal Team Overview and Planning

The FSU Behavioral Health Hub: Whole Child Leon
Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral
Health Integration



FSU & Whole Child Leon
Pediatric Behavioral Health Hub

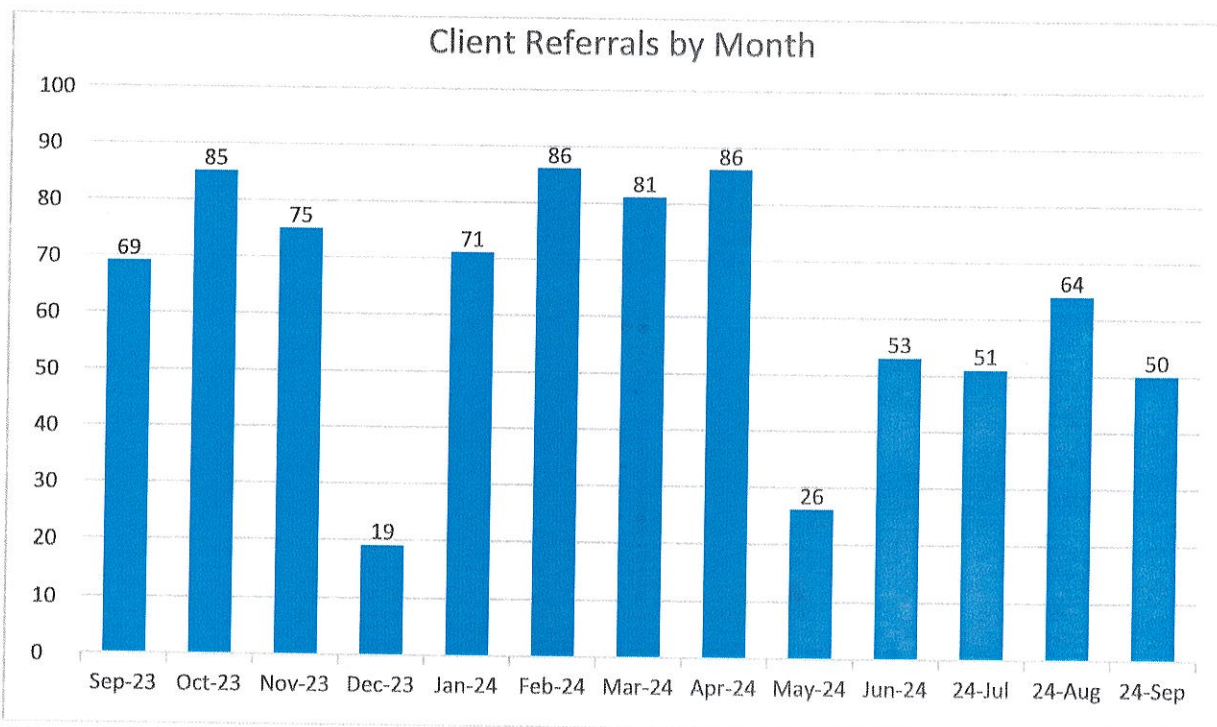
- FSU Training: Confirmed or Suspected Autism, Collaborative Interventions and Management

Outreach Education

- BHN Clinical Supervision meetings – weekly

Upcoming Events

- Developmental Screening – Monday, October 21st from 8:30am to 2:00pm
- WCL Oyster Roast – Thursday, October 24th from 5:00pm to 9:00am
- October Complex Case Conversation with SG Mental Health Counseling – Wednesday, October 30th, from 12:15pm to 1:15pm via zoom



*December 2023 there was a pause on referrals received to allow the team to wrap up the year providing the most quality attention to services possible for our existing families.

The FSU Behavioral Health Hub: Whole Child Leon
Pediatric Behavioral Health Navigation Program in Partnership with FSU Center for Behavioral Health Integration

Q3 ATTACHMENTS

JUMPSTART-2-SUCCESS

EQUIPPING STUDENTS FOR EXCELLENCE

SATURDAY, AUGUST 10, 2024
8:30AM-12:30PM

LIVELY TECHNICAL COLLEGE
500 APPELYARD DRIVE
TALLAHASSEE, FL 32304

START THE YEAR OFF RIGHT AND SPARK YOUR STUDENT'S SUCCESS BY JOINING US FOR OUR ANNUAL COMMUNITY FOOD AND SCHOOL SUPPLY DISTRIBUTION!

FREE
WHILE SUPPLIES LAST

BACKPACKS, SCHOOL SUPPLIES,
HAIRCUTS AND BRAIDING,
HEALTH SCREENINGS,
VISION SCREENINGS & EYEWEAR ADJUSTMENTS,
IMMUNIZATIONS AVAILABLE, BOOKS AND GAMES,
FOOD & DRINK
SECOND HARVEST DISTRIBUTION

TITLE SPONSORS



CONTACT US
jere@wholechildleon.org
(850) 692-3134

SCAN THE QR CODE TO PARTNER !



VOLUNTEERS NEEDED

JUMPSTART-2-SUCCESS EQUIPPING STUDENTS FOR EXCELLENCE

SATURDAY, AUGUST 10, 2024
8:30AM-12:30PM

LIVELY TECHNICAL COLLEGE
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BACKPACKS, SCHOOL SUPPLIES,
HAIRCUTS AND BRAIDING,
HEALTH SCREENINGS,
VISION SCREENINGS & EYEWEAR ADJUSTMENTS,
IMMUNIZATIONS AVAILABLE, BOOKS AND GAMES,
FOOD & DRINK
SECOND HARVEST MOBILE DISTRIBUTION

TITLE SPONSORS



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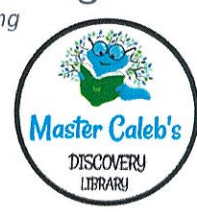
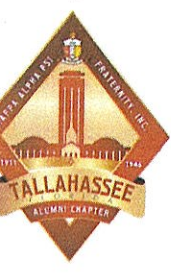
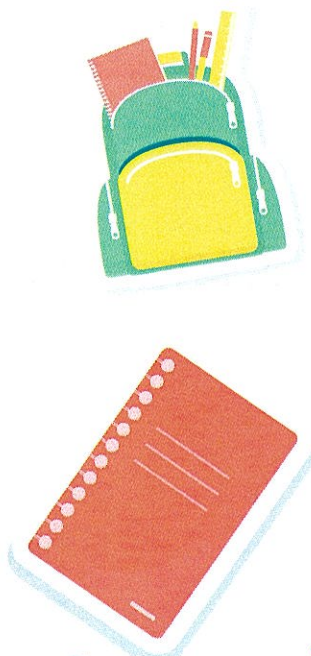
SCAN THE QR CODE TO REGISTER !



JUMPSTART-2-SUCCESS

EQUIPPING STUDENTS FOR EXCELLENCE

THANK YOU
TO OUR VENDORS,
VOLUNTEERS
AND SPONSORS



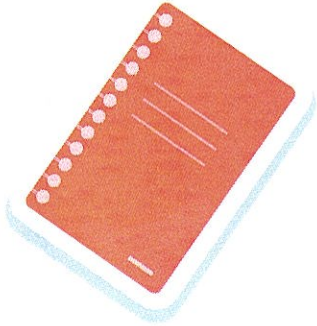


JUMPSTART-2-SUCCESS

EQUIPPING STUDENTS
FOR EXCELLENCE



THANK YOU TO OUR SPONSORS

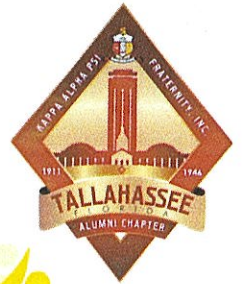


CSC
LEON

Putting Our Kids First



THE
Workmans



ALLinLEON
Working together to make Leon County safer



**FIRST
COMMERCE**
CREDIT UNION

The Power of You.



**Second
Harvest**
OF THE BIG BEND



**RED HILLS
MARKET**



Lively Technical College
Higher Learning, Higher Earning

JUMPSTART-2-SUCCESS

EQUIPPING STUDENTS FOR EXCELLENCE

2024 Back to School Community Event

August 10, 2024

8:30 am – 12:30 pm

Lively Technical Institute

500 Appleyard Dr, Tallahassee, FL 32304

Dear Community Partner:

Whole Child Leon, Leon County Schools, Leon County Sheriff's Office, and our other partners are proud to host the **2024 JUMP START-2-SUCCESS Back to School Community Event**. Now in its 18th year, the Back to School Event will take place on **August 10, 2024, at Lively Technical College** and is expected to be bigger and better than ever. Our goal is to assist local families in preparing their children for the upcoming school year to ensure all students have the necessary school supplies and resources to excel.

When it comes to getting prepared for school, school supplies can make all the difference between a student eventually graduating or dropping out. Students often disconnect because they don't have the adequate school supplies they need to learn and achieve. Realizing the great need in our community, this event has attempted to directly address the statistics by serving nearly 3,000 students and families in Tallahassee and the surrounding counties with backpacks, school supplies, clothing, hair braiding, haircuts, and other general educational information at no cost. None of this would have been possible without the help and support of our community partners.

We would like to extend an invitation to your organization to become a corporate sponsor and assist us with providing much-needed school supplies and services to the students and families of the greater Tallahassee community by contributing a financial donation. **All monetary donations are tax-deductible and will be used to directly fund the event.** Your donation will help families and students **JUMP START-2-SUCCESS** this upcoming school year.

Corporate Sponsorship Levels:

Title Sponsor - \$5,000

- Formal on-stage introduction with an opportunity to speak
- Name recognition in press releases and social media posts related to the event
- Featured logo on all event materials*

Gold Sponsor \$2,500

- Name recognition in press releases and social media posts related to the event
- Featured logo on all event materials*

Silver Sponsor \$1,000

- Featured logo on all event materials*

To have a logo on all event materials, your commitment or donation will need to be received no later than July 5, 2024



**Scan to make a
Custom Donation**

Sponsorships can be purchased online at [WHOLE CHILD LEON PAYPAL](#)

For questions, please contact J'ere Clark at jere@wholechildleon.org

Thank you in advance for your support of the 2024 Jumpstart 2 Success Back to School Event and helping to SPARK

JOIN THESE TITLE SPONSORS IN SUPPORTING OUR EVENT:





Promoting zero tolerance to domestic violence in our community through education, prevention, and accessible coordinated intervention strategies focused on victim safety and offender accountability.

11077 Wildlife Tr Tallahassee, FL 32312
TheDVCC.org DVCCtally@gmail.com

January 28, 2025

To: Leon County Florida
Re: Funding Increase Request

Hello Ms. Broxton,

The DVCC would respectfully like to request an increase in funding for the upcoming 2025-2026 funding cycle and forward. We have done a tremendous amount of community work over the last 15+ years with our generous grant of \$25,000 /yr. We have almost no overhead as office space, phone, and other needs are acquired in-kind. In fact, about 90% of our funding goes straight to providing a well-coordinated community response to domestic violence in our community as our 17 member agencies and associated advocates and survivors meet monthly to ensure solid coordination, and to providing ongoing community awareness, education, and prevention of domestic / dating violence events free to the public.

We have dozens of volunteers that help make this possible and only one part-time paid staff member who handles all logistics such as planning, paperwork, taxes, design, social media, training, and overall organization of meetings and events. Staff has been receiving only \$15 /hr for more than 15+ years in spite of having advanced degrees and the wide variety of skill sets to wear so many different hats.

We appreciate the huge number of groups doing incredible work in our community and know all are worthy of funding, and so we don't ask for this increase lightly. Unfortunately, with the costs of supplies used in workshops such as handouts, t-shirts, food, digital services, etc. rising consistently over the last 5-8 years, we have reached the point where we can no longer provide the number of workshops, events, and digital media requested by the community.

If you please, we'd like to request an increase of \$15,500 annually. This request includes

- \$4,800 for increased supply and vendor costs for hosting community events, producing digital media, and other public awareness projects. (ex. increase in t-shirt costs, food costs, etc.)
- \$5,200 – salary of the part-time Executive Director from \$15/hourly to \$20/hourly. The Executive Director has a master's degree and 20 years of experience and institutional knowledge with their organization and is vital to their operations.
- \$5,200 – to hire a part-time social media producer to ensure content and marketing are kept current and relevant. This position is critical to engaging youth who remain heavily engaged with social media platforms. The DVCC has received a quote for \$5,200/annually.

Thank you very much for your consideration,

Kelly O'Rourke
DVCCtally@gmail.com
850-321-1638



APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

August 30, 2024

Vincent S. Long, County Administrator
Leon County Courthouse
301 S. Monroe Street
Tallahassee, FL 32301

Dear Mr. Long:

The Apalachee Regional Planning Council (ARPC) is always appreciative for Leon County's dues contribution and support on behalf of the Region. This funding is critical for the ARPC as it is our **only** source of local dollars required for state and federal grant matches. Without your dues contribution, the ARPC would not have been able to provide technical assistance services to Leon County over the past year.

At the August 29, 2024 ARPC Board Meeting, after a presentation by a consultant who thoroughly reviewed the ARPC's finances and cost recovery structure, the Board unanimously approved an increase in dues. **Dues for Leon County will see an increase of \$48,289.03 for a new annual total of \$75,147.00 for Fiscal Year 2024-25.** The ARPC Board recognized the serious need for an increase and understood the challenge of all nine county commissions approving the increases in their respective FY 2024-25 budgets. However, the ARPC Board felt strongly that it was worth the effort to try to implement the increase for this fiscal year to prevent the budget shortfall from worsening.

We have included a copy of our 2022-23 Annual Report to showcase some of the impactful work your Council staff has been doing in the Region. We are always exploring opportunities to ensure that Leon County is receiving a solid return on investment with respect to dues. Please visit our website (www.arpc.org) to view our Economic Impact Dashboard which gives a geographic distribution of the ARPC's impact across the Region. We hope that you will take this information into consideration as you begin budget planning for the next fiscal year.

As always, feel free to contact me at (850) 312-3310 or CRietow@arpc.org if you have any questions.

Sincerely,

Chris Rietow
Executive Director

Cc: Commissioner Rick Minor
Attachments: Annual Report & ARPC Dues Per Capita Table

2024-25 ARPC Per Capita Dues

County	4/1/23 BEBR Population Estimate (less inmates)	ARPC Board ²	Net Difference from Previous Year	Counties > 200,000 population	<i>4/1/23 BEBR Total Population Estimate</i>
		\$6,000 Base (adjusted annually using inflation index)			
		\$0.35		\$0.25	
Calhoun County	12,483	\$10,369.05	\$3,497.97		13,816
*Franklin County	12,012	\$15,000.00	\$8,175.96		12,971
Gadsden County	41,303	\$20,456.05	\$11,570.16		44,421
*Gulf County ¹	14,606	\$15,000.00	\$8,001.17		16,323
Jackson County	43,111	\$21,088.85	\$12,107.48		48,982
Jefferson County	14,288	\$11,000.80	\$4,029.27		15,402
Leon County	300,588	\$75,147.00	\$48,289.03		301,724
Liberty County	6,509	\$8,278.15	\$1,828.68		7,977
Wakulla County	33,738	\$17,808.30	\$9,517.41		36,168
TOTAL	478,638	\$194,148.20	\$107,017.13		497,784

1. Median Population: 14,269 (Gulf County)

2. The ARPC Board approved a \$6,000 base with \$0.35 per capita rate on August 29, 2024.

* - Gulf and Franklin counties agreed to pay a one-year (FY 2024-25) dues amount of \$15,000.

Florida Estimates of Population, 2023 may be accessed online at:

<http://edr.state.fl.us/Content/population-demographics/data/Estimates2023.pdf>

Inflation Value of \$5,000

1977	2024
\$5,000	\$25,667.89

ARPC FINANCIAL ANALYSIS FINDINGS



ORIGINAL REQUEST TO REVIEW

- **Direct costs**
- **Indirect costs– calculation & recovery**
- **Impact on sustainability & reserves**
- **Levers to improve**





DATA PROVIDED

- **Financials – Actuals & Budgets**
- **Indirect Calculations/ Support**
- **Breakdown of revenues – Dues, Fixed Fee and Cost-Reimbursement (Full, Partial, None)**
- **Cost Reimbursement Contract w/ best payment terms**

2023 - 2024 REVENUE BUDGET (PROJECTIONS)

Cost Reimbursement - \$2,000,000 (74%)

Fixed Fee - \$600,000 (22%)

Dues - \$87,000 (3%)

Total \$2,687,000



2023- 2024 ARPC ORGANIZATIONAL OBJECTIVES



- **Provide critical services to Region & Members at below market pricing**
- **Retain experienced staff & maintain regional knowledge**
- **Long-term financial sustainability**



INDIRECT VS. DIRECT COSTS

Direct costs

Indirect costs

Phones, Copier, Rent, Audit & Accounting, Dues,

Insurance, Finance/HR, IT/Licensing, Grant

Match, LOC repayment

INDIRECT CALCULATION

- **We used 2023 Actual Indirect Expense which was \$500k.**
- **Prior Year 2022 Indirect was \$304k**
- **When Applied, both included \$0 for the upcoming year**
 - **Unforeseen expenses**
 - **Computer replacements**
 - **Pay Increases/ Staff replacements**
 - **Deductibles & Increases in Insurance**
 - **Increases in Rent**
 - **Allocation to reserves**





ASSUMPTIONS & BEST CASE

ASSUMPTIONS

- **Dues - \$87k all goes toward Indirect Costs** **\$87k**
 - **Fixed Fee – covers its proportional share of OH [500x22%)** **\$110k**
 - **Reimbursement** **\$236k**
 - **14 cover 100%**
 - **20 cover 50%**
 - **3 cover 0%**
- \$434k**

BEST CASE SCENARIO

- **If all goes perfect, we can cover 86% of prior year's indirect costs**
- **Zero margin for error (real world)**

OPTIONS



- **Reduce Indirect Costs to \$0**
- **Raise prices of Fixed Fee Jobs by 10% (60k Annually)**
- **Raise Dues by \$60k**
- **Stop Accepting \$0 Cost Reimbursement Projects and eliminate associated costs for providing (tough to do as it would mean reducing staff that we need for other projects)**
- **Require 100% of current year indirect coverage on all reimbursement work**
- **Eliminate services to customers that are greatest drain to sustainability**



BACKGROUND

- **ARPC Interlocal Agreement Signed August 23, 1977.**
 - **County Dues: \$5,000**
- **Bureau and Labor Statistics CPI Inflation Calculator the buying power of \$5,000**
 - **August 1977 = \$5,000**
 - **June 2024 = \$25,667.89**
- **Inflation has increased 5x what it was nearly 47 years ago**
- **On May 25, 2023 the Board approved a formula for ARPC Dues**
 - **\$6,000 base + \$0.07 per capita**

2024 2025 PER CAPITA DUES - STATUS QUO



County	4/1/23 BEBR Population Estimate (less inmates)	ARPC Board ²	Net Difference from Previous Year
		\$6,000 Base	
		\$0.07	
Calhoun County	12,483	\$6,873.81	\$2.73
Franklin County	12,012	\$6,840.84	\$16.80
Gadsden County	41,303	\$8,891.21	\$5.32
Gulf County ¹	14,606	\$7,022.42	\$23.59
Jackson County	43,111	\$9,017.77	\$36.40
Jefferson County	14,288	\$7,000.16	\$28.63
Leon County	300,588	\$27,041.16	\$183.19
Liberty County	6,509	\$6,455.63	\$6.16
Wakulla County	33,738	\$8,361.66	\$70.77
TOTAL	478,638	\$87,504.66	\$373.59

*4/1/23 BEBR
Total Population
Estimate*

13,816
12,971
44,421
16,323
48,982
15,402
301,724
7,977
36,168

497,784

2024 2025 PER CAPITA DUES - STATUS QUO



ARPC - Status Quo

Sorted (high to low) Dues per Capita - 2023

RPC	Per Capita Rate	Total Local Dues (FY 23 - 24)	Budget (in millions)	Staff	Population (2020)	Dues per Capita (2020)	Population (2023)	Dues per Capita (2023)
Treasure Coast	\$0.43/capita (counties only)	\$906,824	\$2.5	10	2,139,636	\$ 0.42	2,231,974	\$ 0.41
Northeast Florida	\$0.41/capita (counties only)	\$694,757	\$2.7	16	1,794,547	\$ 0.39	1,933,401	\$ 0.36
Tampa Bay	\$2,000 base fee for cities \$0.32/capita for counties	\$1,229,537	\$2.7	12	3,728,828	\$ 0.33	3,933,034	\$ 0.31
North Central Florida	\$0.30/capita (see below)	\$166,074	\$1.6	6	575,622	\$ 0.29	598,011	\$ 0.28
Central Florida	\$0.37/capita	\$266,902	\$5.5	21	925,228	\$ 0.29	1,002,211	\$ 0.27
East Central Florida	\$0.2089/capita	\$901,111	\$3.5	18	4,339,191	\$ 0.21	4,617,326	\$ 0.20
Apalachee	\$6,000 Base + \$0.07/capita	\$87,131	\$2.7	20	479,882	\$ 0.18	478,638	\$ 0.18
South Florida	\$0.225/capita (counties only)	\$876,644	\$3.3	13	4,729,016	\$ 0.19	4,827,044	\$ 0.18
Emerald Coast	Varying base fees for counties & cities plus \$0.10/capita	\$140,837	\$8.6	28	1,017,065	\$ 0.14	1,071,778	\$ 0.13
Southwest Florida	\$0.30/capita	\$50,523	\$1.0	3	1,809,172	\$ 0.03	1,922,304	\$ 0.03
						\$ 0.27		\$ 0.26

2024-25 PER CAPITA DUES - INFLATION BASE ONLY



County	4/1/23 BEBR Population Estimate (less inmates)	ARPC Board ²	Net Difference from Previous Year
		\$5,000 Base (adjusted for inflation)	
		\$0.00	
Calhoun County	12,483	\$25,667.89	\$18,796.81
Franklin County	12,012	\$25,667.89	\$18,843.85
Gadsden County	41,303	\$25,667.89	\$16,782.00
Gulf County ¹	14,606	\$25,667.89	\$18,669.06
Jackson County	43,111	\$25,667.89	\$16,686.52
Jefferson County	14,288	\$25,667.89	\$18,696.36
Leon County	300,588	\$25,667.89	-\$1,190.08
Liberty County	6,509	\$25,667.89	\$19,218.42
Wakulla County	33,738	\$25,667.89	\$17,377.00
TOTAL	478,638	\$231,011.01	\$143,879.94

*4/1/23 BEBR
Total Population
Estimate*

13,816

12,971

44,421

16,323

48,982

15,402

301,724

7,977

36,168

497,784

2024-25 PER CAPITA DUES - INFLATION BASE ONLY



ARPC - Original Base Dues Adjusted for Inflation Since 1977

Sorted (high to low) Dues per Capita - 2023

RPC	Per Capita Rate	Total Local Dues	Budget (in millions)	Staff	Population (2020)	Dues per Capita (2020)	Population (2023)	Dues per Capita (2023)
Apalachee	\$5,000 Inflation base only	\$231,011	\$2.7	20	479,882	\$ 0.48	478,638	\$ 0.48
Treasure Coast	\$0.43/capita (counties only)	\$906,824	\$2.5	10	2,139,636	\$ 0.42	2,231,974	\$ 0.41
Northeast Florida	\$0.41/capita (counties only)	\$694,757	\$2.7	16	1,794,547	\$ 0.39	1,933,401	\$ 0.36
Tampa Bay	\$2,000 base fee for cities \$0.32/capita for counties	\$1,229,537	\$2.7	12	3,728,828	\$ 0.33	3,933,034	\$ 0.31
North Central Florida	\$0.30/capita (see below)	\$166,074	\$1.6	6	575,622	\$ 0.29	598,011	\$ 0.28
Central Florida	\$0.37/capita	\$266,902	\$5.5	21	925,228	\$ 0.29	1,002,211	\$ 0.27
East Central Florida	\$0.2089/capita	\$901,111	\$3.5	18	4,339,191	\$ 0.21	4,617,326	\$ 0.20
South Florida	\$0.225/capita (counties only)	\$876,644	\$3.3	13	4,729,016	\$ 0.19	4,827,044	\$ 0.18
Emerald Coast	Varying base fees for counties & cities plus \$0.10/capita	\$140,837	\$8.6	28	1,017,065	\$ 0.14	1,071,778	\$ 0.13
Southwest Florida	\$0.30/capita	\$50,523	\$1.0	3	1,809,172	\$ 0.03	1,922,304	\$ 0.03

STAFF RECOMMENDATIONS



County	4/1/23 BEBR Population Estimate (less inmates)	ARPC Board ²	Net Difference from Previous Year	Counties > 200,000 populatio n	4/1/23 BEBR Total Population Estimate
		\$6,000 Base (adjusted annually using inflation index)		\$0.25	
		\$0.35			
Calhoun County	12,483	\$10,369.05	\$3,497.97		13,816
Franklin County	12,012	\$10,204.20	\$3,380.16		12,971
Gadsden County	41,303	\$20,456.05	\$11,570.16		44,421
Gulf County ¹	14,606	\$11,112.10	\$4,113.27		16,323
Jackson County	43,111	\$21,088.85	\$12,107.48		48,982
Jefferson County	14,288	\$11,000.80	\$4,029.27		15,402
Leon County	300,588	\$75,147.00	\$48,289.03		301,724
Liberty County	6,509	\$8,278.15	\$1,828.68		7,977
Wakulla County	33,738	\$17,808.30	\$9,517.41		36,168
TOTAL	478,638	\$185,464.50	\$98,333.43		497,784

STAFF RECOMMENDATIONS



ARPC - Recommendation - (\$6,000 base w/ annual inflation + \$0.35/capita; (pop > 200,000 = flat \$0.25/capita)

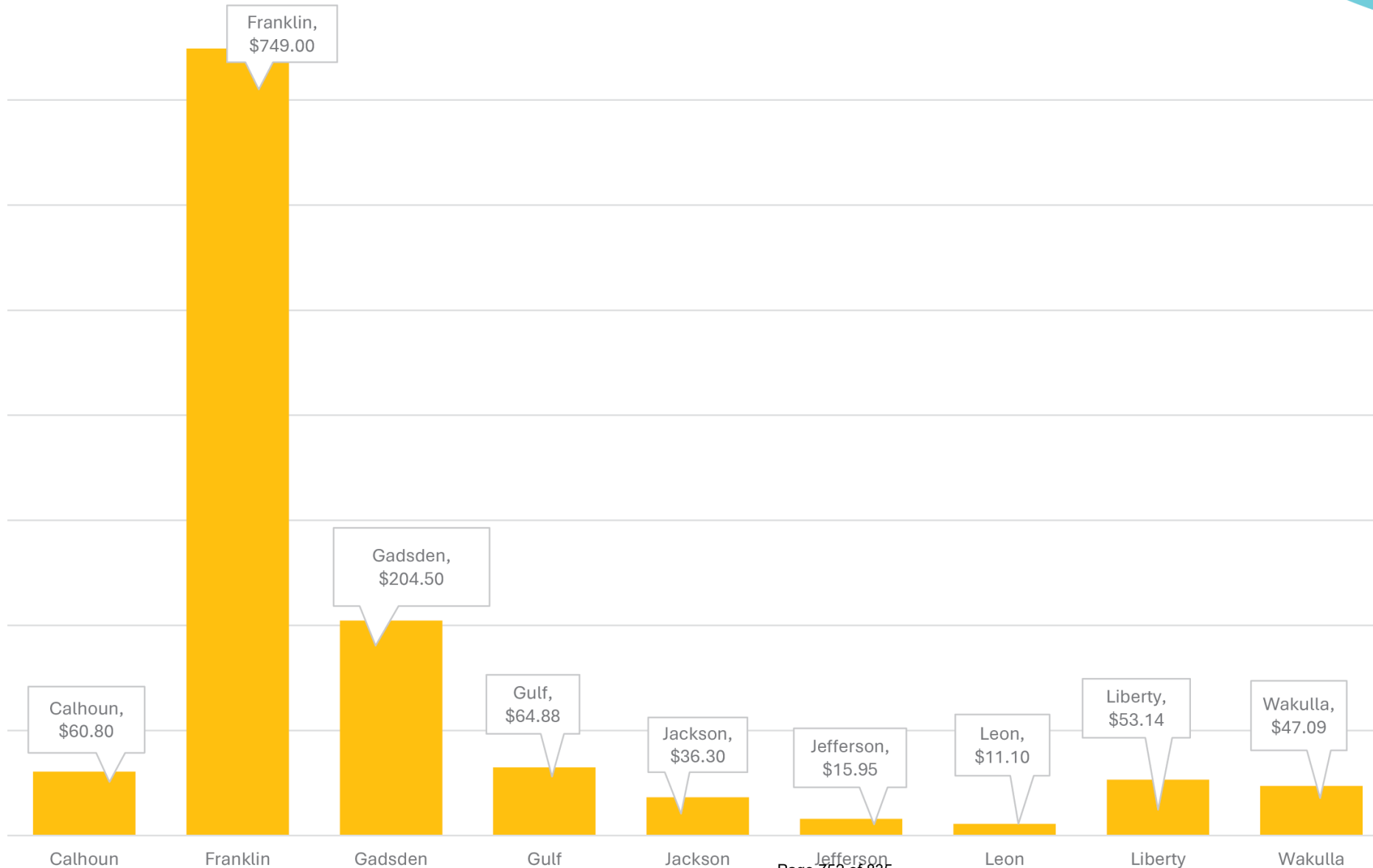
Sorted (high to low) Dues per Capita - 2023

RPC	Per Capita Rate	Total Local Dues	Budget (in millions)	Staff	Population (2020)	Dues per Capita (2020)	Population (2023)	Dues per Capita (2023)
Treasure Coast	\$0.43/capita (counties only)	\$906,824	\$2.5	10	2,139,636	\$ 0.42	2,231,974	\$ 0.41
Apalachee	\$6,000 (Annual Inflation Index) base + \$0.35/capita (pop > 200,000 = flat \$0.25/cap)	\$185,464	\$2.7	20	479,882	\$ 0.39	478,638	\$ 0.39
Northeast Florida	\$0.41/capita (counties only)	\$694,757	\$2.7	16	1,794,547	\$ 0.39	1,933,401	\$ 0.36
Tampa Bay	\$2,000 base fee for cities \$0.32/capita for counties	\$1,229,537	\$2.7	12	3,728,828	\$ 0.33	3,933,034	\$ 0.31
North Central Florida	\$0.30/capita (see below)	\$166,074	\$1.6	6	575,622	\$ 0.29	598,011	\$ 0.28
Central Florida	\$0.37/capita	\$266,902	\$5.5	21	925,228	\$ 0.29	1,002,211	\$ 0.27
East Central Florida	\$0.2089/capita	\$901,111	\$3.5	18	4,339,191	\$ 0.21	4,617,326	\$ 0.20
South Florida	\$0.225/capita (counties only)	\$876,644	\$3.3	13	4,729,016	\$ 0.19	4,827,044	\$ 0.18
Emerald Coast	Varying base fees for counties & cities plus \$0.10/capita	\$140,837	\$8.6	28	1,017,065	\$ 0.14	1,071,778	\$ 0.13
Southwest Florida	\$0.30/capita	\$50,523	\$1.0	3	1,809,172	\$ 0.03	1,922,304	\$ 0.03



RETURN ON INVESTMENT PER DOLLAR

Average ROI Per Dollar, By County, FY 2020 through FY 2023





APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

March 3, 2025

Vincent S. Long, County Administrator
Leon County Courthouse
301 S. Monroe Street
Tallahassee, FL 32301

Dear Mr. Long:

The Apalachee Regional Planning Council (ARPC) is truly appreciative for Leon County's dues contribution and support on behalf of the Region. This funding is critical for the ARPC as it is our **only** source of local dollars required for state and federal grant matches. Without your dues contribution, the ARPC would not have been able to provide technical assistance services to Leon County over the past year.

Dues for Leon County will see an increase of \$48,343.53 for a new annual total of \$75,201.50 for Fiscal Year 2025-26. The ARPC Board voted to increase dues on August 29, 2024 to offset increased costs which was based on a hired consultant's financial analysis. As directed by your office, ARPC staff coordinated with Leon County Emergency Management staff to develop a Scope of Work (see attached) to provide additional services to justify the increase.

We have included a copy of our [2023-24 Annual Report](#) to showcase some of the impactful work your Council staff has been doing in the Region. We are always exploring opportunities to ensure that Leon County is receiving a solid return on investment with respect to dues. Please visit our website (www.arpc.org) to view our Economic Impact Dashboard which gives a geographic distribution of the ARPC's impact across the Region. We hope that you will take this information into consideration as you begin budget planning for the next fiscal year.

As always, feel free to contact me at (850) 312-3310 or CRietow@arpc.org if you have any questions.

Sincerely,

Chris Rietow
Executive Director

Cc: Commissioner Rick Minor

Attachments: Proposed Scope of Work, Annual Report & ARPC Dues Per Capita Table



Scope of Work Leon County/ARPC

Purpose

This scope of work has been developed at the request of Leon County Administration to justify the adjusted Apalachee Regional Planning Council (ARPC) membership dues. At its regular meeting on August 29, 2024, the ARPC Board approved an increase in member dues for the current Fiscal Year 2024-2025. This proposed scope of work would go into effect for Fiscal Year 2025-2026, beginning October 1, 2025.

Scope of Work

In addition to the services and benefits provided to Leon County through the ARPC Emergency Preparedness Program via the Big Bend Healthcare Coalition, Apalachee Local Emergency Planning Committee, and improvements in emergency and disaster regional capabilities of surrounding counties to decompress the demand on Leon County services, the ARPC Emergency Preparedness Team will additionally provide:

- One (1) tabletop exercises per calendar year for Leon County EM staff, developed in partnership with Leon County Emergency Management.
 - Planning meetings as needed with planning team members
 - Development of all exercise documentation
 - Facilitation and evaluation of the exercise(s)
 - Creation of the After Action Report/Improvement Plan

- Plan review/update on a rotating basis as directed Leon County EM staff for the Post Disaster Housing Strategy, Debris Management Operations, ESF-8 Emergency Medical & Public Health Annex, ESF-10 HazMat Response Annex, Post Disaster Redevelopment Plan, etc.
 - Meeting with Support Agencies as needed for updates
 - Updates of perishable data as needed

2025-26 ARPC Per Capita Dues

County	4/1/24 BEBR Population Estimate (less inmates)	ARPC Board ²	Counties > 200,000 population	Net Difference from Previous Year	4/1/24 BEBR Total Population Estimate
		\$6,000 Base			
		\$0.35	\$0.25		
Calhoun County	12,567	\$10,398.45		\$29.40	13,700
Franklin County	12,215	\$10,275.25		-\$4,928.95	13,321
Gadsden County	41,762	\$20,616.70		\$160.65	44,853
Gulf County ¹	15,193	\$11,317.55		-\$4,794.55	16,947
Jackson County	43,172	\$21,110.20		\$21.35	49,345
Jefferson County	14,388	\$11,035.80		\$35.00	15,667
Leon County	300,806		\$75,201.50	\$48,343.53	302,197
Liberty County	6,467	\$8,263.45		-\$14.70	8,016
Wakulla County	34,931	\$18,225.85		\$417.55	37,313
SUBTOTAL	481,501	\$111,243.25	\$75,201.50	\$39,269.28	501,359
		TOTAL	\$186,444.75		

1. Median Population: 15,193 (Gulf County)
2. The ARPC Board approved a \$6,000 base with \$0.35 per capita rate on August 29, 2024 Full Council Meeting. Additionally, the base rate will be indexed to inflation moving forward.
3. Counties with a population of 200,000 or more pay only pay \$0.25 per capita (no base rate).

Florida Estimates of Population, 2024 may be accessed online at:
<http://edr.state.fl.us/Content/population-demographics/data/Estimates2024.pdf>



APALACHEE REGIONAL PLANNING COUNCIL

2023 – 2024 ANNUAL REPORT



Proudly serving the counties & municipalities of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, & Wakulla!

ARPC proudly serves as a dedicated catalyst for responsible growth & development in the Apalachee Region of Florida.



Lafayette Heritage Trail Park. Tallahassee FL

A photograph of a marshland in Tallahassee, Florida. The foreground is dominated by tall, golden-brown grasses. In the middle ground, there is a calm body of water reflecting the sky and the surrounding trees. The background features a line of tall, thin trees, likely cypresses, under a clear, light blue sky. The overall scene is peaceful and natural.

With a team of dedicated staff, ARPC works closely with local governments, community organizations, & stakeholders to develop innovative strategies & policies, protect & enhance our natural resources, promote conservation, and support responsible growth.

Marshlands of northern Florida in Tallahassee, Florida



**Fully committed to collaboration
and community engagement,
ARPC is able to better position our
member governments, creating
access and leverage for funding
that may not have otherwise been
attainable.**



*Yellow pitcher plant
(Sarracenia flava),
Northwest Florida*

2023 – 2024 Apalachee Regional Planning Council

Calhoun County

Darryl O’Bryan
Sheila Blackburn

County Commissioner
Councilwoman, City of Blountstown

Franklin County

Ricky Jones
Sebrina Brown

County Commissioner
Commissioner, City of Carrabelle

Gadsden County

Brenda Holt
Evelyn Goldwire
Henry Grant

County Commissioner
Mayor, City of Gretna
Governor’s Appointee

Gulf County

Sandy Quinn, Jr.
Johnny Paul
Michael Hammond

County Commissioner
Commissioner, City of Wewahitchka
Governor’s Appointee

Jackson County

Jim Peacock
Kim Applewhite

County Commissioner
Councilwoman, Town of Grand Ridge

Jefferson County

Chris Tuten
John Jones

County Commissioner
Councilman, City of Monticello

Leon County

Rick Minor
Jack Porter
Lisa Miller

County Commissioner
Commissioner, City of Tallahassee
Governor’s Appointee

Liberty County

Doyle Brown
James Kersey
Davis Stoutamire

County Commissioner
Mayor, City of Bristol
Governor’s Appointee

Wakulla County

Quincee Messersmith
Steve Remke

County Commissioner
Commisioner, City of St. Marks

Ex-Officio Members

Kristine Morris
Darryl Boudreau
Tanya Branton
Diane Scholz

Fl. Dept. of Environmental Protection
NW Fl. Water Management District
Fl. Dept. of Transportation
Florida Commerce

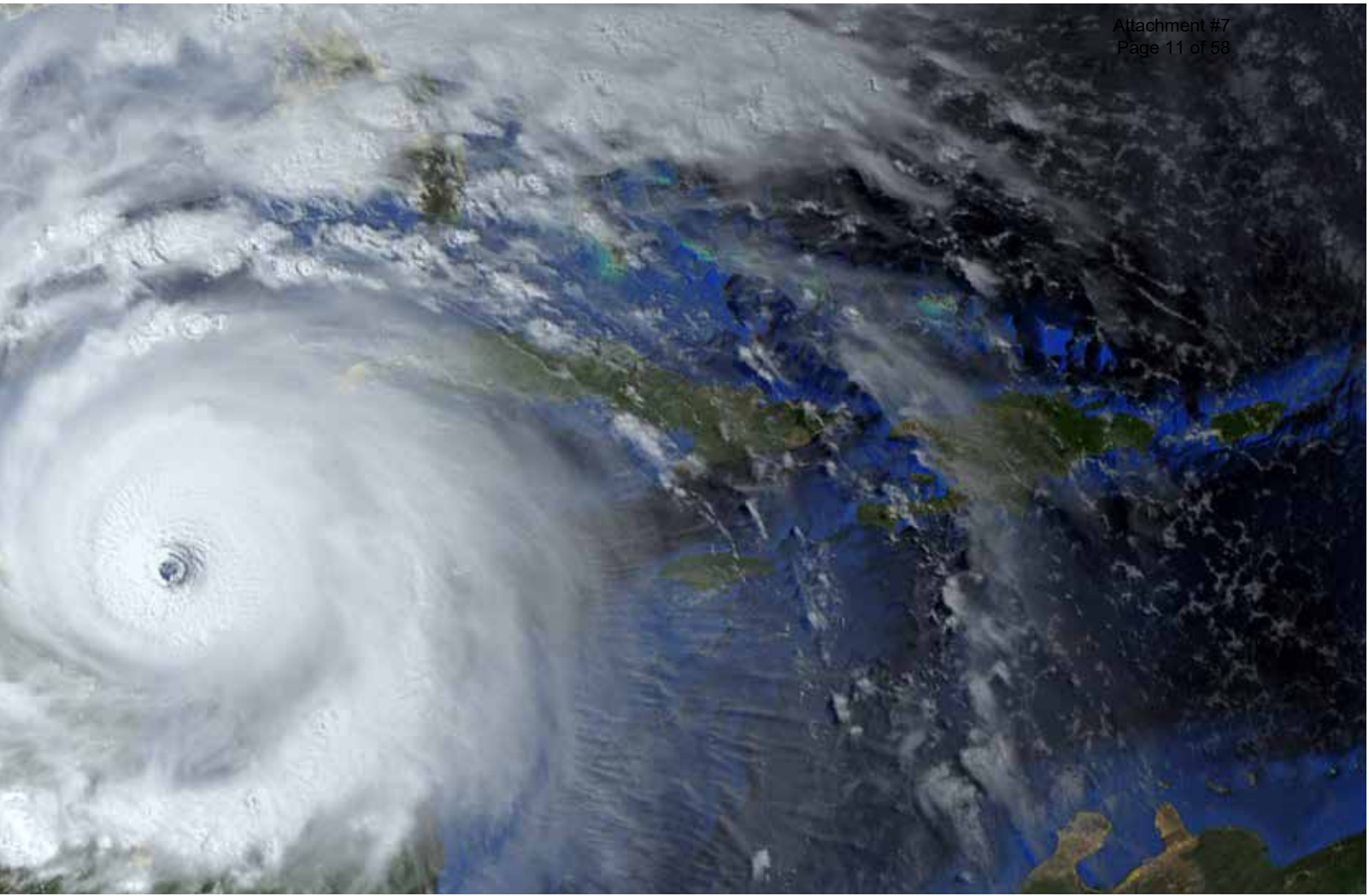


Note from the Chair

With each passing year, time demonstrates that change is the only constant, and this year is no different. Our Region has grown tremendously. We narrowly escaped the devastation of two hurricanes, rallied to support our neighbors to the south who have endured relentless challenges, and finally recovered from many of the economic shocks of the pandemic, even as we weather record-high inflation. Today, we're proud to be overseeing the largest living shoreline project in the state. Through it all, our regional

partners have been organizing, collaborating, and adapting to every new development, steadily guiding the evolution of the Region day by day.

Community and economic development is slow but valuable work. We show up every day to push the needle toward progress, and once a year, we get to reflect on our accomplishments and celebrate that, together, we have moved it by a millimeter. Alongside the Region, the ARPC has also grown, now home to over



20 employees. Our staff manages housing programs, supports emergency preparedness, and ensures that our organization is ready for any challenge. The ARPC has returned to its roots, once again providing growth management services, and has built redundancy into almost every program to bolster our resilience. With growth comes inevitable growing pains, but as they say, no pain, no gain.

As we look toward the new year, I encourage you to first look back

and appreciate how far we have come and to value every part of the journey—highs, lows, and close calls. Without these experiences, we would be stuck in time.

Looking forward,

A handwritten signature in blue ink that reads "Ricky D. Jones". The signature is written in a cursive style and is positioned above a horizontal line.

Commissioner Ricky Jones



Attachment #7
Page 1 of 5

132 JOBS

created or retained
with RLF funds



11,454

life-sustaining trips
through Transportation Disadvantaged

20

housing projects
(built, repaired,
or purchased)





28
grants
applied for

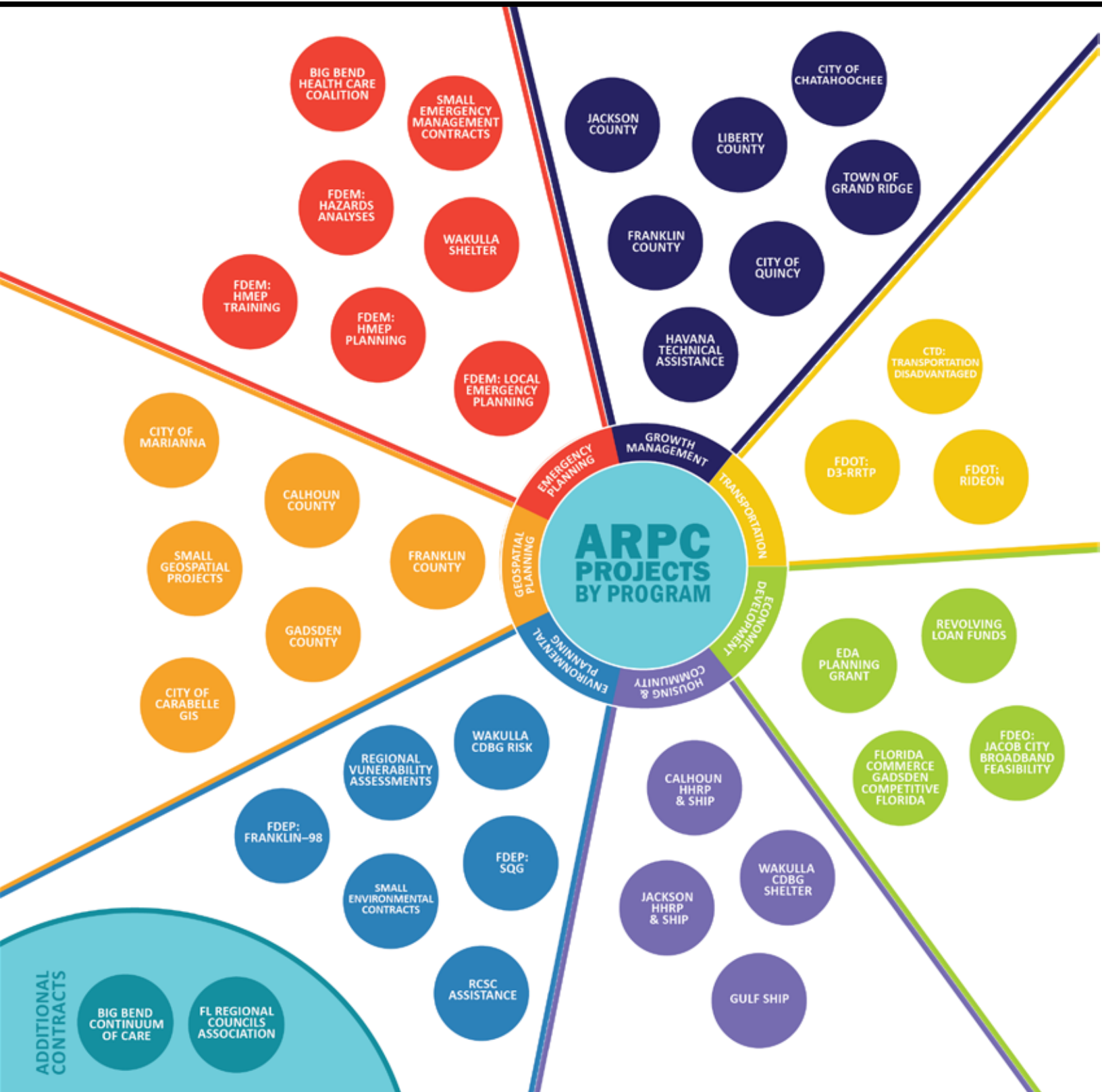


273
first responders
trained

14
blog entries



Under the dedicated leadership of Executive Director Chris Rietow, ARPC has more than quadrupled in size, and the services available to our member counties continue to expand.





We are stewards to one of the most unique and diverse regions of the world. Shaped by a range of habitats including hardwood forests, pine flatwoods, wetlands, coastal marshes, and spring-fed rivers, the Apalachee Region provides a critical biodiversity hotspot, supporting an astonishing variety of terrestrial and aquatic species.

Stretching roughly from the Apalachicola River to the Aucilla River, our communities are well known for their natural beauty, and an enduring blend of historic charm and cultural heritage.

Our dedicated team works tirelessly to address the unique challenges and opportunities that shape the landscape of our communities. From strategic planning initiatives to collaborative partnerships, ARPC maintains an unwavering dedication to enhancing the quality of life for residents, while preserving the rich cultural and natural heritage that defines the Apalachee Region.



47
YEARS OF
REGIONAL
SERVICE

22
BOARD
MEMBERS



23
STAFF
MEMBERS



28
MUNICIPALITIES

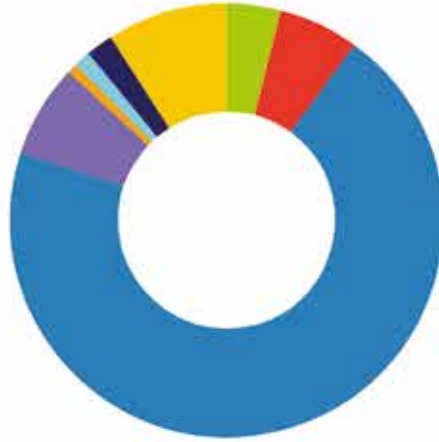


9
COUNTIES

2023/2024 REVENUE OVERVIEW

\$6,594,906

2023/2024 TOTAL REVENUE



42+ CONTRACTS EXECUTED



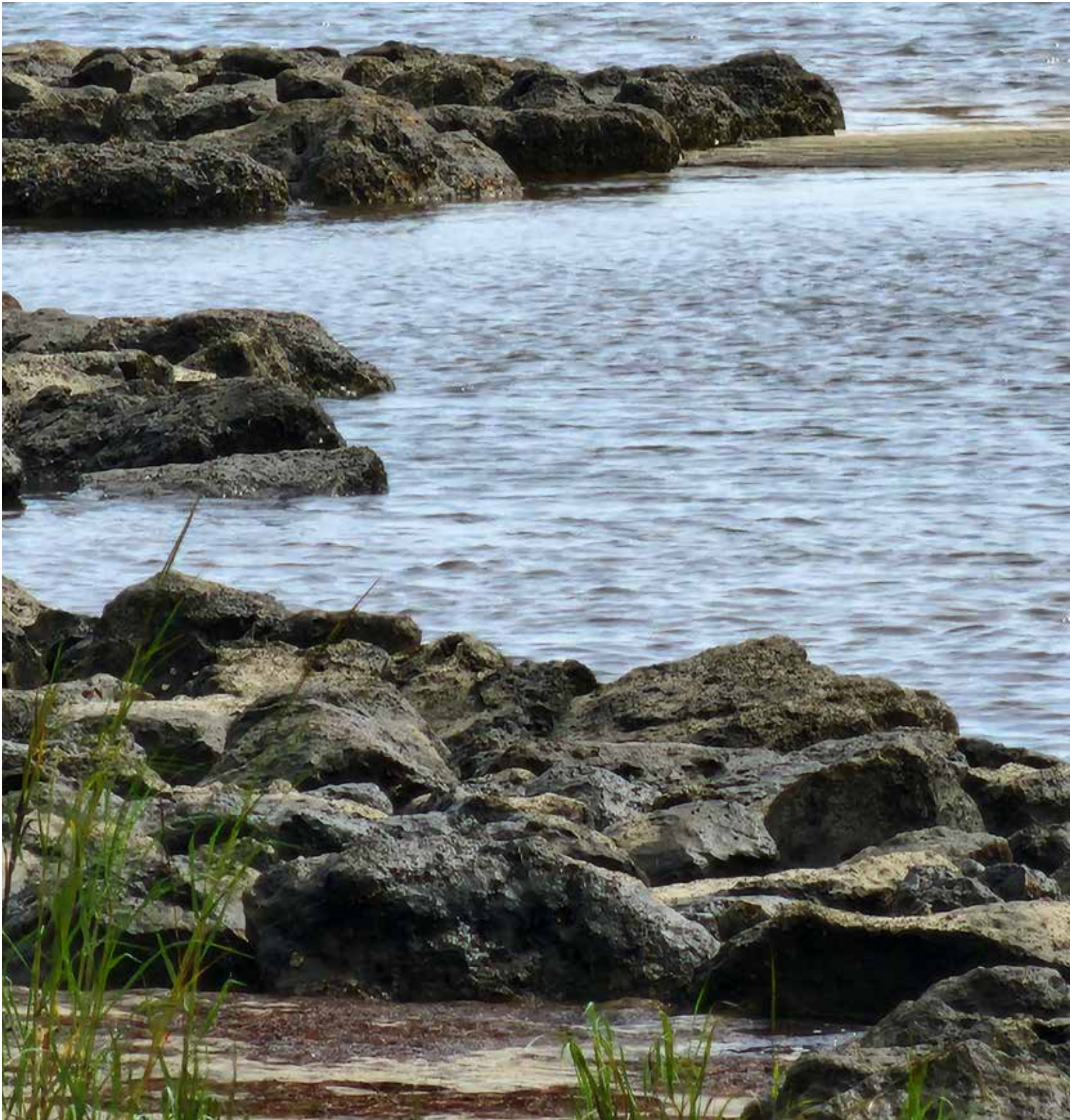


\$73:1
REGIONAL
RETURN ON
INVESTMENT

AVERAGE ROI PER COUNTY

FY 2019/2020 - FY 2022/2023





The constructed reefs have trapped more sediment than originally expected, already doubling the area available for marsh grass plantings, and attracting wildlife to the area.



Innovations – Franklin 98

Coastal communities throughout the Apalachee Region are all too familiar with chronic erosion along the shorelines. Summer and winter storms bring high winds and raise water levels; chronic erosion is a daily occurrence with the ebb and flow of the tide. Year after year, Franklin County’s shoreline experiences these conditions, causing portions of coastal Highway 98 to suffer.

Highway 98 serves as an evacuation route and a main artery of the surrounding communities, tying Franklin County together, covering Apalachicola, Eastpoint, Carrabelle, and St Teresa. It acts as the only thoroughfare for some residents. For decades, various hard armoring techniques have been implemented ranging from wooden bulkheads to articulated concrete. Until recently, these efforts have been standard approaches to mitigate against coastal erosion that often preempt existing and potential habitat from forming and migrating – seawalls and riprap effectively draw a line in the sand for coastal geomorphological and ecological functions. Looking to implement a different approach, the Apalachee Regional Planning Council (ARPC) partnered with WSP USA to explore involving design and implementation of a living shoreline project, one that sought to breach the gap between hard armoring and “soft” solutions such as planted shorelines with native vegetation. This is the basis for Franklin-98.

Franklin-98 is a nature-based solution that involves establishing a nearshore reef and marsh ecosystem, bolstering the general productivity and health of the nearshore ecosystem while capturing, or attenuating wave energy in Apalachee Bay before it has a chance to reach shore. The nearshore hardbottom reefs, constructed out of limestone sourced from Florida, have been observed providing home to this past year’s oyster set. Once a primary driver of the local economy that accounted for 90% of the total Florida oyster yield, the fishery has since collapsed, with laws put in place to prevent wild harvest through 2026. It is important to note that the F-98 project is not primarily an oyster restoration project, and separate from FWCs much larger restoration efforts, though the project has seen oyster recruitment



Environmental Planning Manager Josh Adams surveys site progress along the Franklin-98 Living Shoreline.



on the reefs. Additionally, the project is located in a “no harvest” zone.

The installation of nearshore reefs helps to attenuate wave energy in a novel wave, unique from other linear formations that direct wave energy on the sides, potentially leading to scouring on the sides of the engineered structure. Taking inspiration from natural oyster formation, our reefs are irregularly shaped and the length and depth of the structures slows the waves before reaching shore. The effects on energy reduction are profound and are visible, even on an average day. The reefs will not prevent all erosion or provide the same type of wave attenuation as seawalls and riprap. They are much lower in elevation, protruding only a few feet out of the water, and totally submerged on the highest tides.

The reefs are installed in shallow water, less than six feet. Materials are positioned in the water using excavators from barges in deeper areas, and working in and around the intertidal zone carefully, as to not disturb any of the submerged aquatic vegetation (SAV). The SAV are field verified and mapped ahead of placement to avoid any accidents. Some of the workers from the project are displaced oystermen, leveraging their experience to help construct the reefs. Construction work is being performed by North Florida Construction, a local contractor operating in Franklin County.

Spartina alterniflora, or smooth chordgrass, is the dominant species that is being used to establish our fringing marsh. With the reefs in place, the wave

climate becomes favorable for marsh species. The saltmarsh helps to lock-in suspended sediments and trap them in place, settling them out of the water column and aiding in growing the shoreline. The GulfCorps of the Forgotten Coast, an Americorps program based out of Franklin County, is the contractor responsible for the planting portion of the restoration process. GulfCorps crews partner with federal, state, county and municipal agencies as well as local nonprofits to implement restoration and conservation projects throughout the Panhandle coast. The GulfCorps team has been busy harvesting, transporting, and propagating the marsh grass. The grass comes from a Duke Energy donor site in Crystal River.

The combination of the marsh and reefs will benefit the local ecology through providing enhanced habitat that has been preempted by seawall in many locations along the project area. The enhancements will also help to offset erosion and catch sediment, increasing shoreline resiliency. Project design considerations included twenty-seven public outreach events, as well as data collection and analysis methodology.

Franklin-98 Living Shoreline has been designed to withstand at least Category 3 wave energy and has performed well to-date since being initially installed in fall of 2023. Sea level rise was also taken into consideration when designing the marsh and reefs; both are anticipated to “grow” with the projected amount of sea level rise in our project area. The project will be n

Innovations – Emergency Planning

When disaster strikes, there's no time for second guessing. Preparation is essential. And even more so throughout the Apalachee Region, an area prone to severe weather incidents. Disasters of this nature require a coordinated and collaborative effort among first responders and support agencies, and the Big Bend Healthcare Coalition (BBHCC) serves as this forum, facilitating a response that best leverages the resources and capabilities of all healthcare providers and partners engaged.

Emergency management planning can be daunting, no matter how necessary it may be. To address this issue, and ensure ease and accessibility, the Florida Healthcare Coalitions worked collaboratively to fund an online planning platform for healthcare facilities statewide. Users are able to develop and maintain their Comprehensive Emergency Management Plan (CEMP) in the platform using an AHCA-compliant template that helps them easily meet the requirements for annual approval of their plan. While not required to do so by law, the Coalitions also developed a Continuity of Operations (COOP) template for their use, to help plan out how to keep their main agency functions operational when their organizations face significant disruptions from emergency or disaster events. Additionally, there is an option for plan-checkers to check the plan off within the platform, thereby eliminating significant back-and-forth via the exchange of emails and physical copies of plans between facilities and those who approve the plans.

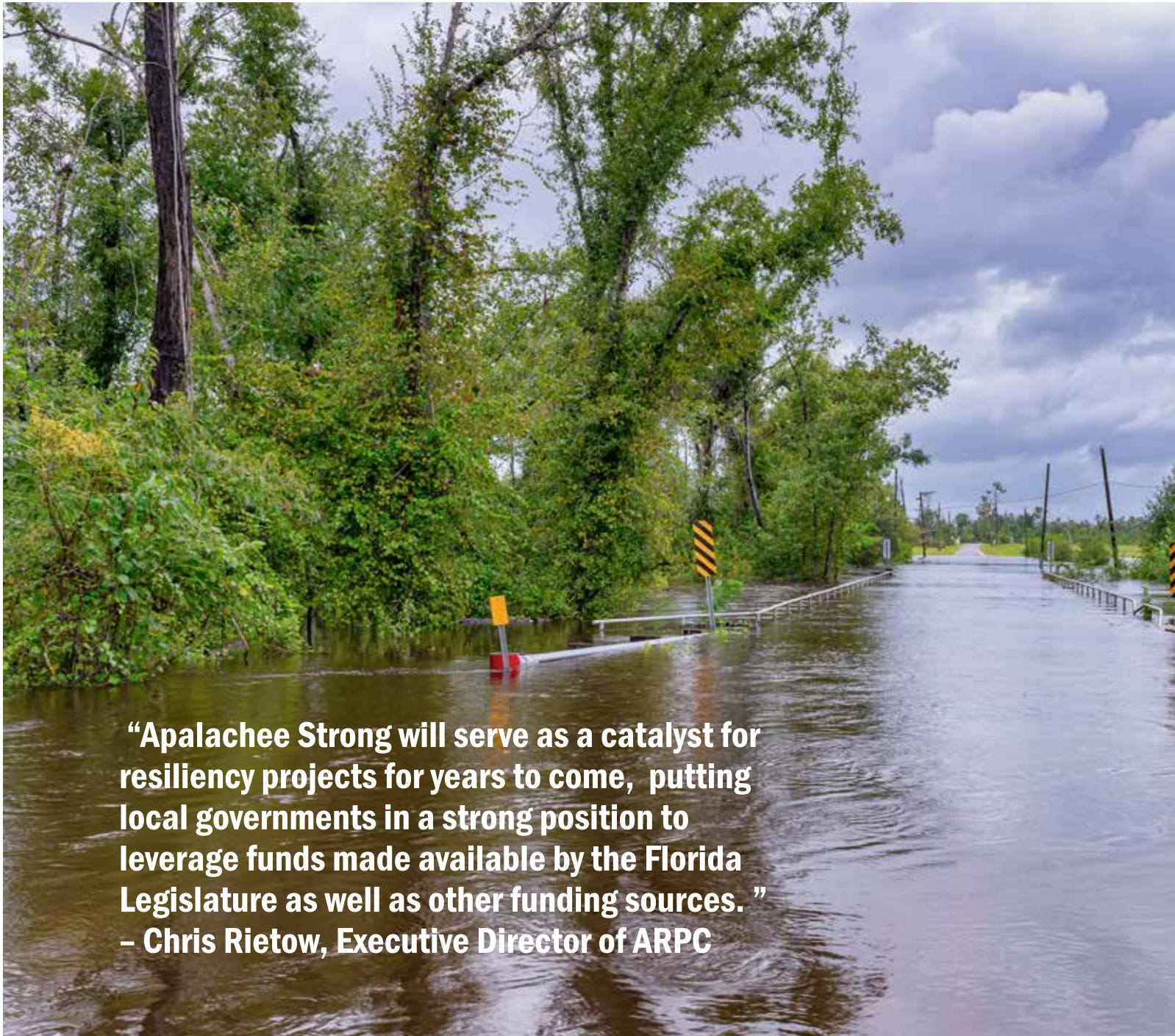
Apalachee Regional Planning Council (ARPC) is proud to have been a part of this effort. Christian Levings, ARPC Emergency Planning Manager, who has extensive experience in plan-approval, advised and steered the development group to ensure that the CEMP development interface remained consistent with the AHCA guidance checklist for CEMP's. The resulting platform has streamlined a historically cumbersome process, allowing for superior planning and preparation throughout the State of Florida.

And the newly developed platform is already award-winning! We are thrilled to announce that ARPC received the 2024 Aliceann Wohlbruck Impact Award from the National Association of Development Organizations. NADO is a Washington, DC-based membership association of regional development organizations that promotes programs and policies that strengthen local governments, communities, and economies through regional cooperation, program delivery, and comprehensive strategies. The Impact Awards program recognizes regional development organizations and their partners for improving the economic and community competitiveness of our nation's regions and local communities. We proudly accept this recognition and remain committed to improving quality of life for all throughout the Apalachee Region!



Up-and-Coming Programs

ARPC is structured such that the organization can respond to the needs of the Region in a nimble manner. As the challenges of our communities evolve, so do we! Here is a brief summary of just one of the up and coming programs at ARPC.



“Apalachee Strong will serve as a catalyst for resiliency projects for years to come, putting local governments in a strong position to leverage funds made available by the Florida Legislature as well as other funding sources.”
– Chris Rietow, Executive Director of ARPC



ARPC has established a resilience collaborative for the Region, Apalachee Strong. With funding made possible through a grant by the American Flood Coalition, all nine of the Apalachee Region’s member counties eagerly joined the collaborative. The initiative started in November of 2020, with the adoption of the ARPC’s Memorandum of Understanding that outlines the need for a collaborative approach in tackling resilience issues.

The goal of the collaborative is to help cities and towns across the Panhandle advance adaptation efforts and support resilience projects, and ultimately seeing a return on investment in our communities. The collaborative serves as a centralized forum for resilience related initiatives in the Region. By identifying the Region’s resiliency deficits, specific policies can be set to meet them, and grants can be pursued.

“Water does not recognize city or county lines, so it is absolutely critical for leaders to take a regional approach to building resilience,” said Melissa Roberts, Executive Director of the American Flood Coalition.

“We are proud to have funded this effort to create Apalachee Strong as the Panhandle community works together to meaningfully address flooding in the region.”

One of the first grants that the ARPC pursued under the collaborative is the Florida Department of Environmental Protection’s Resilient Florida Grant Program, through the Office of Resilience and Coastal Protection. The grant program

was established in 2021 by Senate Bill 1954, and allows regional resilience coalitions to coordinate solutions to sea level rise and flooding. ARPC utilized the grant funding to

develop a regional vulnerability analysis, used to prioritize projects for inclusion in the Statewide Flooding and Sea Level Rise Resilience Plan.

As resiliency efforts become ever more crucial throughout the Region, ARPC is ready to bridge the gap. Resiliency Officer Divina Lade will be leading the charge, ensuring that the communities throughout the Apalachee Region are fully prepared for the challenges of tomorrow.



ARPC News Highlights

*USDOT Announces Final Round of 2024 SS4A
Grants to Fund Road Improvements*





Crawfordville senior citizens get advice on creating a will; see who is behind the idea
– **SEPTEMBER 2023**

Planning Council Receives National Award
– **DECEMBER 2023**

Gadsden County leaders, town and city managers plan to create an economic development strategy
– **APRIL 2024**

Protecting U.S. 98 in Franklin County using nature-based solutions
– **JUNE 2024**

Gadsden County leaders show drafted economic development plan to neighbors
– **SEPTEMBER 2024**

Living Shorelines to the Rescue
– **SEPTEMBER 2024**

ARPC wins award for Franklin County map
– **NOVEMBER 2024**

Gadsden County leaders work to bring passenger rail service back through the county
– **NOVEMBER 2024**

USDOT Announces Final Round of 2024 SS4A Grants to Fund Road Improvements
– **NOVEMBER 2024**

ARPC wins award for Franklin County map
– **NOVEMBER 2024**



New Staff

Liz Todak

Alex Valdes

Juliette Kearce

Logan Patten

Marcus Thompkins

Matt Vossler

Justin Stiell

Mary O'Brien

Austin Britt

Isabella Marmanidis

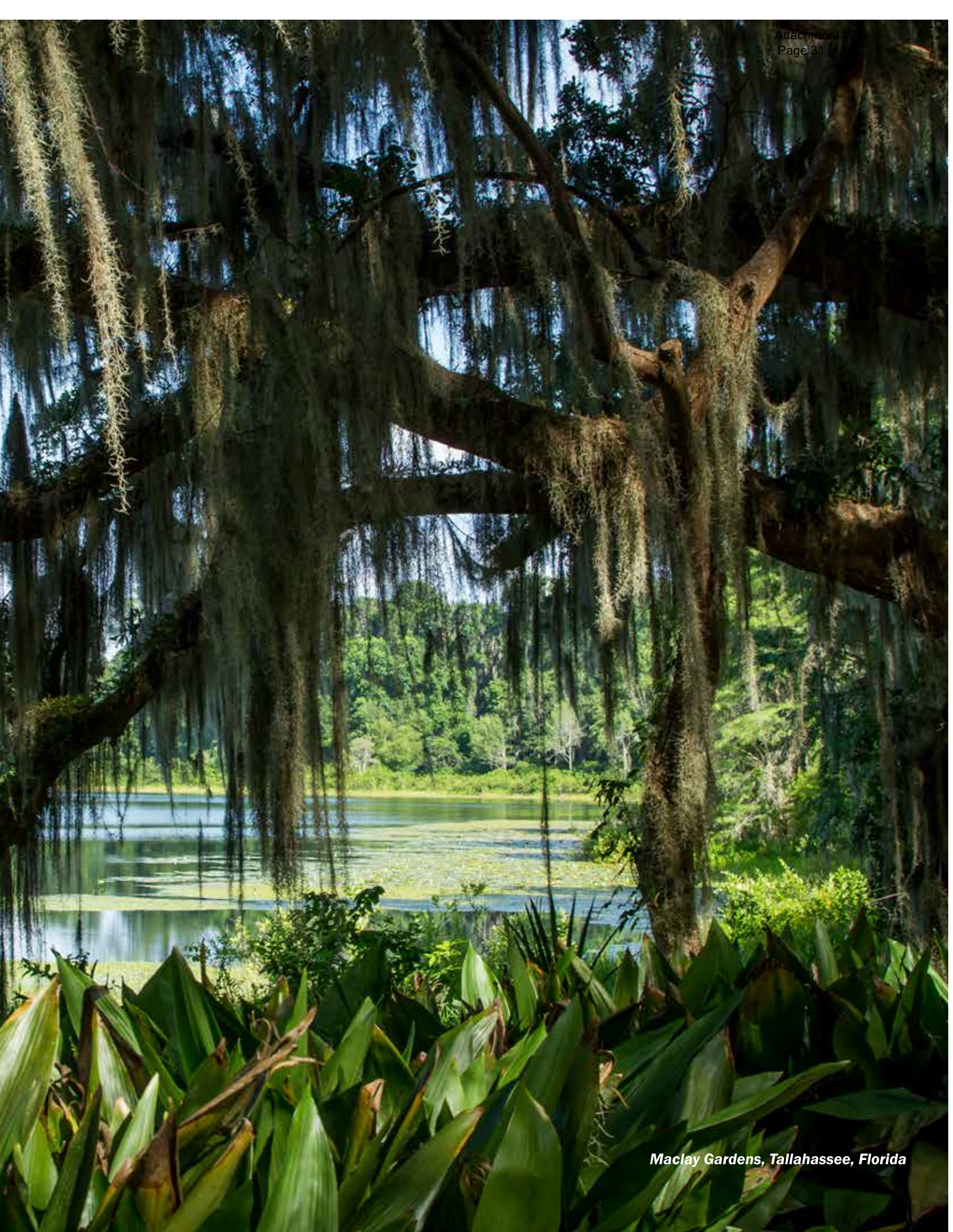
Tom Thompson

Lydia Johnson

Khalig Atakishiyev

Kristin Dozier

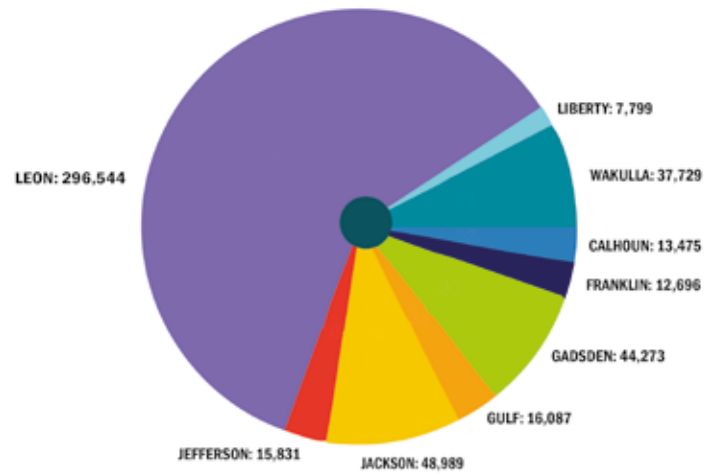




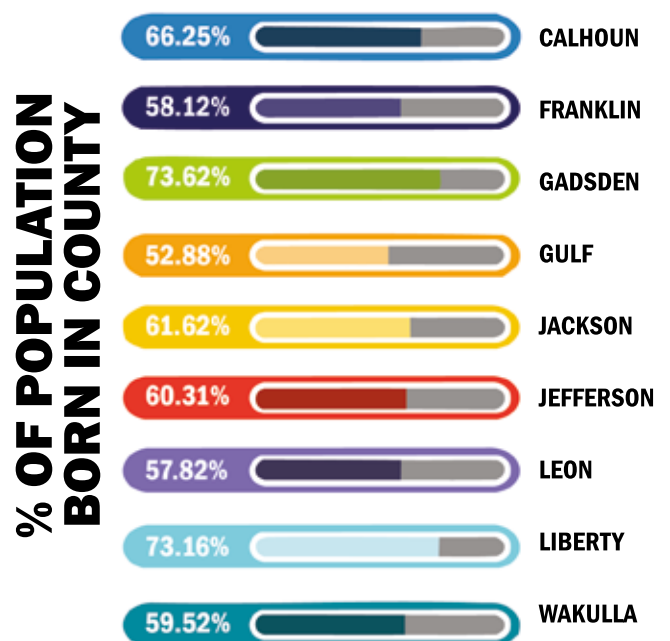
Maclay Gardens, Tallahassee, Florida

The Apalachee Region is as diverse as it is beautiful. Known for its distinct blend of urban and rural communities, the demographics of this region reflect a tapestry of varied cultures and heritages weaved together with the threads of Southern hospitality.

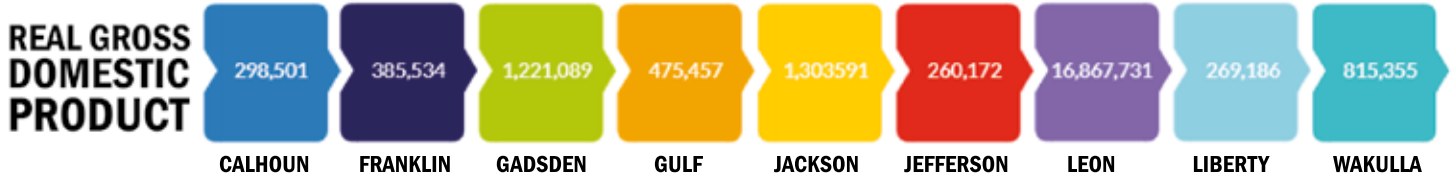
493,423
APALACHEE REGION'S
TOTAL POPULATION



POPULATION



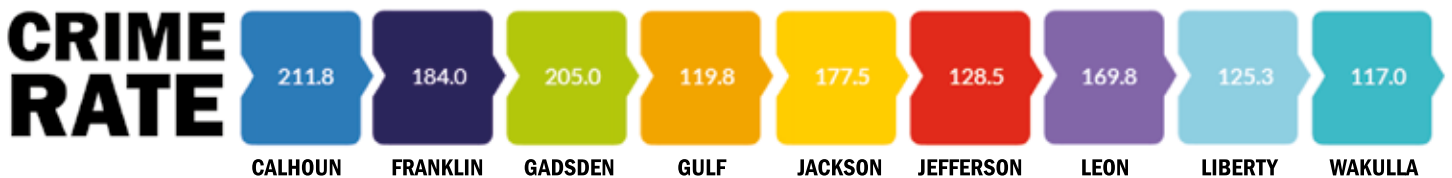
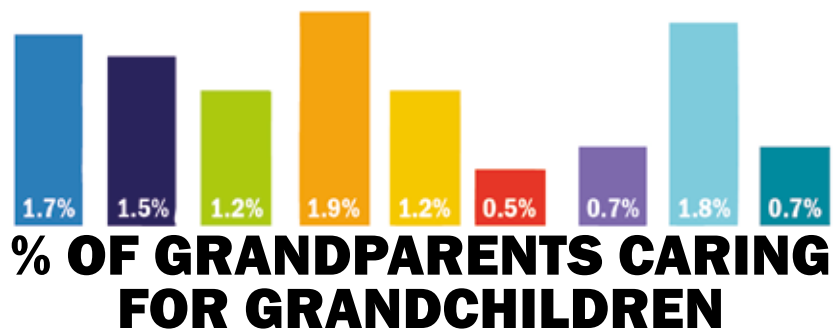
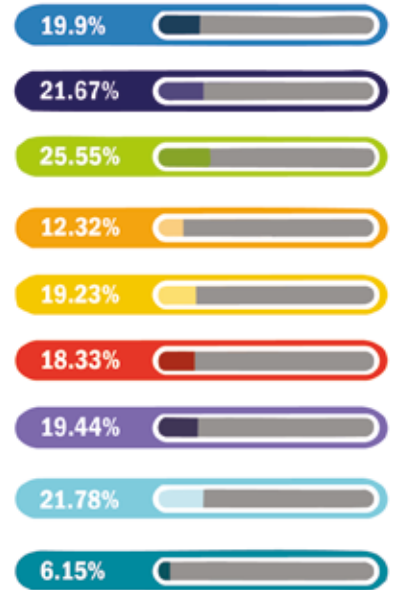
Please refer to the appendix for all data sources.



SCHOOL DISTRICT GRADES



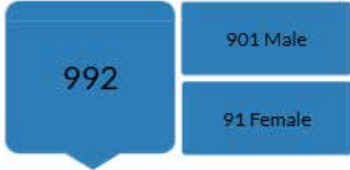
POVERTY RATE



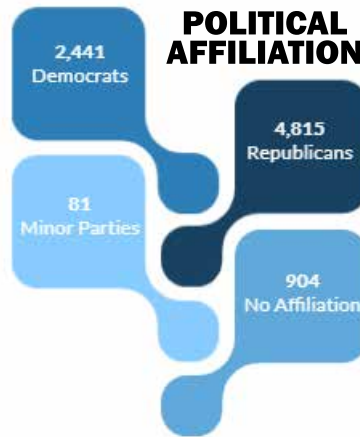
CALHOUN COUNTY



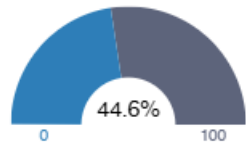
POVERTY BY GENDER



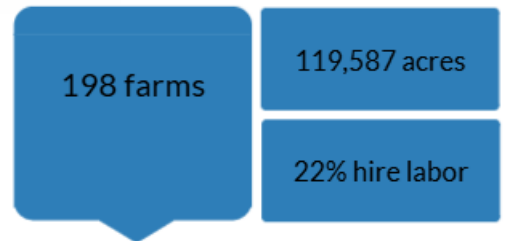
5,701
HOUSING UNITS



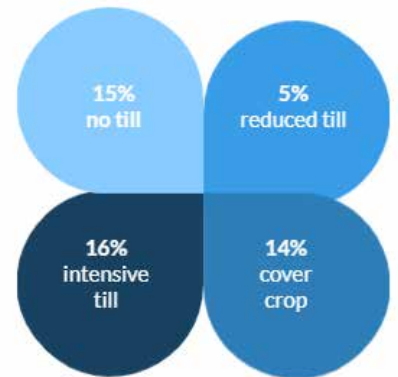
192
EMPLOYERS



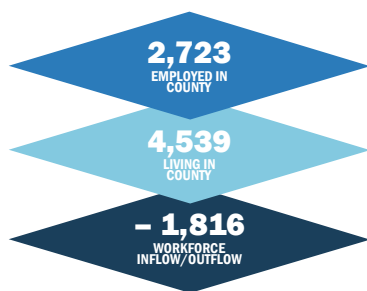
LABOR FORCE PARTICIPATION



% UNDER AGE 65 WITHOUT HEALTH INSURANCE



FARMING METHODS



CONSERVATIVE LAND MASS BY ACRES

FRANKLIN COUNTY

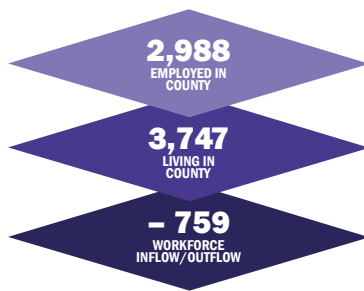
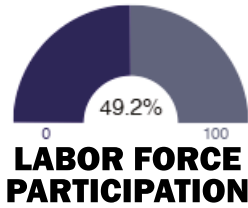
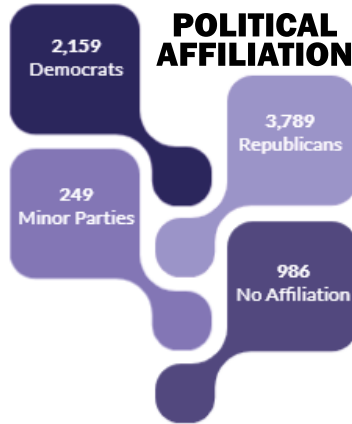


FRANKLIN COUNTY

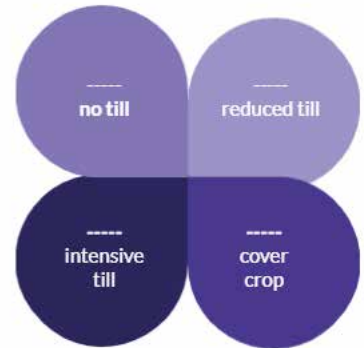
POVERTY BY GENDER



8,666
HOUSING UNITS



% UNDER AGE 65 WITHOUT HEALTH INSURANCE



FARMING METHODS



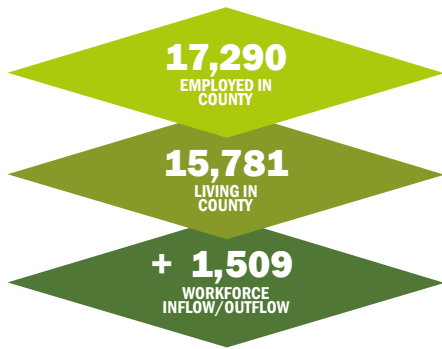
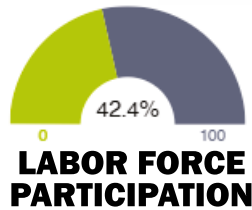
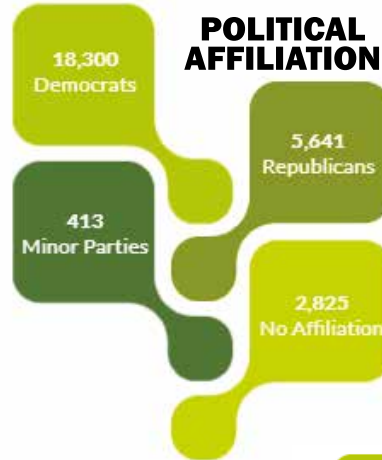
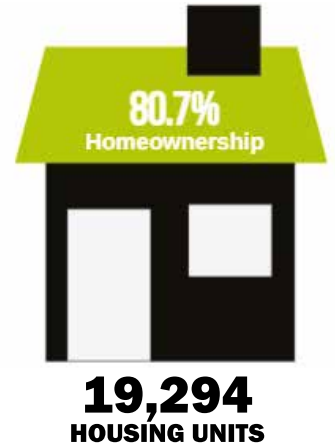
CONSERVATIVE LAND MASS BY ACRES

GADSDEN COUNTY

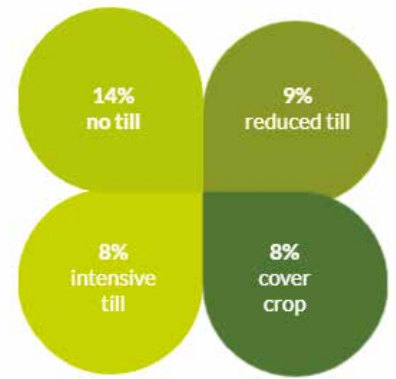


GADSDEN COUNTY

POVERTY BY GENDER



% UNDER AGE 65 WITHOUT HEALTH INSURANCE



FARMING METHODS



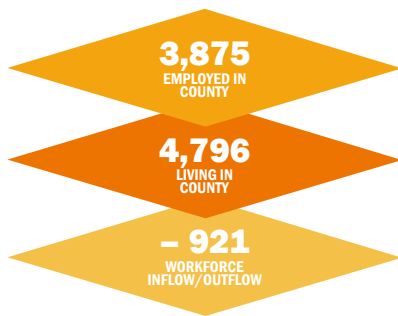
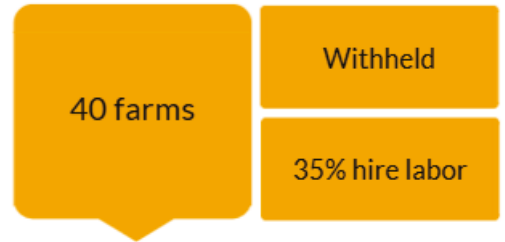
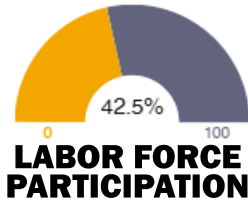
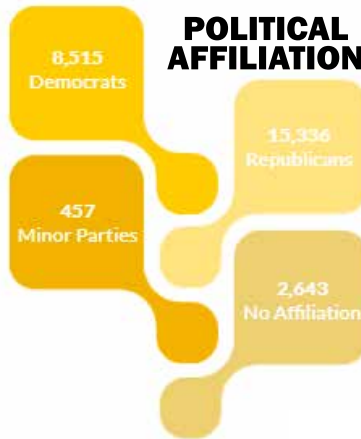
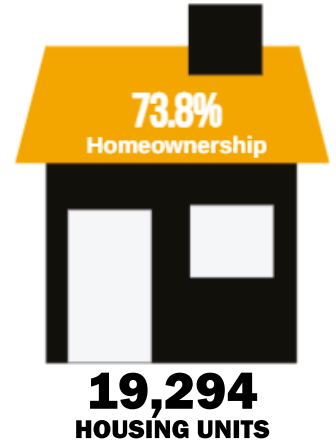
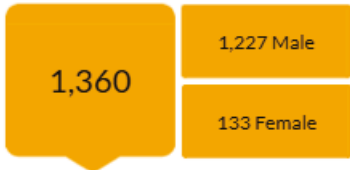
CONSERVATIVE LAND MASS BY ACRES

GULF COUNTY

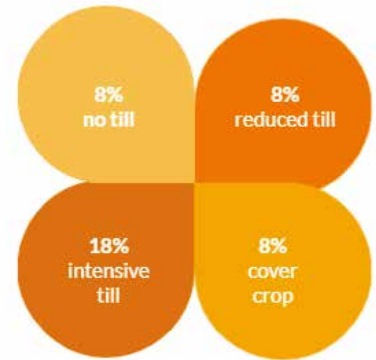


GULF COUNTY

POVERTY BY GENDER



% UNDER AGE 65 WITHOUT HEALTH INSURANCE



FARMING METHODS



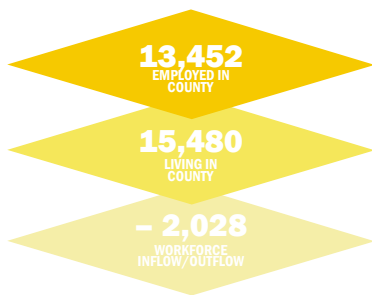
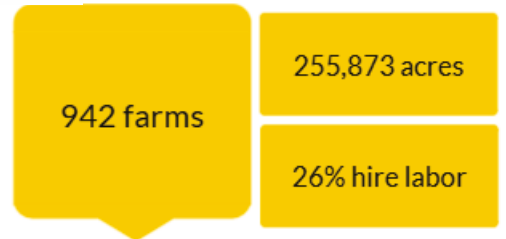
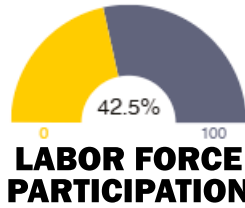
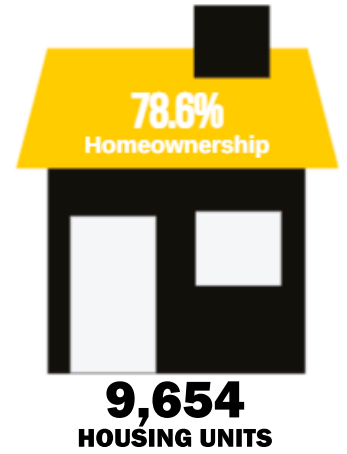
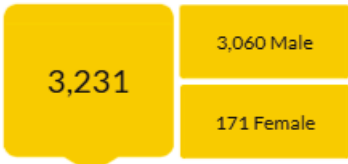
CONSERVATIVE LAND MASS BY ACRES

JACKSON COUNTY

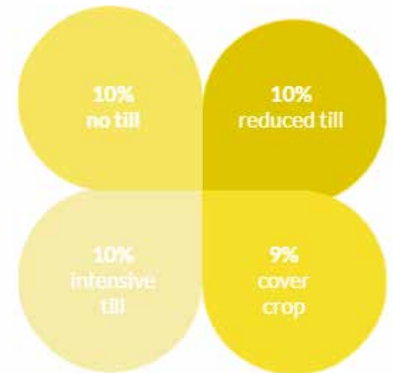


JACKSON COUNTY

POVERTY BY GENDER



% UNDER AGE 65 WITHOUT HEALTH INSURANCE



FARMING METHODS



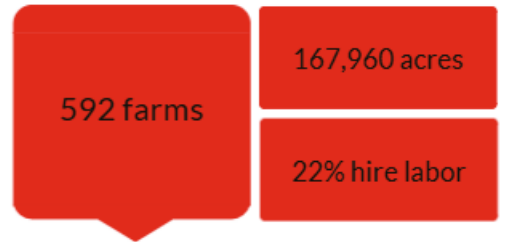
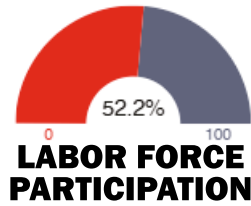
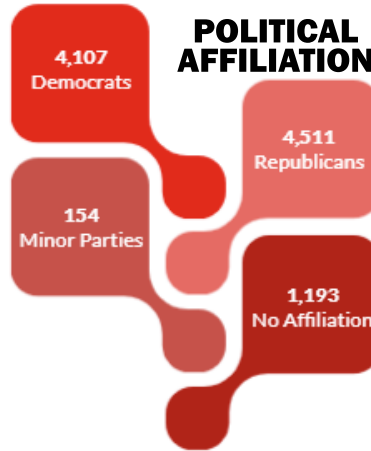
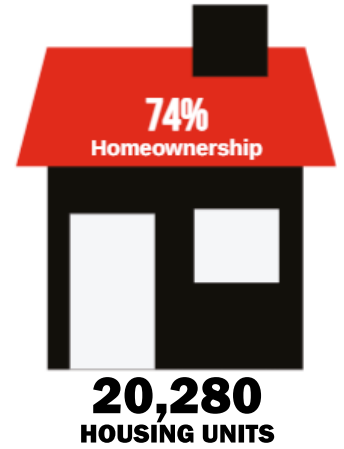
CONSERVATIVE LAND MASS BY ACRES

JEFFERSON COUNTY

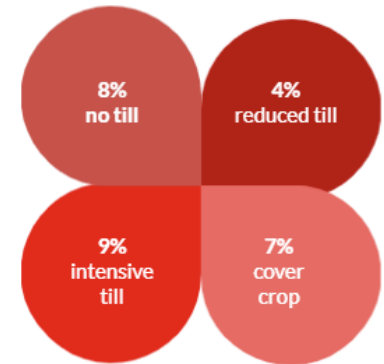
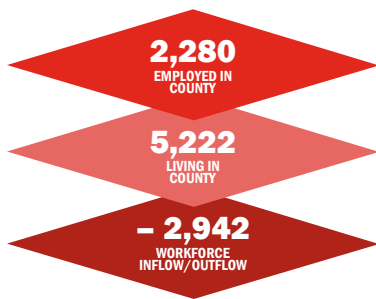


JEFFERSON COUNTY

POVERTY BY GENDER



% UNDER AGE 65 WITHOUT HEALTH INSURANCE



FARMING METHODS



CONSERVATIVE LAND MASS BY ACRES

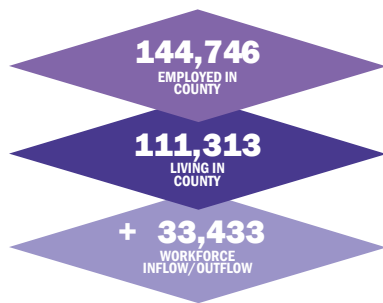
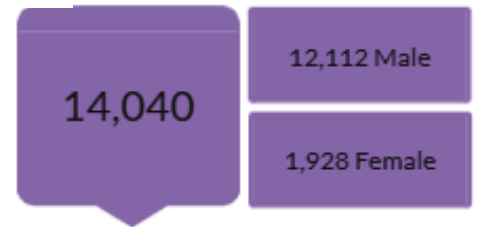
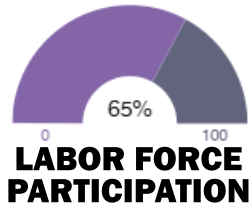
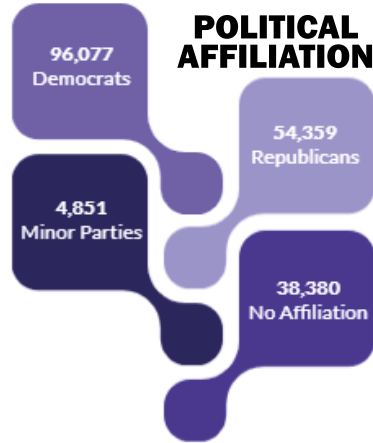
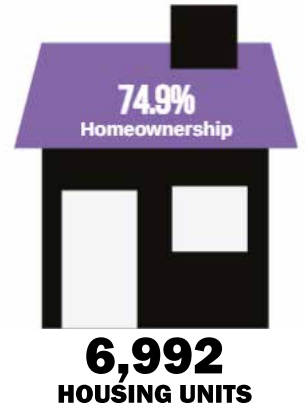
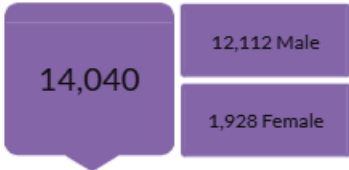


LEON COUNTY

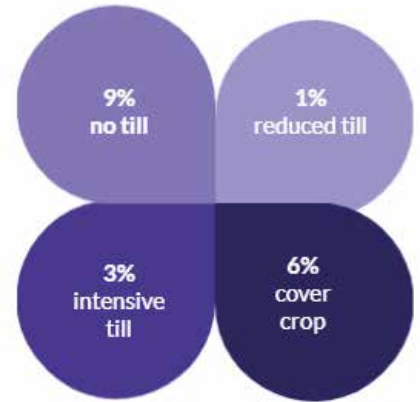


LEON COUNTY

POVERTY BY GENDER



% UNDER AGE 65 WITHOUT HEALTH INSURANCE



FARMING METHODS



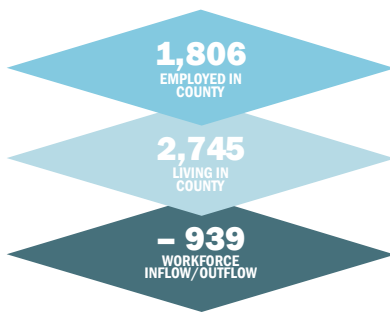
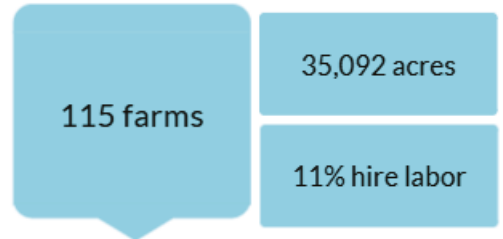
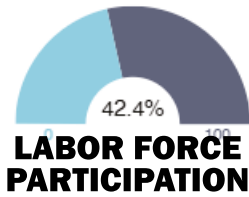
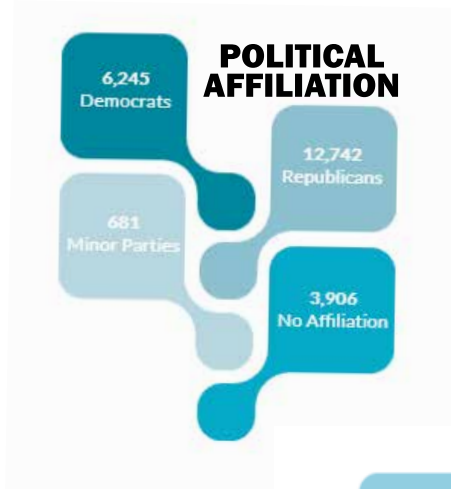
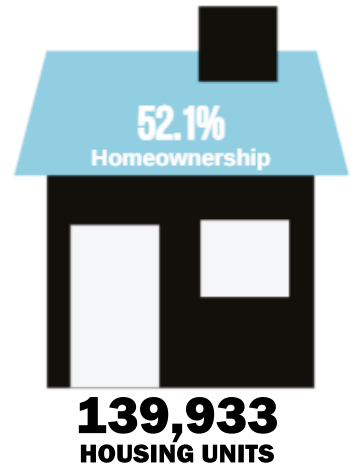
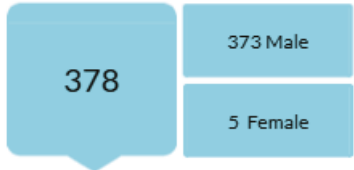
CONSERVATIVE LAND MASS BY ACRES

LIBERTY COUNTY

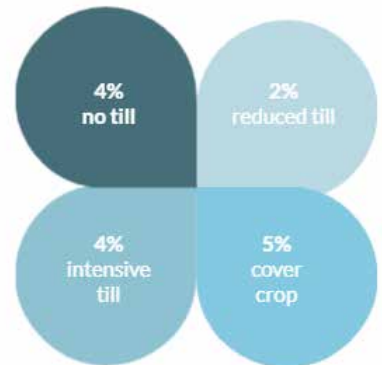


LIBERTY COUNTY

POVERTY BY GENDER



% UNDER AGE 65 WITHOUT HEALTH INSURANCE



FARMING METHODS



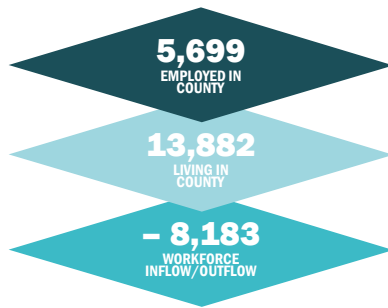
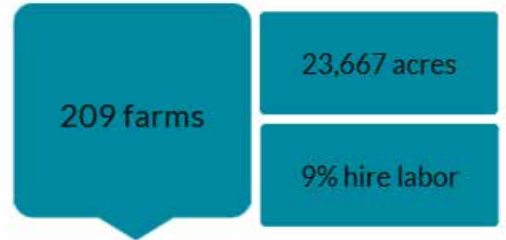
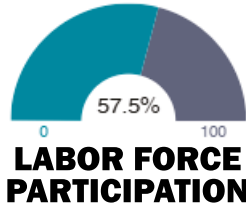
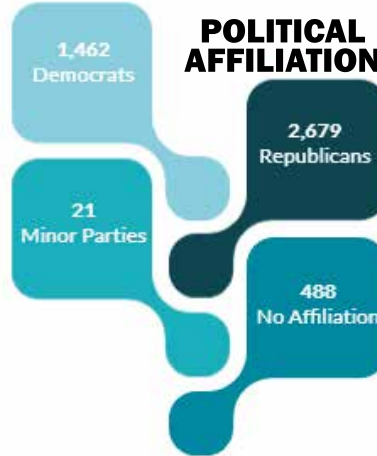
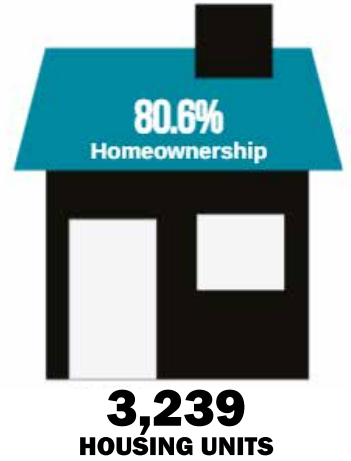
CONSERVATIVE LAND MASS BY ACRES

WAKULLA COUNTY

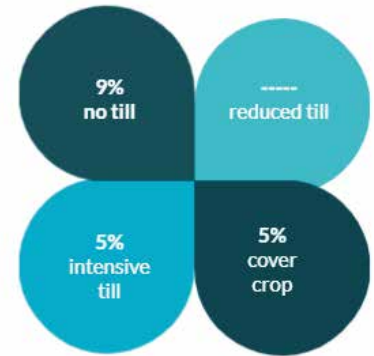


WAKULLA COUNTY

POVERTY BY GENDER



% UNDER AGE 65 WITHOUT HEALTH INSURANCE



FARMING METHODS



CONSERVATIVE LAND MASS BY ACRES

HIGHER EDUCATION & VOCATIONAL TRAINING CENTERS IN THE APALACHEE REGION

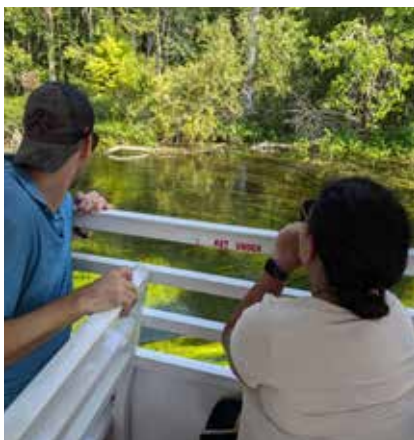
- **Chipola College**
- **Florida A&M University (FAMU)**
- **Florida State University (FSU)**
- **Gadsden Technical College**
- **Gulf Coast State College**
- **Keiser University**
- **Lively Technical College**
- **Tallahassee Community College (TCC)**
- **TCC Gadsden Center**
- **TCC Wakulla Center**





We the Apalachee Region!

We





FESTIVALS AROUND THE REGION

JANUARY

Oyster Cook-Off – Franklin County

FEBURARY

Florida Riverfest – Calhoun County

Annual Robert Wise Chili Cookoff – Franklin County

Field Day Music Festival – Leon County

MARCH

North Florida VegFest – Leon County

APRIL

North Florida Wildflower Festival – Calhoun County

SGI Brewfest - Franklin County

Carrabelle Riverfront Festival – Franklin County

Chain of Parks Art Festival – Leon County

Pride in the Plaza – Leon County

Springtime Tallahassee – Leon County

Sopchoppy Worm Gruntin' Festival – Wakulla County

MAY

Havana ReggaeFest – Gadsden County

Tupelo Honey Festival – Gulf County

JUNE

Watermelon Festival – Jefferson County

AUGUST

Tallahassee Beer Festival – Leon County

SEPTEMBER

Experience Asia – Leon County

OCTOBER

Goat Day - Calhoun County

NOVEMBER

Florida Seafood Festival –Franklin County

Greek Food Festival – Leon County

DECEMBER

Festival of Lights –Leon County



APPENDIX: DATA SOURCES

CONSERVATION LAND MASS BY COUNTY – https://www.fnai.org/PDFs/MAXCounty_202401.pdf

LABOR INFLOW/OUTFLOW BY COUNTY – https://lmsresources.labormarketinfo.com/library/labor_shed/franklin.pdf

AVERAGE COMMUTE BY COUNTY – <https://datausa.io/profile/geo/wakulla-county-fl#housing>

2023 SCHOOL DISTRICT GRADE BY COUNTY – <https://edudata.fldoe.org/ReportCards/Schools.html?school=0000&district=33>

TOTAL LAND MASS UTILIZED FOR AGRICULTURE BY COUNTY – https://www.nass.usda.gov/Publications/AgCensus/2022/Online_Resources/County_Profiles/Florida/cp12013.pdf

OF FARMS

LAND MASS IN ACRES

% OF FARMS HIRING LABOR

TOP CROP IN ACRES

AVERAGE ANNUAL WAGE – (OR MEDIAN HOUSEHOLD INCOME) <https://worldpopulationreview.com/us-counties/florida/calhoun-county>

UNEMPLOYMENT RATES – <https://worldpopulationreview.com/us-counties/florida/calhoun-county>

PERCENT IN POVERTY – <https://worldpopulationreview.com/us-counties/florida/calhoun-county>

AGE – <https://worldpopulationreview.com/us-counties/florida/calhoun-county>

GENDER SEGMENTATION – <https://worldpopulationreview.com/us-counties/florida/calhoun-county>

NUMBER OF VETERANS – <https://worldpopulationreview.com/us-counties/florida/calhoun-county>

CRIME RATE – 2022 <https://www.flhealthcharts.gov/ChartsDashboards/rdPage.aspx?rdReport=NonVitalIndNoGrp.Dataviewer>

PERCENT OF POPULATION 60+ – https://elderaffairs.org/wp-content/uploads/2023-Year-in-Review_WEB.pdf

GRANDPARENTS RESPONSIBLE FOR OWN MINOR GRANDCHILDREN – <https://www.flhealthcharts.gov/ChartsDashboards/rdPage.aspx?rdReport=NonVitalIndNoGrp.TenYrsRpt&cid=840>

TOTAL NUMBER OF EMPLOYER ESTABLISHMENTS BY COUNTY (2022) – <https://www.census.gov/quickfacts/fact/table/calhouncountyflorida/HSG650222>

NUMBER OF HOUSING UNITS (2023) – <https://www.census.gov/quickfacts/fact/table/calhouncountyflorida/HSG650222>

RATE OF HOME OWNERSHIP – <https://www.census.gov/quickfacts/fact/table/calhouncountyflorida/HSG650222>

NUMBER OF BUILDING PERMITS ISSUED (2023) – <https://www.census.gov/quickfacts/fact/table/calhouncountyflorida/HSG650222>

PERSONS WITHOUT HEALTH INSURANCE, UNDER 65 YEARS, 2018-2022 – <https://www.census.gov/quickfacts/fact/table/libertycountyflorida,leoncountyflorida,jeffersoncountyflorida,jacksoncountyflorida/HSG010223>

FOOD INSECURITY: NACO COUNTY EXPLORER – <https://explorer.naco.org/index.html?dset=Food%20Insecurity&ind=Food%20Insecurity%20Rate>

2022 REAL GROSS DOMESTIC PRODUCT - <https://edr.state.fl.us/content/area-profiles/county/wakulla.pdf>

TOTAL MILES OF SHORELINE THROUGHOUT THE REGION – <https://floridadep.gov/rcp/beaches#:~:text=The%20825%20miles%20of%20sandy,Florida's%20most%20valuable%20natural%20resources.>

POLITICAL AFFILIATION - <https://dos.fl.gov/elections/data-statistics/voter-registration-statistics/voter-registration-reports/voter-registration-by-county-and-party/>



**Leon County
Board of County Commissioners**

Notes for Agenda Item #21

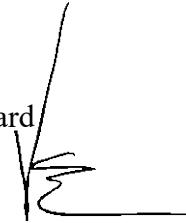
Leon County Board of County Commissioners

Agenda Item #21

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Consideration of Funding Request from The Henry Hill Foundation, Inc.

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator
Lead Staff / Project Team:	Mathieu Cavell, Director, Community Relations and Resilience Kerri L. Post, Director, Tourism Development

Statement of Issue:

This item seeks Board direction regarding a funding request from The Henry Hill Foundation, Inc., of \$15,000 for the annual Emancipation Day Celebration. The Board previously provided \$6,000 for this event in 2024, and during the February 2025 meeting, directed staff to prepare an agenda item to consider continued funding for the upcoming May 17, 2025 event.

Fiscal Impact:

This item has a fiscal impact. Funding for this request is not included in the FY 2025 Adopted Budget. If approved, funding is available in the General Fund Contingency Reserves account to support the request.

Staff Recommendation:

Option #5: Board direction.

Report and Discussion

Background:

This item seeks Board direction regarding a funding request from The Henry Hill Foundation, Inc. (the Foundation), of \$15,000 for the annual Emancipation Day Celebration. The Board previously provided \$6,000 for this event in 2024, and during the February 2025 meeting, directed staff to prepare an agenda item to consider continued funding for the upcoming May 17, 2025 event. Pursuant to County Policy No. 07-02, "Reserves", all funding requests for use of General Fund Contingency Reserves require an agenda item for Board consideration at a regularly scheduled meeting.

In April 2024, the Board accepted a report evaluating the use of General Fund Contingency Reserves (GFCR) to sponsor community events, festivals, and initiatives outside the standard budgeting process. The report reaffirmed existing County policies, which require all GFCR funding requests, regardless of amount, to be presented through an agenda item for Board consideration at a regularly scheduled meeting. The policies allow immediate funding approval without an agenda item only through unanimous Board consent or by explicitly waiving established procedures. Staff concluded no policy changes were necessary, emphasizing that current guidelines provide sufficient oversight and ensure the Board receives comprehensive analysis and information for informed decision-making.

Consistent with Board policy, in June 2024, the Board approved out-of-cycle funding of \$6,000 from the GFCR for the Foundation after event organizers missed the FY 2024 Tourism Special Event Grants application deadline. At that time, County Tourism staff encouraged the Foundation to submit an application for FY 2025 grant funding within the established timeline. The Foundation again missed the FY 2025 application deadline and has submitted another out-of-cycle request for 2025 funding, as detailed in this agenda item.

The Henry Hill Foundation's Emancipation Day Celebration has been a long-standing tradition in Leon County for over 100 years. Held annually at Henry Hill Park, located at 1835 Centerville Road in Tallahassee, the free event provides attendees with food, live entertainment, and educational programming highlighting the historical significance of emancipation. The celebration commemorates May 20, 1865, when Union General Edward McCook publicly read the Emancipation Proclamation from the steps of Tallahassee-Leon County's Knott House. Historically, the Henry Hill family independently funded this celebration, but recent increases in attendance, rising operational costs, and the passing of key family members have created financial constraints, prompting the Foundation to seek County assistance. Staff notes that, given the event's historical and cultural significance, if deadlines and certain statutory and grant guideline requirements were met (out-of-market advertising to tourists, reporting, etc.), it could qualify for regular funding through the Tourism Special Event Grants program.

Consistent with County Policy No. 07-2, "Reserves," requests for funding such as this Foundation request that occur outside the regular budget development process for contingency reserves must be presented formally as agenda items. This ensures thorough evaluation, transparency, and

alignment with County priorities, and allows the Board to consider potential opportunities for partnership and support for events of significant community and cultural importance.

Analysis:

As directed by the Board, County Tourism staff engaged with Mr. Frank Williams, President of the Foundation, Inc., and Mr. Hillard Goldsmith, Accountant for the Foundation, to clarify the requested funding amount and explore eligibility for Tourist Development Tax (TDT) funding. Following these discussions, staff determined that the 2025 Emancipation Day Celebration does not currently qualify for TDT funding, as it does not actively attract visitors from outside the County. Specifically, the event relies primarily on word-of-mouth and family networks instead of extensive advertising outside the market.

Under Section 125.0104, Florida Statutes, if TDT revenues are expended for an event, the event shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the event to out-of-county visitors.

Since TDT funds are not eligible for this event, the Board may consider supporting the event through the County's GFCR. The Henry Hill Foundation has requested \$15,000 for the 2025 celebration, a significant increase from the \$6,000 awarded in 2024. According to the Foundation, the additional requested funds would specifically support expanded programming, traffic safety, and event security. As directed by the Board, staff also explored the possibility of co-hosting the event; however, organizers have indicated they are not interested at this time.

Additionally, the Board could direct staff to incorporate funding for the Foundation, Inc., into the annual budget, as provided in a separate agenda item establishing the FY 2026 Maximum Discretionary Funding Levels, specifically the special event funding section.

In addition to the Board's direction, if event organizers are willing to pursue prioritizing out-of-market advertising efforts to attract tourists and visitors as one of the event's main purposes, staff would provide event organizers with details about the Special Event Grant program. The FY 2026 Tourism Special Event Grant cycle will open in July 2025 and the deadline to apply for grant funding is in August 2025. Staff will continue to engage event organizers to clarify application procedures and communicate grant submission deadlines. These steps will help facilitate participation in future funding cycles and help clarify TDT eligibility requirements.

Options:

1. Direct staff to work with The Henry Hill Foundation, Inc., to submit an FY 2026 Tourism Special Event Grant application that meets Tourist Develop Tax eligibility.
2. Approve the Budget Amendment allocating \$15,000 from General Fund contingency for The Henry Hill Foundation, Inc.'s annual Emancipation Day Celebration (Attachment #1).
3. Do not approve the Budget Amendment allocating \$15,000 from General Fund contingency for The Henry Hill Foundation, Inc.'s annual Emancipation Day Celebration.
4. Direct staff to include The Henry Hill Foundation, Inc.'s annual Emancipation Day Celebration in the Special Events Funding category within the Maximum Discretionary Funding Levels beginning in FY 2026, with the specific funding amount to be determined annually by the Board.
5. Board direction.

Recommendation:

Board direction

Attachment:

1. Budget Amendment Request for The Henry Hill Foundation, Inc.

FISCAL YEAR 2024/2025 BUDGET AMENDMENT REQUEST

No: BAB25016
Date: _____

Agenda Item No: _____
Agenda Item Date: 3/18/2025

County Administrator

Vincent S. Long

Assistant County Administrator

Ken Morris

Request Detail

Revenues

<i>Fund</i>	<i>Account Information</i>			<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
	<i>Org</i>	<i>Acct</i>	<i>Prog</i>				

Expenditures

<i>Fund</i>	<i>Account Information</i>			<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
	<i>Org</i>	<i>Acct</i>	<i>Prog</i>				
				General Fund			
001	990	59900	599	Contingency	156,500	(15,000)	141,500
				Aids To Private			
001	820	58200	519	Organizations	78,000	15,000	93,000

Subtotal: -

Purpose of Request

This budget amendment realigns \$15,000 in general fund contingency to support The Henry Hill Foundation's annual Emancipation Day Celebration.

Division/Department
2308/23

Brandy Furbee, Budget Manager

Roshaunda Bradley, Budget Director

Approved By: Resolution Motion Administrator

BUDGET "OPERATING" CONTINGENCY RESERVES CONTINGENCY FUND UPDATE (FY 2024/25)				
		GENERAL FUND 001-990-59900-599		Beginning Balance: \$200,000.00
No.	APPROVAL DATE	AGENDA DATE	AMENDMENT TITLE	BALANCE
1	8-Oct-24	8-Oct-24	40th Bond Anniversary	\$3,500
2	19-Nov-24	19-Nov-24	Request for Proposals for Additional State Lobbying Services	\$40,000
3	<i>18-Mar-25</i>	<i>18-Mar-25</i>	<i>Henry Hill Foundation's Emancipation Day Celebration</i>	<i>\$15,000</i>
4				
5				
6				
			USAGE TO DATE (TOTAL AMENDMENTS)	<u><u>\$58,500.00</u></u>
			ENDING BALANCE	141,500.00
			END BALANCE AS % OF BEGIN BALANCE	71%
			USAGE BALANCE AS % OF BEGIN BALANCE	29%

Bold, Italic items are pending Board Approval

**Leon County
Board of County Commissioners**


Notes for Agenda Item #22

Leon County Board of County Commissioners

Agenda Item #22

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of Realignment of Emergency Rental Assistance Funding to the Tallahassee Housing Authority

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Abigail Thomas, Director, Human Services & Community Partnerships
Lead Staff / Project Team:	Jelani Marks, Housing Services Manager

Statement of Issue:

This item seeks to realign \$1 million in federal Emergency Rental Assistance funding previously approved by the Board for the Tallahassee Housing Authority's Columbia Gardens at South City affordable housing project (formerly the Orange Avenue Apartments). This realignment will ensure that the Emergency Rental Assistance funds will be utilized by the federal expenditure deadline.

Fiscal Impact:

This item has a fiscal impact. The \$1 million in federal Emergency Rental Assistance funding must be obligated by September 30, 2025, and expended by January 28, 2026.

Staff Recommendation:

- Option #1: Approve the realignment of \$1 million in Emergency Rental Assistance funding to the Tallahassee Housing Authority for eligible operational costs of the Columbia Gardens at South City affordable housing project.
- Option #2: Authorize the County Administrator to enter and execute any and all legal documentation related to the allocation of Emergency Rental Assistance funding to the Tallahassee Housing Authority for the Columbia Gardens at South City affordable housing project, and any amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks to realign \$1 million in federal Emergency Rental Assistance (ERA) funding previously approved by the Board for the Tallahassee Housing Authority's (THA) Columbia Gardens at South City (Columbia Gardens) affordable housing project. This realignment will ensure that the ERA funds will be utilized by the federal expenditure deadline. In coordination with the THA, staff recommends realigning the \$1 million to the organization for operational costs consistent with federal guidelines. This would allow the THA to redirect its funds initially programmed for operations, to support the construction of the third phase of the Columbia Gardens once the federal tax credits and bond financing are awarded.

Approval of the fund realignment 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. (2023-61)*

This particular Strategic Initiative aligns with the 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 the stock of affordable housing in the community as demonstrated through the investment of \$5.8 million in direct funding and authorization of approximately \$183 million in bond financing that has or will develop more than 1,200 affordable rental units over the next 12-18 months. Consistent with this effort, on June 13, 2023, the Board committed \$1 million in federal ERA funds for the third phase of the project. In 2021, the County was allocated a total of \$19.7 million by the U.S. Department of Treasury (Treasury) in ERA funds during the pandemic to specifically assist eligible County residents with rent, utilities, and internet costs. Subsequently, the Treasury authorized the utilization of ERA funds for the planning, design, construction, and eligible operational costs of affordable housing projects. As a result, the County utilized ERA funds to make direct funding investment upon request by the THA and approval by the Board to address gap financing for the project and allow the THA to secure additional federal and state funding.

Columbia Gardens, which is owned and operated by the THA, is developing and increasing the number of affordable rental units by 100% (from 200 to 400). The \$5.8 million in direct funding invested by the County (including \$2 million in ERA funds) has been for the three phases of Columbia Gardens. The City of Tallahassee (City) has invested an equal amount of funding to the development. County and City funding have been essential to addressing gaps in financing to the overall development and allowed the THA to secure approximately \$67 million in funding through the Florida Housing Finance Corporation (FHFC) thus far for the first and second phases which have been completed (300 units). FHFC was created by the Florida Legislature to finance affordable rental projects statewide. The third phase will construct the remaining 100 affordable rental units dedicated to low-income seniors.

Following the Board's action in June 2023 to commit \$1 million to the third phase, the THA applied for FHFC funding including tax credits and bond financing. In November 2024, the THA was notified that phase three was not awarded FHFC funding. The THA intends to re-apply for FHFC funding in the fall of 2025. However, as further described in the Analysis section, ERA funds must be obligated by September 30, 2025, and expended by January 28, 2026. The announcement of awards by FHFC is anticipated to occur after the deadline to expend ERA funding.

Therefore, it is recommended that the Board realign the \$1 million in ERA funding to the THA for operational costs at Columbia Gardens. This is consistent with federal guidelines which authorizes ERA funding to be utilized for planning, design, and construction for affordable housing as well as for operational costs of an affordable housing project that has been funded with ERA funding; the County invested ERA funding for the previous phases of Columbia Gardens. Realigning the County ERA funds, will position the THA to apply and secure FHFC funding for construction of the third phase. The THA would utilize the ERA funds provided by the County for its operational costs and set aside an equivalent amount (\$1 million) in an account dedicated for the development of the third phase of Columbia Gardens. Should the Board approve the proposed realignment, the THA has agreed to enter an agreement with the County that would allow the organization to utilize ERA funds for eligible operational costs such as staffing and maintenance at Columbia Gardens and require that the THA set aside \$1 million in an account dedicated for the development of the third phase of Columbia Gardens. County approval would be required in order for the THA to utilize the funding in the account for any other purpose.

Analysis:

According to the Shimberg Center for Housing Studies at the University of Florida (Shimberg Center), the highest affordable housing need in Leon County is affordable rental units for very low-income households. The 2024 Rental Market Study released by the Shimberg Center in June 2024 indicated that Leon County has a deficit of more than 10,000 affordable rental units for very low-income households. To address this need, the County collaborates and coordinates with local partners such as the City and the THA to increase and preserve the stock of affordable housing.

Columbia Gardens is the largest affordable housing redevelopment rental project in Tallahassee-Leon County to date, and the County has invested \$5.8 million in direct funding to the project which is increasing affordable rental units 100% (from 100 to 200). The County investment was made possible due to the unprecedented level of recent federal funding received by the County from the American Rescue Plan Act (ARPA) and ERA during the pandemic. As mentioned earlier, the County was allocated a total of \$19.7 million in ERA funds by the Treasury to assist eligible County residents with rent, utilities, and internet costs. The County provided such assistance to approximately 3,150 households for a total of more than \$15 million. Subsequently, the Treasury authorized ERA funds to be utilized for affordable housing activities such as planning, design, construction, and eligible operational costs related to projects funded with ERA. As a result, the County's ERA funds have been essential to addressing gap financing for the project and allowing the THA to secure additional federal and state funding.

Columbia Gardens is being developed in three phases. The County and City invested in the first and second phases which allowed the THA to secure more than \$67 million in funding through FHFC in the form of tax credits, bonds, and loans. This resulted in the construction of 300 affordable rental units which have been completed. In 2023, the County committed \$1 million in ERA funds to the third phase which would construct the remaining 100 units dedicated to low-income seniors (62 years old and older) at cost of \$28.7 million.

The THA subsequently applied for FHFC funding for the third phase but was not awarded. The THA intends to re-apply in the fall of 2025 and utilize funding provided by the County and City as gap financing for Columbia Gardens. As mentioned earlier, according to the Treasury guidelines, the County must obligate ERA funds by September 30, 2025, and expend the funds by January 28, 2026. The announcement of awards by FHFC is anticipated to occur in spring 2026, which is after the deadline to expend ERA funding.

The County has been working with the THA to ensure the continued effort to secure FHFC funding for the third phase and that the County meets the expenditure deadline for ERA funds. As mentioned earlier, the Treasury guidelines allow the County to utilize ERA funds for planning, construction and rehabilitation of an affordable housing project. The guidelines also authorize the County to utilize ERA funds for “the operation of affordable rental projects constructed, rehabilitated, or preserved with ERA funds.” County ERA funds were utilized for the previous phases of the project.

Therefore, it is recommended that the \$1 million in ERA funding previously allocated for construction of the third phase be realigned to the THA for operational costs at Columbia Gardens. Operational costs would include staffing and maintenance at the property. Realigning the County ERA funds will ensure the organization has sufficient funding to construct the third phase of the project once FHFC funding is secured. The THA would utilize the ERA funds provided by the County for its operational costs and set aside an equivalent amount (\$1 million) in an account dedicated for the construction of the third phase of Columbia Gardens.

Should the Board approve the proposed realignment, the County and the THA would enter into an agreement allowing the THA to utilize ERA funds for eligible operational costs and require that the THA set aside \$1 million in an account for the development of the third phase of Columbia Gardens. County approval would be required in order for the THA to utilize the set aside funds for any other purpose. The agreement would also require ERA funding be utilized in accordance with the Treasury guidelines and that the THA coordinate with the Housing Finance Authority of Leon County (HFA) in its effort to secure FHFC funding for the third phase. The HFA was established by the County to provide funding to affordable rental projects through federal and state bond financing. Over the past four years, the Board has authorized approximately \$183 million in bond financing for rental development through the HFA. The HFA has also been essential to the County and City in evaluating and providing recommendations on the gap financing need of projects such as Columbia Gardens that have requested local financial assistance. ERA funding would be provided to the THA prior to the federal expenditure deadline, upon the execution of the agreement.

Title: Approval of Realignment of Emergency Rental Assistance Funding to the Tallahassee Housing Authority

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Options:

1. Approve the realignment of \$1 million in Emergency Rental Assistance funding to the Tallahassee Housing Authority for eligible operational costs of the Columbia Gardens at South City affordable housing project.
2. Authorize the County Administrator to enter and execute any and all legal documentation related to the allocation of Emergency Rental Assistance funding to the Tallahassee Housing Authority for the Columbia Gardens at South City affordable housing project, and any amendments thereto, subject to legal review by the County Attorney.
3. Board direction.

Recommendation:

Options #1 and #2

**Leon County
Board of County Commissioners**


Notes for Agenda Item #23

Leon County Board of County Commissioners

Agenda Item #23

March 18, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: First of Two Public Hearings on the Federal Fiscal Year 2024 Small Cities Community Development Block Grant Opportunity

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Roshaunda Bradley, Director, Office of Management and Budget
Lead Staff / Project Team:	Abigail Thomas, Director, Human Services & Community Partnerships Jelani Marks, Housing Services Manager Eryn Calabro, Principal Budget & Grants Coordinator Chelisa Kirkland, Affordable Housing Coordinator

Statement of Issue:

This item requests the Board conduct the first of two public hearings for the Federal Fiscal Year 2024 Small Cities Community Development Block Grant opportunity and receive citizen input on community needs that could be funded through the grant opportunity prior to drafting an application.

Fiscal Impact:

This item has no fiscal impact. However, the County can apply for Small Cities Community Development Block Grant funding for Housing Rehabilitation, Neighborhood Revitalization, or Commercial Revitalization, or Economic Development.

Staff Recommendation:

- Option #1: Conduct the first of two Public Hearings to receive citizen input on community needs for the Federal Fiscal Year 2024 Small Cities Community Development Block Grant opportunity.
- Option #2: Schedule the second and final Public Hearing to consider the submittal of a Federal Fiscal Year 2024 Small Cities Community Development Block Grant application for April 8, 2025, at 6:00 p.m.

Report and Discussion

Background:

This agenda item requests the Board conduct the first of two public hearings for the Federal Fiscal Year (FFY) 2024 Small Cities Community Development Block Grant (CDBG) opportunity through the Florida Department of Commerce (Florida Commerce). Pursuant to Rule Chapter 73C-23, Florida Administrative Code, Leon County is required to hold the first public hearing exclusively to receive citizen input on community needs that could be funded through the grant opportunity prior to drafting an application. Any further action is prohibited during the first public hearing.

As detailed further in the Analysis Section, the County's CDBG Citizens Advisory Task Force (CATF), which is established and appointed by the Board, met on March 5, 2025, and recommended that the County seek CDBG funding for improvements to the Fort Braden Community Center. The CATF recommendation prior to the first public hearing will ensure the County earns the maximum points allowed for citizen participation in its application for CDBG funding. However, according to Florida Commerce, the Board is prohibited from taking any action on a specific project or activity, including the recommendation of the CATF during the first public hearing. As required by Florida Administrative Code, to complete the application for the grant, the Board must hold a second public hearing to consider the CATF's recommendation and a draft application for CDBG funding opportunity. Therefore, this item also requests the Board schedule a second and final public hearing for April 8, 2025, at 6:00 p.m.

CDBG is a federal program that provides funding for housing and community development activities. The CDBG program is administered by the United States Department of Housing and Urban Development (HUD) and consists of two components: the Entitlement Program which provides funds directly to urban communities, and the State Program which allocates funds to the states for distribution to eligible non-entitlement communities. The City of Tallahassee (City) is a designated "entitlement community" due to its population size (city with 50,000+), and as a result, receives annual CDBG allocations directly from HUD for housing, human service programs and neighborhood revitalization efforts. Leon County is a non-entitlement community due to the population size of the unincorporated area (county with less than 200,000) and therefore must apply for CDBG funding through Florida Commerce. Florida Commerce administers the State Program called the Small Cities CDBG as a competitive grant program that awards funds to non-entitlement local governments.

The County regularly applies for and is awarded CDBG funding for projects and activities that seek to enhance the quality of life of residents in unincorporated areas. In 2021, as directed by the Board, the County submitted an application for CDBG Coronavirus Relief funding opportunity to improve the Old Concord School in the Miccosukee community and was awarded \$3.6 million to renovate the County-owned facility into a state of the art community center that provides large and small multi-use gathering space for the community as well as dedicated space for the Boys and Girls Club. The renovations will be completed in later this Spring. In 2024, as directed by the Board, the County submitted an application for the FFY 2023 Small Cities CDBG for housing rehabilitation and was awarded the maximum amount of \$750,000 on January 24, 2025. A contract

with Florida Commerce for the funding is expected to be presented to the Board for its approval within the next few months.

On February 3, 2025, Florida Commerce announced the availability of approximately \$40 million in FFY 2024 Small Cities CDBG funding. The application window opened on March 5, 2025, with an application deadline of May 2, 2025. The Small Cities CDBG program provides funding to eligible local governments for housing rehabilitation, neighborhood revitalization, community revitalization, or economic development.

Traditionally, eligible local governments with an open housing rehabilitation, neighborhood revitalization, or commercial revitalization contract are not eligible to apply for another housing rehabilitation, neighborhood revitalization, or commercial revitalization grant until administrative closeout of the existing contract. However, Florida Commerce suspended this requirement via Emergency Order to more rapidly award and expend funds provided by HUD to the State that had been delayed due to the recent natural disasters (Attachment #2). Florida Commerce's Emergency Order also suspended the grant funding maximum award limits for the Florida Small Cities CDBG Program.

Local governments are required to hold at least one public hearing before drafting a grant application to provide opportunity for citizen input on community needs that could be addressed with CDBG funding. According to Florida Commerce, the first public hearing is limited to provide general information regarding the availability of funding through the Small Cities CDBG Program and the types of activities that are allowable and can be undertaken which are presented in the Analysis Section. The recommendation of the CATF is also subsequently detailed. Any further action is prohibited during the first public hearing.

Analysis:

CDBG Funding Overview

The Small Cities CDBG Program provides funding for projects that fall into the categories of Housing Rehabilitation, Neighborhood Revitalization, Commercial Revitalization, and Economic Development. Examples of the types of activities that can be implemented with Small Cities CDBG funds in the various funding categories are:

Housing Rehabilitation: Small Cities CDBG funding can be utilized for housing rehabilitation activities such as repairs for code compliance, demolition, historic preservation of residential housing, housing rehabilitation or demolition, and replacement of low- to moderate-income owner-occupied or rental-occupied residential housing units. Leon County was awarded a FFY 2023 Small Cities CDBG in the amount of \$750,000 for housing rehabilitation activities on January 24, 2025.

Neighborhood Revitalization: Neighborhood revitalization activities eligible for Small Cities CDBG funding include recreation and neighborhood centers, fire protection improvements, flood and drainage infrastructure, hazard mitigation activities and the construction of or improvements to parks and playgrounds, senior centers, water and sewer improvements, sidewalks, street improvements and health facilities.

Commercial Revitalization: Small Cities CDBG funding can be utilized for commercial revitalization activities such as construction of infrastructure in support of commercial enterprises including façade improvements, fire hydrants, water and sewer improvements, streets and sidewalks, relocation of utilities to underground, open space parks and playgrounds, and the clearance of vacant dilapidated buildings.

Economic Development: Similar to Commercial Revitalization, eligible economic development activities for Small Cities CDBG funding include building construction, demolition of vacant and dilapidated buildings, water and sewer improvements, fire protection, flood and drainage, relocation of utilities to underground, rehabilitation of commercial buildings, and loans to non-public entities. However, Florida Commerce requires that proposed projects create jobs for low- and moderate-income people. Additionally, according to Florida Commerce, an eligible local government must partner with a “job creator” which is typically a private business that will create or retain one permanent job for every \$34,999 in CDBG funds awarded.

Under normal circumstances, Housing Rehabilitation, Neighborhood Revitalization, and Commercial Revitalization projects can receive a maximum funding of award of \$750,000, while Economic Development projects can receive up to \$1.5 million. However, as previously mentioned in this item, Florida Commerce issued an Emergency Order on February 3, 2025 (Attachment #2), that suspended the grant funding ceiling requirements for the Florida Small Cities CDBG Program. A local government can submit only one application for Small Cities CDBG funding consideration of a Housing Rehabilitation, Neighborhood Revitalization, Commercial Revitalization, or Economic Development project. Additionally, in order to be eligible for Small Cities CDBG funding, a project must meet at least one of the following National Objectives:

- At least 51% of the beneficiaries must be low- and moderate-income (LMI) persons. The total household income must be 80% or below the area median income. In Leon County, that is \$70,950 or below for a household of four;
- The project must eliminate conditions of slum or blight as defined by state law and identified by the unit of local government on a spot or area basis; or
- The project must alleviate a condition that poses a serious and immediate threat to those living in the area. The condition must have occurred within 18 months of application. The local government must demonstrate that it is unable to finance the activity on its own and that other funding is not available.

CATF Recommendation

The Small Cities CDBG applications are scored on a point system. Additional points on the grant application are provided to local governments that establish a CATF to make recommendations on community needs prior to applying for a Small Cities CDBG. In 2018, the Board adopted a resolution to reauthorize the County’s CATF to improve the competitiveness of the County’s applications for funding. The CATF is a five-member decision-making committee comprised of three low- to moderate-income Leon County residents (appointed by the Board), the Chair of the Housing Finance Authority or other HFA member designee, and one staff person as appointed by

the County Administrator. The purpose of the CATF is to provide input on all phases of the Small Cities CDBG Program process.

The CATF meets to discuss community needs and make recommendations on the program area and activities that should be considered when drafting the grant application. A local government can receive a maximum of 10 points if its CATF meets and makes a recommendation prior to the first public hearing. In order to earn the maximum points, on March 5, 2025, the County CATF met to receive input from the community on eligible projects and activities that could be recommended for CDBG funding. At that time County staff presented on proposed improvements to the Fort Braden Community Center which would be the most competitive project for CDBG funding and similar to the County's successful application for the Miccosukee Community Center.

As a result, the CATF recommended that the County seek CDBG funding for improvements to the Fort Braden Community Center which would be eligible under the Neighborhood Revitalization activities. Improvements to the community center would include, but not be limited to, roof replacement, kitchen upgrades, and the installation of a generator that would allow the facility to be utilized as a comfort station in the Fort Braden community following a natural disaster. The improvements with potential CDBG funding would build on renovations currently taking place at the community center that include replacement of the building siding; updates to the access ramp and parking pad; and replacement of roadside signage. As mentioned earlier, the Board is prohibited from taking any action on a specific project or activity, including the recommendation of the CATF. The recommendation of the CATF would be presented to the Board as part of the second public hearing and include estimated costs of the enhancements.

Public Hearings

Florida Commerce opened the FFY 2024 Florida Small Cities CDBG application process on March 5, 2024, with an application deadline of May 2, 2025. The Small Cities CDBG application process requires the local government to advertise and conduct two public hearings. The purpose of the first public hearing is solely to obtain citizen input on community needs that could be addressed with CDBG funding. No further action is required or permitted by the Board. The meeting notice for the first of the two hearings is included as Attachment #1, which was published in the Tallahassee Democrat and Capital Outlook. Additionally, the County has promoted the public hearing on social media platforms to encourage citizen participation.

A second public hearing is required by Florida Commerce at which time the Board would consider a recommended project and application for submittal for CDBG funding based on project feasibility and competitiveness; community needs; and input from the CATF. Therefore, it is recommended that the Board schedule a second and final public hearing for April 8, 2025, at 6:00 p.m.

Title: First of Two Public Hearings on the Federal Fiscal Year 2024 Small Cities Community Development Block Grant Opportunity

March 18, 2025

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Options:

1. Conduct the first of two Public Hearings to receive citizen input on community needs for the Federal Fiscal Year 2024 Small Cities Community Development Block Grant opportunity.
2. Schedule the second and final Public Hearing to consider the submittal of a Federal Fiscal Year 2024 Small Cities Community Development Block Grant application for April 8, 2025, at 6:00 p.m.
3. Do not conduct the first of two Public Hearings to receive citizen input on community needs for the Federal Fiscal Year 2024 Small Cities Community Development Block Grant opportunity.
4. Do not schedule the second and final Public Hearing to consider the submittal of a Federal Fiscal Year 2024 Small Cities Community Development Block Grant application.
5. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Notice for the March 18, 2025, Public Hearing
2. Florida Department of Commerce Emergency Final Order COM-25-003

NOTICE OF FIRST PUBLIC HEARING OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Notice is hereby given that the Board of County Commissioners of Leon County will conduct a public hearing on Tuesday, March 18, 2025, 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 S. Monroe Street, Tallahassee, Florida 32301, to obtain public comments on potential projects for application to the Florida Department of Commerce for a Federal Fiscal Year (FFY) 2024 Small Cities Community Development Block Grant (CDBG).

Leon County is considering applying to the Florida Department of Commerce for a FFY 2024 Small Cities CDBG. Funds may be used for activities categories as neighborhood revitalization, housing rehabilitation, commercial revitalization, or economic development. Funds must be used for one of the following purposes:

1. Benefit low- to moderate-income persons;
2. Aid in the prevention or elimination of slums or blight; or
3. Meet other community development needs

The types of activities that CDBG funds may be used for include rehabilitation of housing, loans to private for-profit businesses, construction of infrastructure, and building a community center or park. Leon County is eligible to apply for funding in the neighborhood revitalization, commercial revitalization, housing rehabilitation, and economic development categories. Additional information regarding the range of activities that may be undertaken will be provided at the public hearing.

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and website (www.LeonCountyFL.gov).

All interested parties are invited to present their comments on potential projects 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, March 17, 2025. 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.

**STATE OF FLORIDA
DEPARTMENT OF COMMERCE**

IN RE:

EMERGENCY FINAL ORDER
RELATING TO THE
SUSPENSION OF STATUTES
AND RULES IN RESPONSE
TO HURRICANES HELENE
AND MILTON

COMMERCE FINAL ORDER NO.: COM-25-003

EMERGENCY FINAL ORDER

WHEREAS, on September 23, 2024, by State of Florida Executive Order No. 24-208 (“Executive Order 24-208”), the Governor of the State of Florida declared a state of emergency for 41 counties in Florida based upon the serious threat to the public health, safety, and welfare posed by Potential Tropical Cyclone Nine; and

WHEREAS, on September 24, 2024, the Governor issued Executive Order No. 24-209, amending Executive Order 24-208, by adding additional counties in Florida to the state of emergency and declaring that Potential Tropical Cyclone Nine will strengthen into a hurricane; and

WHEREAS, on September 25, 2024, Potential Tropical Cyclone Nine developed into a hurricane and is now known as Hurricane Helene; and

WHEREAS, on October 5, 2024, by State of Florida Executive Order No. 24-214 (“Executive Order 24-214”), the Governor of the State of Florida declared a state of emergency for 35 counties in Florida based upon the serious threat to the public health, safety, and welfare posed by Tropical Storm Milton; and

WHEREAS, on October 6, 2024, the Governor issued Executive Order No. 24-215, amending Executive Order 24-214, by adding 16 additional counties in Florida to the state of emergency and declaring that Tropical Storm Milton will strengthen into a hurricane; and

WHEREAS, Tropical Storm Milton developed into a hurricane, which is now known as Hurricane Milton, and made landfall on October 9, 2024; and

WHEREAS, on November 21, 2024, the Governor issued Executive Order No. 24-249 extending all provisions of Executive Order No. 24-208, as amended, for 60 days; and

WHEREAS, on December 3, 2024, the Governor issued Executive Order No. 24-264 extending all provisions of Executive Order No. 24-214, as amended, for 60 days; and

WHEREAS, on January 17, 2025, the Governor issued Executive Order No. 25-10 extending all provisions of Executive Order No. 24-208, as amended, for 60 days; and

WHEREAS, on January 31, 2025, the Governor issued Executive Order No. 25-26 extending all provisions of Executive Order No. 24-214, as amended, for 60 days; and

WHEREAS, the Department of Commerce’s timely performance of emergency response functions related to Hurricanes Helene and Milton as assigned by the State Coordinating Officer would be hindered by the application of certain procedures imposed by statute, rule, or order; and

WHEREAS, Section 4.B. of Executive Orders 24-208 and 24-214 gives each state agency the authority to suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of that agency, if strict compliance with the provisions of any such statute, order, or rule would in any way prevent, hinder, or delay necessary action in coping with the emergency; and

NOW THEREFORE, I, J. ALEX KELLY, Secretary of the Department of Commerce, pursuant to the authority granted by Section 4.B. of Executive Orders 24-208 and 24-214, as amended or extended, find that strict compliance with the following regulatory statutes and rules would prevent, hinder, or delay any necessary action in coping with the emergency, and therefore, I hereby:

1. Suspend the requirement set forth in section 290.046(2)(a), Florida Statutes, that limits eligible local governments to one grant application per application cycle for the Florida Small Cities Community Development Block Grant (CDBG) Program.
2. Suspend the requirement set forth in section 290.046(2)(b)1., Florida Statutes, that eligible local governments may not receive more than one economic development grant per annual funding cycle for the Florida Small Cities CDBG Program.
3. Suspend the requirement set forth in section 290.046(2)(c)1., Florida Statutes, that an eligible local government with an open housing rehabilitation, neighborhood revitalization, or commercial revitalization contract is not eligible to apply for another housing rehabilitation, neighborhood revitalization, or commercial revitalization grant until administrative closeout of the existing contract.
4. Suspend the requirement set forth in section 290.046(2)(c)2., Florida Statutes, that an eligible local government with an open economic development contract whose activities are on schedule in accordance with the expenditure rates and accomplishments described in the contract may receive no more than one additional economic development grant in each fiscal year.
5. Suspend the grant funding ceiling requirements for the Florida Small Cities CDBG Program set forth in section 290.047(2), Florida Statutes, and rule 73C-23.0041(2), Florida Administrative Code.
6. Suspend the self-scoring requirements for applications for the Florida Small Cities CDBG Program set forth in rule 73C-23.0041(4)(a) and (b), Florida Administrative Code.

This Emergency Order is effective upon the date of execution, and shall expire on March 18, 2025, unless modified or extended by further order.

DONE AND ORDERED on this 3rd day of February 2025, in Tallahassee, Florida.

Florida Department of Commerce



J. Alex Kelly, Secretary
107 E. Madison St.
Tallahassee, Florida 32399

Filed on this ____ day of February 2025,
with the designated Agency Clerk,
receipt of which is hereby acknowledged.

Agency Clerk

NOTICE OF RIGHT TO APPEAL

THIS FINAL ORDER CONSTITUTES FINAL AGENCY ACTION UNDER CHAPTER 120, FLORIDA STATUTES. A PARTY WHO IS ADVERSELY AFFECTED BY FINAL AGENCY ACTION IS ENTITLED TO JUDICIAL REVIEW IN ACCORDANCE WITH SECTION 120.68, FLORIDA STATUTES, AND FLORIDA RULES OF APPELLATE PROCEDURE 9.030(B)(1)(c) AND 9.110.

TO INITIATE JUDICIAL REVIEW OF THIS FINAL AGENCY ACTION, A NOTICE OF APPEAL MUST BE FILED WITH THE APPROPRIATE DISTRICT COURT OF APPEAL WITHIN THIRTY (30) CALENDAR DAYS AFTER THE DATE THE FINAL AGENCY ACTION WAS FILED BY THE AGENCY CLERK. THE NOTICE OF APPEAL MUST BE ACCOMPANIED BY THE FILING FEE SPECIFIED IN SECTION 35.22, FLORIDA STATUTES. A COPY OF THE NOTICE OF APPEAL MUST ALSO BE FILED WITH THE DEPARTMENT'S AGENCY CLERK, 107 EAST MADISON STREET, CALDWELL BUILDING, MSC 110, TALLAHASSEE, FLORIDA 32399-4128, AGENCY.CLERK@COMMERCE.FL.GOV. A DOCUMENT IS FILED WHEN IT IS RECEIVED. THE NOTICE OF APPEAL MUST BE SUBSTANTIALLY IN THE FORM PRESCRIBED BY FLORIDA RULE OF APPELLATE PROCEDURE 9.900(A).

AN ADVERSELY AFFECTED PARTY WAIVES THE RIGHT TO JUDICIAL REVIEW IF THE NOTICE OF APPEAL IS NOT TIMELY FILED WITH BOTH THE DEPARTMENT'S AGENCY CLERK AND THE APPROPRIATE DISTRICT COURT OF APPEAL.