BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

REGULAR MEETING
AGENDA

Tuesday, June 10, 2025
3:00 p.m.

Judge Augustus D. Aikens, Jr. 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 Judge Augustus D. Aikens, Jr. Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301 or CMR@leoncountyfl.gov, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300, 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service. Accommodation Request Forms are available on the website **www.leoncountyfl.gov/ADA.**

Board of County Commissioners
Leon County, Florida
Agenda
Regular Public Meeting
Tuesday, June 10, 2025, 3:00 p.m.

Judge Augustus D. Aikens, Jr. 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 Zach Meredith from City Church

Pledge of Allegiance by Chairman Welch

AWARDS AND PRESENTATIONS

- Proclamation Recognizing Attorney Sean Pittman and the Success of his Book Titled "Disaffected"
  (Commissioner Maddox)
- Proclamation Recognizing June 2025 as Pride Month
  (Commissioner O'Keefe)

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: April 8, 2025 Regular Meeting
   (Clerk of Court)
2. Payment of Bills and Vouchers
   (County Administrator / Office of Management & Budget)

3. Public Safety Coordinating Council Fiscal Year 2025 Funding Recommendations
   (County Administrator / Office of Intervention & Detention Alternatives)

4. Acceptance of the Small Cities Community Development Block Grant for Housing Rehabilitation Activities
   (County Administrator / Human Services & Community Partnerships)

5. Interlocal Agreement for the Maintenance of Landscaping on Portions of Capital Circle Southwest and Capital Circle Southeast
   (County Administrator / Public Works)

6. Ratification of Two Hazard Mitigation Grant Program Applications for the Public Works Administration Building Hardening Project and the Veterans Memorial Bridge Replacement Project
   (County Administrator / Public Works)

7. Approval of the 2025 Update to the Local Mitigation Strategy and Approval of Amended Bylaws
   (County Administrator / Planning)

8. Safe Streets For All Grant Application – North Monroe Corridor
   (County Administrator / Public Works)

Procurements:

9. Authorization to Replace the Public Safety Complex Data Center In-Row Cooling Units
   (County Administrator / Office of Resource Stewardship)

Status Reports:

10. 2024 Concurrency Management Annual Report
    (County Administrator / Development Support & Environmental Management)

11. Status Report on the Woodville Aquaculture Facility
    (County Administrator / Development Support & Environmental Management)

12. May 2025 Quarterly Economic Dashboard Report
    (County Administrator / Office of Economic Vitality)

13. Status Report on Leon County's Ongoing Efforts to Reduce and Prevent Pedestrian, Bicycle, and Traffic Crashes in Leon County
    (County Administrator / Planning)

CONSENT ITEMS PULLED FOR DISCUSSION

GENERAL BUSINESS

14. Status Update on the 2026 World Athletics Cross Country Championships at Apalachee Regional Park
    (County Administrator / Tourism)

15. Status Report Regarding Washington Square and the Restoration of County Rights-of-Way
    (County Administrator / County Attorney)

16. Lake Munson Action Plan and Post-Drawdown Status Update
    (County Administrator / Public Works)

17. Full Board Appointments to the Architectural Review Board, the Board of Adjustment and Appeals, the CareerSource Capital Region Board, the Joint City/County Bicycling Workgroup, and the Planning Commission
(County Administrator / Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

- **None**

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

RECEIPT AND FILE

- Capital Region Community Development District Minutes from January 9, 2025.

ADJOURN

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

Tuesday, July 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
April 8	Tuesday	3:00 p.m.	Regular Board Meeting
May 13	Tuesday	3:00 p.m.	Regular Board Meeting
May 13	Tuesday	6:00 p.m.	Transmittal Hearing on the 2025 Cycle Comprehensive Plan Amendments
May 27	Tuesday	3:00 p.m.	Special Meeting
June 10	Tuesday	3:00 p.m.	Regular Board Meeting
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
July 8	Tuesday	6:00 p.m.	Adoption Hearing on 2025 Cycle Comprehensive Plan Amendments
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 Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
February 2025	Tuesday 11	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th 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 Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 25	3:00 p.m.	Southside Action Plan Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
March 2025	*Saturday 1 – Tuesday 4*		*NACO Legislative Conference* *Washington, D.C.*
	Monday 17	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 18	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Wednesday 19		*Florida Association of Counties Legislative Day* *FSU Turnbull Conference Center* *Tallahassee, Leon County, FL*
April 2025	Tuesday 8	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Saturday 26		*Honor Flight Tallahassee* *Washington D.C.*
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 Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers

Month	Day	Time	Meeting Type
May 2025 (cont.)	Tuesday 13	6:00 p.m.	Transmittal Hearing for Amendments on the 2025 Cycle Comprehensive Plan Text Amendments Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 20	Offices Closed	EMANCIPATON DAY observed
	Monday 26	Offices Closed	MEMORIAL DAY
	Tuesday 27	3:00 p.m.	Special Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
June 2025	Tuesday 10	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th 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 Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 24 – Friday 27		*FAC Annual Conference & Educational Exposition Orlando, Orange County, FL*
July 2025	Friday 4	Offices Closed	INDEPENDENCE DAY
	Tuesday 8	9:00 a.m.	Budget Workshop (if necessary) Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
		3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	Adoption Hearing on the 2025 Cycle Comprehensive Plan Text Amendments Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Friday 11 – Monday 14		*NACo Annual Conference* *Philadelphia, Philadelphia County, PA*
	Saturday 12 – Wednesday 16		*NAACP National Conference* *Charlotte, NC*
	Wednesday 16 – Saturday 19		*National Urban League Annual Conference* *Cleveland, Ohio*
August 2025	*Thursday 14 – Sunday 17*		*Chamber of Commerce Annual Conference* *Fernandina Beach, FL*
September 2025	Monday 1	Offices Closed	LABOR DAY
	Monday 15	1:30 p.m.	Capital Region Transportation Planning Agency Mtg. City Commission Chambers
	Tuesday 16	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 25/26* Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers

Month	Day	Time	Meeting Type
September 2025 (cont.)	*Wednesday 17 – Thursday 18*		*FAC Innovation & Policy Conference Gainesville, Alachua County, FL*
	Thursday 18	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
		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 Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Wednesday 24 – Sunday 28		*Congressional Black Caucus Annual Legislative Conference – Washington D.C.*
**These public hearing dates have changed due to the School Board's scheduling of its budget adoption public hearings*			
October 2025	Tuesday 14	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Saturday 25 – Wednesday 29		*ICMA Annual Conference Tampa, Hillsborough County, FL*
	Tuesday 28	1:00 pm	Legislative Priorities Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	TBD		*National Organization of Black County Officials (NOBCO) Annual Conference – TBD*
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 Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Wednesday 19 – Friday 21		*FAC Legislative Conference Tampa, Hillsborough County, FL*
	Thursday 27	Offices Closed	THANKSGIVING DAY
	Friday 28	Offices Closed	DAY AFTER THANKSGIVING
December 2025	Tuesday 9	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th 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

Month	Day	Time	Meeting Type
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

Advisory Committee for Quality Growth
Board of County Commissioners (2 appointments)

Animal Classification Committee
Board of County Commissioners (1 appointment) – Licensed Veterinarian

Architectural Review Board
City Commission (1 appointment)

Board of Adjustments & Appeals
City Commission (2 appointments)

Code Enforcement Board
Commissioner – District 2: Christian Caban (1 appointment)

Council on Culture & Arts
Board of County Commissioners (1 City recommended appointment)

Joint City/County Bicycling Workgroup
Board of County Commissioners (1 appointment)
City Commission (4 appointments)

Leon County Research & Development Authority
Board of County Commissioners (2 appointments)

FUTURE VACANCIES

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)

JULY 31, 2025

Code Enforcement Board
Commissioner – District 1: Bill Proctor (1 appointment)
Commissioner – District 4: Brian Welch (1 appointment)

Investment Oversight Committee
Board of County Commissioners (2 appointments)

Leon County Educational Facilities Authority
Board of County Commissioners (3 appointments)

Water Resources Committee
Commissioner – District V: David O'Keefe (1 appointment)
Commissioner – At-Large II: Nick Maddox (1 appointment)

Leon County
Board of County Commissioners

Notes for Agenda Item #1

Leon County Board of County Commissioners

Agenda Item #1

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: April 8, 2025 Regular Meeting

Review and Approval:	Vincent S. Long, County Administrator Chasity O'Steen, County Attorney
Department / Division Review:	Ken Morris, Assistant County Administrator Kimberly Wilder, 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: April 8, 2025 Regular Meeting

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of the April 8, 2025 Regular Meeting

Attachment:

1. April 8, 2025 Regular Meeting Minutes

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
April 8, 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 and Commissioners David T. O'Keefe, Nick Maddox, Carolyn Cummings, Bill Proctor, and Rick Minor. 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

The Invocation was provided by Rabbi Paul Sidlofsky, Temple Israel.

The Pledge of Allegiance was provided by Commissioner Rick Minor.

Chairman Welch requested that they amend the agenda to allow the proclamation for the FSU students to be presented first.

AWARDS AND PRESENTATIONS

- Proclamation Recognizing Four FSU Students for their heroic, lifesaving efforts
  - Vice-Chairman Caban honored the four FSU students who saved an individual's life with a proclamation for service and humanity.
  - Mr. Watkins thanked the individuals for their immediate action to save his life.
  - Chairman Welch thanked the young men for representing Leon County, FSU, the City of Tallahassee, and EMS for the heroic act.
- Proclamation Recognizing Dr. Beverly Barber for her Dedication to Florida Agricultural and Mechanical University and the Dance Community
  - Commissioner Maddox presented Dr. Barber with a proclamation honoring her dedication to the dance community at FAMU for 42 years.
  - Dr. Barber thanked the Board for the wonderful proclamation and everyone who contributed to her success throughout the years.
  - Commissioner Proctor acknowledged Dr. Barber for her astounding career in dance.
  - Commissioner Cummings thanked Dr. Barber for her love of dance and commitment to FAMU.
  - Chairman Welch recognized City Commissioner Diane Williams-Cox and School Board Member Darryl Jones.
- Proclamation Recognizing the 9th Anniversary of Working-Class Wednesday and its Founder, Terrance Barber, for his Commitment to Helping Individuals Thrive by Providing Consistent Opportunities for Networking, Learning, and Growth
  - Commissioner Maddox presented Mr. Barber with a proclamation for 9 years of Working-Class Wednesdays.

- Mr. Barber thanked the Board and everyone for their support and proclamation.
- Chairman Welch acknowledged Mr. Barber, who is also his Leadership Tallahassee colleague, and thanked him for the support and encouragement.

- Proclamation Recognizing the Chain of Parks Art Festival for 25 Years of Promoting Original Artwork and Entertainment to Tallahassee Residents and Visitors
  - Commissioner Minor presented the proclamation to the Chain of Parks Art Festival for 25 Years of promoting original artwork and entertainment of Tallahassee residents and visitors.
  - Kelly Dozier, Board Lead Director of Lemoyne Arts, thanked the Board, her team, and the community at large for their support. She invited everyone to the celebration on April 26-27, 2025.

- Proclamation Recognizing the 20th Anniversary of the Holocaust Education Resource Council and Designation of April 20 through April 27, 2025, as Holocaust Days of Remembrance
  - Commissioner Minor presented a proclamation recognizing the 20th Anniversary of the Holocaust Education Resource Council and Designation of April 20 through April 27, 2025, as Holocaust Days of Remembrance.
  - Barbara Goldstein thanked the Board and everyone present for the recognition.
  - Chairman Welch thanked Mrs. Goldstein for educating the community throughout the years.

CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS

- Kelly O'Rourke, Domestic Violence Coordinating Council, thanked the Board for their ongoing support for domestic violence survivors. She asked the Board to consider an increase for the Council's FY 2026 funding. She mentioned that there has been an increase in the cost of the materials that they need.

CONSENT

Commissioner Minor moved, seconded by Commissioner Cummings, to approve the Consent Agenda, as presented.

The motion carried 7-0.

1. Minutes: February 11, 2025, Regular Meeting

The Board approved Option #1: Approve the minutes of the February 11, 2025, Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved Option #1: Approve the payment of bills and vouchers submitted for April 8, 2025, and the pre-approval of payment of bills and vouchers for the period of April 9, 2025, through May 12, 2025.

3. Request to Schedule the First and Only Public Hearing to Consider a Proposed Ordinance Amending Chapter 6, Article II, of the Leon County Code of Laws, entitled "Code Enforcement Board", and Repealing and Replacing Chapter 11, Article IX of the Leon County Code of Ordinances, entitled "Towing Services", for May 13, 2025

The Board approved Option #1: Schedule the first and only public hearing to consider amending Chapter 6, Article II, of the Leon County Code of Laws, entitled "Code Enforcement Board", and repealing and replacing Chapter 11, Article IX, of the Leon County Code of Ordinances entitled "Towing Services", for May 13, 2025, at 6:00 p.m.

4. Acceptance of a Florida Department of Law Enforcement Grant for the Leon County Sheriff's Office

The Board approved Option #1: Authorize the Leon County Sheriff's Office to receive and spend $71,010 from the State of Florida, Florida Department of Law Enforcement, Community Violence Intervention and Prevention Grant Program.

5. Voluntary Annexation of Lot 5 of the Burton Mitchell Residential Subdivision

The Board approved Option #1: Do not object to the proposed voluntary annexation of Lot 5 of the Burton Mitchell Residential Subdivision, owned by Preserve at Oak Grove, LLC, and located near the corner of Meridian Road and Oak Grove Road.

6. Ratification of the 2024 State of Florida Local Government Cybersecurity Grant and Acceptance of the 2024 State Homeland Security Grant Program Federal Grant

The Board approved Option #1: Ratify the County Administrator's acceptance of the 2024 Florida Local Government Cybersecurity Grant and authorize the County Administrator to execute all necessary agreements, along with future amendments and modifications, subject to legal review by the County Attorney, and

Option #2: Authorize the County Administrator to execute the 2024 Homeland Security Cybersecurity Grant Agreement, along with future amendments and modifications, subject to legal review by the County Attorney, and approve the Resolution and associated Budget Amendment, realizing the $100,000 into the FY 2025 budget.

7. Proposed Resolution Authorizing the Right of Entry onto Property within the Woodville Septic-to-Sewer Conversion Project Area

The Board approved Option #1: Adopt the proposed Resolution authorizing the County's agents and employees to enter onto property located within the Woodville Septic-to-Sewer Conversion Project (Project) area for the purpose of making environmental assessments and other examinations necessary for the design and construction of the Project.

Procurements:

8. Approval to Purchase Emergency Medical Services Equipment

The Board approved Option #1: Approve the purchase of Emergency Medical Services Equipment from Stryker Sales, LLC, utilizing Sourcewell Cooperative Contract No. 041823-STY in the amount of $2,396,434, and

Option #2: Approve the purchase of the associated five-year service and maintenance contract with Stryker Sales, LLC, and authorize the County Administrator to execute any

agreements, including any amendments thereto, subject to legal review by the County Attorney.

9. Contract Award for Emergency Medical Services Patient Billing Services

The Board approved Option #1: Approve the contract award to Digitech Computer LLC to provide patient accounts receivable services and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney.

10. Approval to Purchase Five Ambulances for Emergency Medical Services

The Board approved Option #1: Approve the purchase of five new F450 Ambulances from Southwest Ambulance Sales LLC utilizing the Houston-Galveston Area Council Cooperative Contract #AM10-23 in the amount of $1,732,424.

11. Award the Purchase of Core Network System Routers to DISYS Solutions, Inc

The Board approved Option #1: Approve the contract award to DISYS Solutions, Inc. (dba "DSI Tech"), for the purchase of replacement core network system routers and authorize the County Administrator to execute an Agreement, and any amendments and associated agreements thereto, subject to legal review by the County Attorney.

Status Reports:

12. Midyear Fiscal Year 2025 Commissioner Discussion Items Status Report

The Board approved Option #1: Accept the Midyear FY 2025 Commissioner Discussion Items Status Report.

CONSENT ITEMS PULLED FOR DISCUSSION

- None

GENERAL BUSINESS

13. Update on Recent Enhancements to the County's Competitive Solicitation Process

County Administrator Long introduced this item. As requested by the Board, this item provided an update on recent enhancements to the County's competitive solicitation process to maximize the number of responsive bids and ensure robust competition for procuring goods and services.

- Commissioner Proctor expressed support for the MWSBE content and equal opportunity and affirmative action inclusion. He also thanked the staff for their hard work.
- Commissioner Cummings acknowledged that staff are doing a great job educating everyone on the documents needed prior to each bid and thanked them for their dedicated service to the County.
- Commissioner Maddox commended staff for a job well done.
- Chairman Welch acknowledged the staff's hard work and dedication.

Commissioner Cummings moved, seconded by Commissioner O'Keefe, for approval of Option #1: Accept the update on recent enhancements to the County's competitive solicitation process.

The motion carried 7-0.

14. Consideration to Implement a School Zone Automated Speed Enforcement Program

County Administrator Long introduced this item. This item provided an overview of recent state legislation authorizing local governments to implement automated speeding detection and enforcement programs within school zones and sought Board approval to initiate the program by drafting an ordinance for the Board's consideration at a future public hearing. This item would further a strategic initiative adopted by the Board earlier this year.

- Commissioner O'Keefe discussed the importance of protecting the youth by placing automated speed enforcement in school zones and using speed camera technology.
- Commissioner Maddox shared he heard concerns from citizens about this matter and would support Option #1.
- Commissioner Proctor stated he is satisfied that speed detection devices will be stationary. He mentioned that school crossing guards should receive more than 5% of the fines collected. He shared that this program would help stop speeders in school zones.
- Commissioner Cummings shared her support for Option #1. She noted this would pay for itself. She discussed the importance of the surveys that have provided the information to support the ordinance.
- Chairman Welch commented on driving through school zones. He stated this proposal would enhance the safety of the students.

Commissioner O'Keefe moved, seconded by Commissioner Maddox, for approval of Option #1: Direct staff to prepare a draft ordinance to implement a school zone automated speed enforcement program.

The motion carried 7-0.

15. Full Board Appointments to the Minority, Women, and Small Business Enterprise Citizen Advisory Committee, the Tallahassee Sports Council, and the Value Adjustment Board

County Administrator Long introduced this item. This item sought the full Board's consideration of the appointment of citizens to the Minority, Women, and Small Business Enterprise Citizen Advisory Committee and the Tallahassee Sports Council.

This item also sought Board consideration of a reappointment to the Value Adjustment Board. As directed by the Board at the March 18, 2025 meeting, this item provided an option to waive County Policy No. 03-15, "Board Appointed Citizen Committees", related to term limits for citizen committees should the Board wish to reappoint Mr. Gregory Cowen to the Value Adjustment Board.

Commissioner Minor declared a conflict of interest for Option #1 due to a family connection with one of the applicants. He requested to separate Option #1 from Options #2 and #3.

Commissioner Cummings moved, seconded by Commissioner O'Keefe, approval of Option #1: Appoint Eddie Gonzalez Loumiet and Reshaye Greenlee to the At-Large seats on the Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee for two-year terms ending April 30, 2027.

The motion carried 6-0 (Commissioner Minor recused from vote).

Commissioner Maddox moved, seconded by Vice-Chairman Caban, approval of Option #2: Appoint Isabella Egloff and Brittany Christie to the At-Large seats on the Tallahassee Sports Council for three-year terms ending April 30, 2028; and

Option #3: Waive Board Policy No. 03-15, Section 4(e) regarding term limits, and appoint Mr. Gregory Cowan to the Value Adjustment Board for a two-year term ending April 30, 2027.

The motion carried 7-0.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

16. First and Only Public Hearing to Consider Adopting a Resolution that Includes an Inventory List of Properties Appropriate for Affordable Housing

County Administrator Long introduced this item. As required by Florida Statutes, this item requested the Board conduct the first and only public hearing to consider adopting a Resolution that includes an inventory list of properties for which the County or any dependent special district within its boundaries holds fee simple title and which is deemed appropriate for affordable housing.

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

Commissioner Minor moved, seconded by Commissioner Maddox, approval of Option #1: Conduct the First and Only Public Hearing and adopt the Resolution that includes the Inventory List of Properties Appropriate for Affordable Housing.

The motion carried 7-0.

17. Second and Final Public Hearing on the Federal Fiscal Year 2024 Small Cities Community Development Block Grant Opportunity

County Administrator Long introduced this item. This item requested the Board conduct the second and final public hearing for the Federal Fiscal Year 2024 Small Cities Community Development Block Grant opportunity. The item also sought Board authorization to submit a Federal Fiscal Year 2024 Small Cities Community Block Grant in the amount of $7.153 million for improvements to the Fort Braden Community Center.

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

Commissioner Maddox moved, seconded by Commissioner Cummings, for approval of Option #1: Conduct the second and final Public Hearing to receive public comments on

the County's draft application for the Federal Fiscal Year 2024 Small Cities Community Development Block Grant opportunity; and

Option #2: Authorize the County Administrator to apply for the Federal Fiscal Year 2024 Small Cities Community Development Block Grant opportunity for improvements to the Fort Braden Community Center.

The motion carried 7-0.

18. First and Only Public Hearing to Consider an Ordinance regarding the Safe Use of Public Rights-of-Way

County Attorney O'Steen introduced this item. As directed by the Board at its meetings on February 11, 2025, and March 18, 2025, this item presented options for addressing public safety and pedestrian activities within the public rights-of-way.

The following speakers provided in-person comments:

- Shirlene Stuckey, 8508 Southminster Ct, Tallahassee, FL 32311, asked for clarification about this item. She suggested that there is no need for an ordinance for Leon County because no one is panhandling outside of the city. She shared her concern about the ordinance and homelessness.
- Alan Ballas, 428 Crossway Rd, Tallahassee, FL 32305, thanked the Board for bringing this issue to address safety. He asked that the Board match the City of Tallahassee ordinance. He stated that the homeless population needs help.
- Kenneth White, 427 Crossway Rd, Tallahassee, FL 32305, shared that panhandling has become a bigger problem, it has created a stigma for the area and once they know they can get away with it, they will stay.
- Stanley Sims, 1320 Avondale Way, Tallahassee, FL 32317, discussed panhandling with the targeted population. He shared that it would be problematic to have two different ordinances. He believes that this issue needs to be handled with compassion.

- Commissioner Proctor expressed appreciation to the speakers.

Commissioner Proctor moved, seconded by Vice-Chairman Caban, to approve Option #2: Adopt an Ordinance consistent with City of Tallahassee Ordinance No. 18-O-17 .

- Commissioner Maddox stated that Option #2 was no answer and made a substitution motion for Option #1.

Commissioner Maddox made a substitute motion, seconded by Commissioner Cummings, for Option #1 as amended: Adopt an Ordinance prohibiting the occupation of medians smaller than 6 feet wide , removing the criminal penalty and replacing it with a civil penalty, and reducing the fine amount from $500 to $250.

- Commissioner Maddox commented on Option #1, stating he was not in favor of making this a criminal offense but a civil penalty.
- Commissioner Cummings supported the substitute motion. She clarified that it will only involve medians less than six feet.
- Commissioner Proctor inquired about the approximate number of roads that would apply to Option #1.

- Brent Pell, Director of Public Works, stated they analyzed 16 intersections, three were in the unincorporated portion of Leon County.

- Commissioner Proctor asked for clarification of the 6-foot median rule.
- County Attorney O'Steen explained that when you have a median, it breaks up two parallel lanes of traffic, people would be prohibited from standing on any median less than six feet in width.
- Commissioner Proctor asked if they currently have any existing medians 6 feet and greater.
  - Mr. Pell provided the following information:
    - Capital Circle S.W. and Woodville Highway
      - The median on Woodville Highway is smaller than 6 feet; therefore, individuals would be prohibited from standing in that area.
      - The median on Capital Circle S.W. is larger than 6 feet; therefore, individuals would be allowed to stand in that area.
    - Mahan Drive and Lagniappe Way
      - The median on Lagniappe Way is smaller than 6 feet; therefore, individuals would be prohibited from standing in that area.
      - The median on Mahan Drive is larger than 6 feet; therefore, individuals would be allowed to stand in that area.
    - North Monroe Street and Sessions Road
      - The median on Sessions Road is smaller than 6 feet; therefore, individuals would be prohibited from standing in that area.
      - The median on North Monroe Street is larger than 6 feet; therefore, individuals would be allowed to stand in that area.
- Commissioner Proctor asked at the interstate exchange of Hwy 27 and I-10, if that would still be permissible.
- County Attorney O'Steen stated that if that is in the unincorporated area and not covered by the city ordinance within the city limits, if that median is greater than 6 feet in width, then Option #1 would not prohibit people from being in that median.
- Commissioner Minor shared support for the substitute motion as well as the amendment. He shared that he supports the motion because of the FDOT design manual.
- Commissioner O'Keefe asked under Option #1, if there was still a penalty for physical exchange between a pedestrian and a driver, no matter the size of the median.
- County Attorney O'Steen stated that ordinance #1 does not address any specific activity, it regulates someone's presence in the median less than six feet in width.
- Commissioner O'Keefe asked about infractions and if they would make their way through the court system, the state attorney's office, or the detention center.
- County Attorney O'Steen stated that if there's no potential for jail time, it will not go to the state attorney for prosecution. Instead, a citation will be given, and the fine will need to be paid, but it will not be prosecuted as a misdemeanor.
- Commissioner O'Keefe asked if unpaid fines would affect people's credit history.

- County Attorney O'Steen stated there is no such thing as debtor's prison anymore, but in terms of people not paying the fines, she does not have that information.
- Commissioner O'Keefe stated he opposed the substitute motion and any ordinance, even after there are soft penalties, because it still poses a risk that may lead to other issues. He mentioned that courts have repeatedly said that asking for help is protected speech, including panhandling. He asked to focus on helping people and treating everyone with the dignity they deserve.
- Commissioner Maddox stated that his intention for the substitute motion was to protect the health, safety, and welfare of Leon County citizens. The motion that he made was not about homelessness, panhandling, or precluding people from freedom of speech.
- Vice-Chairman Caban expressed his support for the motion. He asked about civil citations and if law enforcement officials could remove individuals from medians less than 6 feet wide.
- County Attorney O'Steen stated that if an individual is violating the ordinance, they can be given a warning for trespass, and if they refuse to leave, they could be guilty of trespass, which is a crime and could lead to arrest.
- Vice-Chairman Caban asked why medians larger than 6 feet are deemed safe and requested clarification on pedestrian refuge areas that buffer turn lanes on some major roadways.
- Mr. Pell stated that pedestrian refuges that are larger than 6 feet would be exempt from enforcement of the ordinance.
- Vice-Chairman Caban stated he believed the motion was a good start, but that it still left areas that are unsafe.
- Commissioner O'Keefe discussed section 17-14 under prohibited acts. He asked if that's saying they are permitting a physical exchange of anything in any roadway, no matter the median.
- County Attorney O'Steen clarified to Commissioner O'Keefe that handing a water bottle to someone would not be violating the law if the median is greater than 6 feet.
- Commissioner Proctor expressed his concern for the drivers who may be impacted by people in medians or someone who may approach vehicles. He commented on the stand your ground law and open carry, and how things could happen. He thanked the County Attorney for her work with Option #1 and capturing their concerns. He thanked Commissioner O'Keefe for his empathy.
- Commissioner Cummings commented on the analysis of the two ordinances and expressed support for the substitute motion. She thanked the County Administrator and County Attorney.
- Chair Welch acknowledged the work of the County Attorney's Office. He appreciated Commissioner O'Keefe's concerns. He discussed the tragedies that occur with panhandling and thanked them all for working toward a solution on this sensitive item. He supported the substitute motion.

The motion carried 6-1(Commissioner O'Keefe in opposition).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

- None.

COMMENTS/DISCUSSION ITEMS

County Attorney O'Steen:

- No comments.

County Administrator Long:

- Provided a summary of the two tornadoes that impacted southwest Leon County near Fort Braden on April 7, 2025, and another one near Deerlake Middle School. He discussed the timeline and outreach of communications with citizens for the tornadoes. He stated that emergency alerts were issued swiftly, with no injuries reported. He commented on the efficient restoration by Public Works, along with coordination with the Red Cross for affected homes. He thanked staff and Public Works for their rapid response.
    - Vice-Chairman Caban thanked the County Administrator and staff for their rapid response to weather alerts. He acknowledged the team's effective response and communication efforts.

COMMISSIONER DISCUSSION ITEMS

Commissioner Proctor:

- Noted that it was National Library Workers Day. He thanked them for an outstanding job.
- Noted that April 8th is Jimbo Jackson Day. He recognized his daughter, Mrs. Allie Richards, for continuing the service of her father and Vice-Chairman Caban as the current Commissioner for District 2.
- Requested a proclamation for Mr. Scott and Mrs. Julie Carswell, co-owners of The Moon, celebrating 40 years of business in Leon County.

Commissioner Proctor moved, seconded by Commissioner O'Keefe, to approve a proclamation for Mr. Scott and Mrs. Julie Carswell, co-owners of The Moon, celebrating 40 years of business in Leon County.

The motion carried 7 – 0.

- He requested a proclamation recognizing Topflight Club for 50 years of business in Leon County.

Commissioner Proctor moved, seconded by Commissioner Maddox, to approve a proclamation recognizing Topflight Club for 50 years of business in Leon County.

The motion carried 7 – 0.

- Requested an agenda item update and post-COVID summary of the 32304-zip code summary report issued in 2019.
    - County Administrator Long stated this is a great time to give an update moving forward.

- Vice-Chairman Caban inquired about more details on the 2019 32304 summary report.
- County Administrator Long explained that it is a document that began as an organic movement initiated by Commissioner Proctor with limited support. He agreed to provide an update and give options to the Board relating to the support they would like to see.
- Vice-Chairman Caban asked to amend the motion to include a comparison of local government investment in the 32304-zip code compared to other zip codes in Leon County.
- Commissioner Maddox thanked Commissioner Proctor for initiating and continuing his leadership with the 32304 summary report.
- County Administrator Long stated that he would provide a brief summary but that it would include all necessary information.
- Commissioner Maddox asked whether it included both the City and County. He commented on the documents created during the meetings and acknowledged Commissioner Proctor for his leadership.

Commissioner Proctor moved, seconded by Vice-Chairman Caban, to direct staff to bring an agenda item providing an update of the 2019 32304 Summary Report, to include local government investments in the 32304-zip code compared to all other zip codes in Leon County.

The motion carried 7 – 0.

- Commissioner Proctor asked the Board to support a financial empowerment workshop series for the community, focused on financial literacy, considering the economic uncertainty. He emphasized the importance of teaching the fundamentals of financial planning for the future and noted that he has a curriculum prepared to initiate the discussion for consideration.
  - Mr. Shington Lamy, Assistant County Administrator, stated they currently offer monthly financial literacy workshops at the library. He noted that they are also working with Legal Services of North Florida to look at financial empowerment, dealing with housing.
  - Commissioner Proctor stated that he would like to see an amplification of their efforts.
  - Chairman Welch shared that they could take the curriculum Commissioner Proctor suggested and share it with the library. He also reminded the Board that the State of Florida now requires Financial Literacy to be taught in high schools as a requirement to graduate.
- Commissioner Proctor recognized the Florida Gators for their perseverance and efforts in the recent game with Texas Tech.
- Requested a proclamation recognizing the 10th Anniversary of the Capital Cigar Club.

Commissioner Proctor moved, seconded by Commissioner Minor, to approve a proclamation recognizing the 10th Anniversary of the Capital Cigar Club.

The motion carried 7 – 0.

- Requested an update on the damage to the Courthouse windows near the Clerk of Court's office.

- County Administrator Long stated they responded the same day they received that information, and that Leon County Sheriff's Office is currently investigating if, in fact, there was a shooting that caused the damage in the window.
- Mr. Nawfal Ezzagaghi, Assistant County Administrator, stated the Leon County Sheriff's Office provided an update, stating they are investigating the issue in coordination with the Tallahassee Police Department.
- County Administrator Long stated he will provide an update as soon as he receives additional information from law enforcement.

Commissioner Minor:

- Commented on the importance of a digital literacy program for Leon County and surrounding counties regarding unsafe digital and online practices. He requested an agenda item exploring a partnership with the Apalachee Regional Planning Council and other partners to seek grant funding through the Florida Department of Commerce for a new opportunity to establish the Big Bend Digital Literacy Program.

  Commissioner Minor moved, seconded by Commissioner O'Keefe, to direct staff to bring an agenda item exploring a partnership with the Apalachee Regional Planning Council and other partners to seek grant funding through the Florida Department of Commerce for a new opportunity to establish the Big Bend Digital Literacy Program.

  The motion carried 7-0.

Commissioner O'Keefe:

- Inquired about the status of Washington Square, the abandoned project next to the Courthouse, and if there is any action that can be taken to get the roadway back to a functional state.
  - County Attorney O'Steen stated they did have a license agreement with an affiliate entity of the developer of Washington Square, and the agreement was terminated because that entity defaulted. She stated that the affiliate entity is without assets. She mentioned that they can go after the developer and get some sort of judgment, but the chances of recovering money will be unlikely.
  - County Administrator Long stated they are actively working with the City of Tallahassee to restore the streets and right-of-way. He would provide the Board with a specific timeframe for the restoration.
  - Vice-Chairman Caban inquired if the developer had declared bankruptcy.
  - County Attorney O'Steen stated not to her knowledge.
  - Vice-Chairman Caban asked if the developer is responsible for the damage done to the right-of-way.
  - County Attorney O'Steen stated yes, including all of the damage related to the Washington Square Project.
  - Vice-Chairman Caban asked if the developer had not declared bankruptcy, what legal authority they have to go after him for the cost.
  - County Attorney O'Steen stated that they can pursue the developer for costs and likely seek a judgment; however, the challenge will always be in collecting on the judgment.

- Vice-Chairman Caban stated that Leon County taxpayers should not have to bear the cost of the abandoned Washington Square Project.
- Commissioner O'Keefe commented that the County has the obligation to provide safe roads and walkways for Leon County. He asked if there was a requirement for any future agreements to issue a performance bond prior to entering an agreement to protect them from this type of situation.
- County Attorney O'Steen replied yes, and shared that they will definitely include a requirement for a payment and performance bond in the future.
- Commissioner Proctor asked County Attorney O'Steen whether pursuing a judgment would strengthen the County's position to seek reimbursement in the event of a bankruptcy.
- County Attorney O'Steen stated that the property lies within city limits, and the city's code enforcement has already acted against the Washington Square developer, including imposing fines and obtaining liens. In reference to the bankruptcy, the County would need to assess its position in the order of claims if a judgment were obtained.
- Commissioner Cummings asked if they could pierce the corporate veil.
- County Attorney O'Steen stated the County Attorney's Office has not received direction to explore seeking a judgment or to pierce the corporate veil, but would be happy to do so if that is the direction of the Board.
- Commissioner Proctor expressed the need to pierce the corporate veil and pursue action against the actual operators and owners. He proposed amending the motion to move in that direction.
- Commissioner Cummings suggested amending the motion to include all legal options to seek a remedy.
- Commissioner O'Keefe agreed to amend his motion to include all legal options to pursue all available remedies to collect everything due to the Board.
- Vice-Chairman Caban noted it was time to remedy this situation and expressed his support for the amended motion.

Commissioner O'Keefe moved, seconded by Vice-Chairman Caban, to direct staff to prepare an agenda item with an update regarding the restoration of the public roads and right-of-way impacted by the Washington Square project to include the estimated cost for the County and, any and all legal options to pursue a judgment against the developer.

The motion carried 7-0.

- Commissioner O'Keefe thanked the Capital Area Justice Ministry for hosting the Nehemiah Action event on March 31st. He shared personal stories from several individuals about their struggles with housing and expressed gratitude for their openness. He requested support for the proposed policy at the June meeting.

Commissioner Cummings:

- Recognized Kianna Gilley, Public Information and Communications Manager, for receiving the Tallahassee Women's Magazine Innovator Award.

- Thanked County Administrator Long and Mathieu Cavell, Director of Community Relations & Resilience, for their efforts in communicating with citizens regarding the weather event on April 7th.
- She spoke about recent inquiries from older individuals and families of deceased loved ones regarding the difficulties in managing inherited property. She asked which organizations they have partnered with to provide assistance and requested an estimate of the number of properties currently being handled.
    - Mr. Lamy stated they have partnered with Legal Services of North Florida to help families clear up title issues with their properties. He stated that to date, they have cleared about 30 properties, and the list is ongoing.
    - Commissioner Cummings asked for a status report for the Board.
    - Mr. Lamy stated that they are using SHIP funds to invest in the program and will include this information in the report to the Board this summer.

Commissioner Maddox:

- Requested a proclamation honoring Bishop-Elect Quincy Devon Griffin, Sr., of Family Worship & Praise Center.

Commissioner Maddox moved, seconded by Vice-Chairman Caban, to approve a proclamation honoring Bishop-Elect Quincy Devon Griffin, Sr., of Family Worship & Praise Center.

The motion passed 7 – 0.

- Requested a memorial marker to be placed near the southern end of Doak Campbell Stadium, which was the location of the car accident that killed former State Representative Gwen Cherry in February 1979. She was the first African American woman to win election to the Florida Legislature, serving from 1970 until her death in 1979. She attended FAMU, where she received her degree. She was the first African American woman to practice law in Dade County and served as a law professor at FAMU.
    - Commissioner Proctor shared that former State Representative Gwen Cherry was his mentor. He recalled that he was a student when her accident happened.

Commissioner Proctor moved, seconded by Commissioner Maddox, to approve a memorial marker honoring State Representative Gwen Cherry.

The motion passed 6 – 0 (Commissioner Cummings out of chambers).

- Congratulated the Florida Gators Basketball Team.

Vice-Chairman Caban:

- He shared that they had a great Town Hall meeting in the Woodville area and thanked all County staff for their support. He highlighted the valuable feedback received during the meeting and emphasized the importance of proactive government efforts.
    - Commissioner Proctor thanked staff for their outstanding efforts at the Town Hall meeting.
- He requested an update on the Woodville Fish Farm, stating that his office has been flooded with calls and complaints regarding the issue.

- Mr. Ezzagaghi stated the Florida Department of Agriculture and Consumer Services (FDACS) has issued an agricultural exemption to this business for this facility. The County has requested that FDACS complete an additional inspection of the facility and provide an update.
- Vice-Chairman Caban requested a motion requesting a status report on the Woodville Fish Farm.

Vice-Chairman Caban moved, seconded by Commissioner Cummings, to direct staff to prepare an agenda item with an update on the Woodville Fish Farm and any potential action that can be taken to ensure code compliance.

The motion carried 7-0.

- Commented on the congeniality of the Leon County Commission, noting that he has received compliments on their amicable conduct.

Chairman Welch:

- Requested a proclamation recognizing Mr. Rick Kearney for his dedicated service to the community of Leon County.

Vice-Chairman Caban moved, seconded by Commissioner Cummings, to approve a proclamation recognizing Mr. Rick Kearney for his dedicated service to the community of Leon County.

The motion passed 7 – 0.

- Thanked staff for their proactive messaging regarding the recent weather event and also thanked Facilities Management staff for putting together the float for the Springtime Tallahassee Parade.

RECEIPT AND FILE:

- None.

DRAFT

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:58 p.m.

ATTEST:

BY: _____
Brian Welch, Chairman
Board of County Commissioners

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

DRAFT

Leon County
Board of County Commissioners

Notes for Agenda Item #2

Leon County Board of County Commissioners

Agenda Item #2

June 10, 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 June 10, 2025, and pre-approval of payment of bills and vouchers for the period of June 11, 2025, through July 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 June 10, 2025, and the pre-approval of payment of bills and vouchers for the period of June 11, 2025, through July 7, 2025.

Report and Discussion

Background:

The Office of Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the June 10th meeting, the morning of Monday, June 9, 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 July 8, 2025, it is advisable for the Board to pre-approve payment of the County's bills for June 11, 2025, through July 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 June 10, 2025, and the pre-approval of payment of bills and vouchers for the period of June 11, 2025, through July 7, 2025.
2. Do not approve the payment of bills and vouchers submitted for June 10, 2025, and the pre-approval of payment of bills and vouchers for the period of June 11, 2025, through July 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

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Public Safety Coordinating Council Fiscal Year 2025 Funding Recommendation

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator
Lead Staff / Project Team:	Teresa Broxton, Director, Office of Intervention and Detention Alternatives

Statement of Issue:

This item seeks Board consideration of the Public Safety Coordinating Council's recommendation to allocate Fiscal Year (FY) 2025 Diversionary Program funds in the amount of $100,000 for the continuation of the Reentry Housing Assistance Program which provides short-term financial assistance for housing to homeless individuals released from the Leon County Detention Facility in order to reduce recidivism. The item also recommends the approval of the First Amended Agreement with Leon County Sheriff's Office for the continued administration of the program.

Fiscal Impact:

This item has a fiscal impact. The Board annually allocates $100,000 in the Diversionary Program to the Public Safety Coordinating Council for recommendations to address jail population management. This funding is available in the FY 2025 County Budget.

Staff Recommendation:

Option #1: Approve the Public Safety Coordinating Council's recommendation to utilize the FY 2025 Diversionary Program funds for the Reentry Housing Assistance Program in the amount of $100,000.

Option #2: Approve entering a First Amended Agreement with the Leon County Sheriff's Office (Attachment #1) and authorize the County Administrator to execute all associated documents, and any amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board consideration of the Public Safety Coordinating Council's (PSCC) recommendation to allocate FY 2025 Diversionary Program funds in the amount of $100,000 for the continuation of the Reentry Housing Assistance (RHA) Program which provides short-term financial assistance for housing to homeless individuals released from the Leon County Detention Facility (LCDF) in order to reduce recidivism. The item also recommends the approval of the First Amended Agreement (Agreement) with Leon County Sheriff's Office (LCSO) for the continued administration of the program. In partnership with LCSO, the RHA Program will continue to provide placement and financial assistance to secure housing for homeless individuals released from the LCDF through private rental units or transitional housing.

The implementation of RHA Program advances the following FY 2022 – FY 2026 Strategic Initiative:

- *Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders and support reentry through regional partnerships and state and national efforts. (2022-23)*

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.*

On May 15, 2001, the Board established the PSCC in compliance with Section 951.26, Florida Statutes. The purpose of the PSCC is to assess the population of the LCDF and formulate recommendations to ensure the capacity of the facility is not exceeded. The PSCC consists of the following representatives:

- the Chairperson of the County Commission, or another County Commissioner designee;
- the State Attorney, or assistant state attorney designee;
- the Public Defender, or assistant public defender designee;
- the Chief Circuit Judge, or other circuit judge designee;
- the Chief County Judge, or other county judge designee;
- the Chief Correctional Officer;
- the Sheriff, or a member designated by the sheriff, if the Sheriff is not the Chief Correctional Officer;
- the State Probation Circuit Administrator; or designee;
- the Director of any county probation or pretrial intervention program, or their designee;
- the Director of a local substance abuse treatment program, or their designee; and
- representatives from county and state job programs and other community groups who work with offenders and victims.

The PSCC meets regularly to review and discuss the inmate population and best practices in jail population management. At each meeting, the PSCC receives trend data on inmate demographics and detention status (pre- and post-sentence), as well as updates on variety of jail diversion programs, such as the Misdemeanor Mental Health docket, Veterans Treatment Court, Felony Drug Court, incarceration alternatives through electronic monitoring, and reentry services. The PSCC identifies options that would ensure the detention facility's resources are reserved for those who pose a risk to public safety.

As a part of the FY 2025 annual budget process, the Board has allocated $100,000 for jail diversion programs and designated the PSCC to make recommendations on the most appropriate ways to invest funds to assist in jail population management. The Board has previously approved the PSCC's recommendations for a variety of programs and initiatives designed to manage the jail population through reentry services or public education programs. Historically, funding allocations have been utilized to provide supportive services to individuals returning to the community from incarceration. These programs provided services such as employability and life skills training, job placement, mental health and substance abuse education and counseling, and case management.

According to The Harvard University Institute of Politics and Criminal Justice Policy, reentry interventions must address health, employment, housing, and skill development, as these factors have the most significant impact on reentry success. Furthermore, a stable home is a fundamental part of reentering society, providing a place from which to begin employment searches, reestablish social networks, participate in treatment, and support family reunification. According to the Substance Abuse and Mental Health Services Administration (SAMHSA), formerly incarcerated individuals are almost 10 times more likely to experience homelessness than the public. The stigma also contributes to higher rates of homelessness among individuals living with mental health conditions and/or substance use disorders. Safe affordable housing is critical to an individual's well-being, their successful reentry, and reducing recidivism.

At its July 16, 2024 meeting, the PSCC voted unanimously to recommend the funding and implementation of the RHA Program in coordination with LCSO to provide homeless individuals released from the LCDF access to housing in an effort to reduce recidivism. At its September 17, 2024 meeting, the Board approved the PSCC's funding recommendation.

Subsequent to the execution of an agreement with LCSO, the RHA Program launched in December 2024. As of May 2025, five (5) individuals have been placed in housing, and six (6) individuals pending release from the LCDF are in the application process and anticipated to be housed. As a result of the initial success of the RHA Program, on March 25, 2025, the PSCC voted unanimously to recommend that the County allocate the $100,000 in annual jail diversion funds for FY 2025 for the continuation of the program.

Analysis:

Reentry Housing Assistance (RHA) Program

The RHA Program provides financial assistance of up to $4,000 per participant to secure housing, including the security deposit, first/last month rent, utility hookup, etc. This allocation can be used

to pay for a private rental unit or bed space in a transitional housing property. Transitional housing provides up to 24 months in housing accommodation to individuals experiencing homelessness. Additionally, transitional housing providers assist clients with securing long-term housing, income, healthcare, and other services to improve their quality of life. The RHA Program provides housing for an average of two to three months per participant. The $4,000 maximum allocation would provide for approximately 25 individuals to exit the LCDF with a housing solution. Funds are provided directly to housing providers, not the program participants.

In order to target individuals that are homeless and have the highest propensity to recidivate, the following are some of the eligibility criteria for participation in the RHA Program:

1. Must be homeless (based on previous and current living situation). Individuals receiving services through the Big Bend Continuum of Care (BBCoC), which manages a database on homeless individuals and families in Leon County, will be prioritized; and
2. Must be post-sentence defendant or, if pre-sentence, must have a stipulated agreement that does not include jail/prison sentence; and
3. Must participate in case management services through the Reentry Innovative Services and Empowerment (RISE) Center; and
4. Must have a valid rental agreement or a participant agreement with an eligible provider in their name.

Additionally, in consultation with the BBCoC and LCSO, the remaining eligibility criteria would be modified and expanded to include individuals released from the LCDF within 90 days (currently 30 days) and to include individuals who have at least one arrest in Leon County within the past 36 months (currently within 24 months). These modifications will allow for greater participation of individuals released from LCDF that are experiencing homelessness. The recommended changes to the eligibility criteria are reflected in the proposed first amendment to the existing agreement with LCSO to administer the program and would be effective immediately upon Board approval and final execution of the amendment (Attachment #1).

The LCSO's Reentry and Inmate Programs administers the RHA Program. The Reentry and Inmate Programs provides educational services and works with incarcerated individuals to develop release plans addressing their individual needs such as housing, job placement, employability skills, primary and mental health care, substance use disorder treatment, etc., to best position them for success after release. Also, within the Reentry and Inmate Programs is the RISE Center which is a community-based reentry services program that works with incarcerated individuals once they are released. These programs through LCSO are uniquely positioned to provide a continuum of care to participants prior to and after their release from the detention facility.

With respect to the RHA program, the Reentry and Inmate Programs screens individuals in the LCDF for eligibility prior to release. The Reentry and Inmate Programs assists those that meet the eligibility criteria with securing housing through a transitional housing facility or a signed lease with a private unit. The RISE Center provides similar assistance to individuals that meet the eligibility criteria but are not presently incarcerated. The Reentry and Inmate Programs and the RISE Center each coordinate with the Office of Intervention and Detention Alternatives (OIDA) to make payments for security deposits, rent, first/last month rent, utility hookups, etc., up to

$4,000 on behalf of the RHA participant. Following a participant's release, the RISE Center staff continue providing case management to support participants through critical reentry services such as job readiness training, job placement, mental health and substance use disorder treatment, etc., to ensure the individual is able to maintain their housing after the available funds are exhausted. OIDA, in conjunction with LCSO, monitor for any subsequent interaction with the criminal justice system (including incarceration) by RHA participants.

The launch of the RHA Program in December 2024 included an awareness campaign to ensure that stakeholders working in the criminal justice system were provided information on this new program. County staff from OIDA and LCSO connected with criminal justice stakeholders including the 2nd Judicial Circuit Court Administration, Public Defender's Office, State Attorney's Office, Apalachee's Forensic Intervention Reentry Services Team, and Leon County Sheriff's HOST deputies to educate their staff on the implementation, eligibility criteria, and referral process of the program. Since its inception, the RHA Program has steadily received referrals from stakeholders to assist currently incarcerated or recently released individuals with locating and securing housing.

As previously stated, five (5) individuals have been placed in housing, and six (6) individuals pending release from the LCDF are in the application process and anticipated to be housed due to the program. Of the five individuals placed in housing, three were reunited with their families who were able to be housed with them. According to the US Department of Justice, research consistently demonstrates that maintaining family connections during and after incarceration significantly reduces recidivism. Additionally, the RISE Center is currently working with two private housing providers with 12 to 50 units each and seven transitional housing providers offering long-term affordable housing solutions to eligible participants. The availability of units will ensure stable housing is not a barrier to successful reentry into the community.

At its March 25, 2025 meeting, the PSCC voted unanimously to recommend the allocation of the County's FY 2025 jail diversion funds in the amount of $100,000 for the continuation of the RHA Program. Therefore, it is recommended that the Board approve the recommendation of the PSCC and the continued partnership with LCSO to administer the program with the updated criteria through the first amended agreement.

The remainder of this page intentionally left blank

Options:

1. Approve the Public Safety Coordinating Council's recommendation to utilize the FY 2025 Diversionary Program funds for the Reentry Housing Assistance Program in the amount of $100,000.
2. Approve entering a First Amended Agreement with the Leon County Sheriff's Office (Attachment #1) and authorize the County Administrator to execute all associated documents, and any amendments thereto, subject to legal review by the County Attorney.
3. Do not approve the Public Safety Coordinating Council's recommendation to utilize the FY 2025 Diversionary Program funds for the Reentry Housing Assistance Program in the amount of $100,000.
4. Board direction.

Recommendation:

Options #1 and #2

Attachment:

1. Draft of First Amended Agreement with the Leon County Sheriff's Office

FIRST AMENDMENT TO THE AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND THE LEON COUNTY SHERIFF'S OFFICE

This FIRST AMENDMENT ("Amendment") is made and entered into by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter referred to as "County") and Sheriff Walt McNeil, the Sheriff of Leon County, Florida, a County Constitutional Officer (hereinafter "Sheriff") on behalf of the Leon County Sheriff's Office (hereinafter referred to as "LCSO"), (both a "Party" or together the "Parties") and is effective on the date of the last signature below ("Effective Date").

RECITALS

WHEREAS, the Parties entered into an Agreement, County Contract #B-25-061 (Original Agreement), signed by the last party on December 2, 2024, but mutually agreed by the Parties to be effective as of October 1, 2024, and through September 30, 2025; and

WHEREAS, the Public Safety Coordinating Council (hereinafter the "PSCC") continues to identify homelessness as a major contributing factor of recidivism among returning citizens;

WHEREAS, the Board of County Commissioners for Leon County, Florida ("Board"), during its Fiscal Year (FY) 2024 – 2025 budget process, allocated $100,000 for Diversion Programs and designated the PSCC to make recommendations on the best way to spend those funds; and

WHEREAS, at its March 25, 2025 meeting, the PSCC recommended the FY 2024 – 2025 Diversionary Program funds be utilized for the continuation of the RHA Program; and

WHEREAS, at its meeting on June 10, 2025, the Board approved the $100,000 allocation from the FY 2024 – 2025 Diversion Program funds for the continuation of the RHA Program, and approved the County to enter into this Amended Agreement with LCSO;

WHEREAS, the funding for the RHA Program shall not be construed by LCSO to be a continuing obligation of the County; and

WHEREAS, the Parties desire to reduce their intentions to writing.

DRAFT

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

Recitals

The Recitals to this Amendment and the Original Agreement are incorporated herein and made a part hereon as if fully set forth below.

I. Section B of the Original Agreement is hereby amended and replaced in its entirety with the following:

B. **Services to be Provided**

1. LCSO's Reentry and Inmate Programs and RISE Center staff will identify homeless inmates or returning citizens meeting all of the following criteria for participation in the RHA Program to provide transitional or rental housing solutions:

   a. Participants must be homeless (based on previous and current living situation). Individuals receiving services through the Big Bend Continuum of care (BBCoC), which manages a database on homeless individuals and families in Leon County, will be prioritized; and

   b. Participants must be a post-sentence defendant or, if pre-sentence, must have a stipulated plea agreement that does not include any period of post-stipulated plea agreement jail/prison sentence; and

   c. Participants must have been released from the Leon County Detention Facility (LCDF) within the previous 90 days; and

   d. Participants must have had an arrest in Leon County within the preceding 36 months; and

   e. Participants must participate in case management services through the Reentry Innovative Services and Empowerment (RISE) Center; and

   f. Participants must have a valid rental agreement in the participant's name, or, must have an agreement with a County determined eligible transitional housing provider (in instances when payment is required in advance to secure placement).

2. LCSO's Reentry and Inmate Programs will screen incarcerated individuals for eligibility in the RHA Program during release planning and coordination.

3. LCSO's RISE Center will accept Participant Referral Forms from criminal justice stakeholders for determination of participation eligibility in the RHA Program.

4. LCSO's RISE Center will provide case management services to direct participants to community resources for assistance in attaining employment and additional ancillary services, such as food pantries, transportation, childcare, primary health care, mental health treatment, and substance use disorder treatment.

DRAFT

5. LCSO's RISE Center, in cooperation with the BBCoC, will assist eligible participants in identifying and securing placement with a transitional housing provider or private rental agreement.
6. LCSO's RISE Center will submit the following documents to the Office of Intervention and Detention Alternatives for payment processing of transitional housing costs or rental agreements up to $4,000 per eligible participant:
    a. Participant Referral Form (Attachment A); and
    b. Participant Case Management Participation Agreement (Attachment B); and
    c. Payment Approval Form (Attachment C);
    d. Transitional Housing Provider Invoice or Lease Agreement; and
    e. Utilities Invoice (outstanding account balance or deposit for services), if applicable.

II. Paragraph 1., of Section C. "Budget and Funds Distribution" of the Original Agreement is amended as follows:

1. The contract period is hereby extended for an additional year, through September 30, 2026, or until all allocated funding is expended, whichever is the later. The County agrees to pay expenses for transitional housing, lease agreement, and/or utilities, not to exceed $4,000 per eligible participant, and at no time will the total funds expended under this agreement exceed $200,000.

III. All terms and conditions of the Original Agreement not specifically modified herein, and not inconsistent with this Amendment, remain in full force and effect and are incorporated herein and made part hereon as if fully set forth above.

(Signatures to follow on the next page)

DRAFT

WHERETO, the Parties through their duly authorized representative have set their hands and seals effective the date whereon the last Party executes this Amendment.

LEON COUNTY, FLORIDA

BY: _____

Vincent Long, County Administrator
Leon County, Florida

DATE: _____

Leon County Sheriff's Office

By: _____

Walt McNeil, Leon County Sheriff

DATE: _____

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

By: _____

Emily J. Norton
Deputy County Attorney

APPROVED AS TO LEGAL SUFFICIENCY:
Leon County Sheriff's Office

By: _____

Jim W. Pimentel, Esq.
General Counsel and Constitutional Policing Advisor

ATTEST:

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

By: _____

DRAFT

Attachment A

Leon County Reentry Housing Assistance Program

Participant Referral Form

Client Information

Applicant Name (Last, First, Middle): Click or tap here to enter text.

DOB: Click or tap here to enter text. SPN #: Click or tap here to enter text.

Race/Ethnicity: Choose an item. Gender: Choose an item.

Current Address: Click or tap here to enter text.

Currently Incarcerated: Choose an item. If yes, release date: Click or tap here to enter text.

Referral Organization: Click or tap here to enter text.

Referring Organization Point of Contact: Click or tap here to enter text.

Telephone: Click or tap here to enter text. Email: Click or tap here to enter text.

Staff Use Only

Eligibility Review and Confirmation

☐ Must be homeless (based on previous and current living situation). Individuals receiving services through Big Bend Continuum of Care (BBCoC) will be prioritized.

☐ If applicant is not in custody in the LCDF, their release was within the past 90 days. Release Date: Click or tap here to enter text.

☐ Applicant has been arrested in Leon County within the preceding 36 months as verified in the Leon County Justice Information System (JIS).

☐ Defendant is serving a sentence in the LCDF or defendant has a stipulated agreement that does not require any post-sentence incarceration (Attach copy of Plea Agreement).

☐ Applicant is either able to work or unable to work but receives benefits (e.g. SSI/Disability, retirement) which has been verified by the RISE staff member identified below.

Applicant Name (Last, First, Middle): Click or tap here to enter text.

Eligibility Review

I certify that I have reviewed the information contained in the referral form and the named applicant meets all criteria stipulated above and is eligible to participate in the Reentry Housing Assistance Program.

LCSO RISE Center Case Manager's Name: Click or tap here to enter text.

Signature: _____ Date: Click or tap to enter a date.

Attachment B

Leon County Reentry Housing Assistance Program

Participant Agreement

Participant Name (First, Middle, Last): Click or tap here to enter text.

You have been approved to participate in Leon County's Reentry Housing Assistance (RHA) Program. The RHA Program is designed to assist participants in securing housing, employment, and other services necessary to gain long-term independence. Through this program, various organizations working collaboratively will assist you in securing housing. As a participant in the RHA Program, your responsibilities are outlined below. Failure to comply with these conditions can result in the termination of your housing assistance.

By acknowledging below, I understand and agree that:

- The RHA Program is a voluntary program, and I can withdraw my participation at any time with the understanding that any future obligations for housing costs will be my sole responsibility.
- I agree to participate in the case management service through the Leon County Sheriff's Office's RISE Center located at 3333 W. Pensacola St., Suite 210, Tallahassee, FL 32304.
- The RISE Center Case Manager can require me to participate in ancillary services, such as mental health counseling, substance use disorder treatment, employability skills training, etc., to assist me in maintaining long-term employment.
- I will maintain all scheduled contact with the RISE Center case management staff.
- I will actively seek and maintain employment assistance through the RISE Center and case management staff or community partners providing employment services.
- I agree to provide all necessary documents to verify my employment or income (e.g. SSI/Disability, retirement) including but not limited to pay stubs.
- I will immediately notify RISE Center staff of any change to my telephone number, email address, living situation, or other issues that might impact my success.
- I understand that failure to follow through with any requirements of case management can result in the termination of my housing assistance, and all future obligations for housing costs will be my sole responsibility.

My signature below indicates my understanding and acknowledgement of the requirements for participating in the Reentry Housing Assistance Program.

Participant name (PRINT): Click or tap here to enter text.

Participant signature: _____

Date: Click or tap to enter a date.

LCSO RISE Center Case Manager: Click or tap here to enter text.

LCSO RISE Center Case Manager's Signature: _____

Date: Click or tap to enter a date.

Attachment C

Leon County Reentry Housing Assistance Program

Payment Approval Form

Participant Name (First, Middle, Last): Click or tap here to enter text.

SPN: Click or tap here to enter text.

The above-referenced participant has been determined eligible for the Reentry Housing Assistance Program. The LCSO RISE Center Case Manager has identified a housing solution through the following provider:

Provider Name: Click or tap here to enter text.

The Participant is receiving the following type of housing:
Private Rental ☐ Transitional Housing ☐ for an initial term of Click or tap here to enter text. months.

The expenditure requests itemized below are authorized under the Reentry Housing Assistance (RHA) Program for rental agreements, transitional housing, and utility expenses (account deposit or account balance payment).

Payment Request	
Payable to: Click or tap here to enter text.	Date: Click or tap to enter a date.
Address: Click or tap here to enter text.	Amount: Click or tap here to enter text.
Point of Contact: Click or tap here to enter text.	Participant Balance: Click or tap here to enter text.
Telephone Number: Click or tap here to enter text.	

The LCSO RISE Center Case Manager signing below has verified that the payment requested above, and all prior payments provided for this participant do not exceed the $4,000 maximum allocation of the RHA Program per participant.

LCSO RISE Case Manager Name: Click or tap here to enter text.

Case Manager's Signature: _____

Date: Click or tap to enter a date.

All Payment Approval Forms must be submitted to the Office of Intervention and Detention Alternatives for payment processing at IDA_Invoices@leoncountyfl.gov.

OIDA Financial Analyst Signature: _____

Date: Click or tap to enter a date.

Leon County
Board of County Commissioners

Notes for Agenda Item #4

Leon County Board of County Commissioners

Agenda Item #4

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Community Development Block Grant for Housing Rehabilitation Activities

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 and Community Partnerships
Lead Staff / Project Team:	Jelani Marks, Manager, Housing Services Eryn Calabro, Principal Budget & Grants Coordinator

Statement of Issue:

This item seeks Board acceptance of a $750,000 Small Cities Community Development Block Grant from the Florida Department of Commerce for housing rehabilitation projects in unincorporated Leon County. This item also seeks Board approval of proposed amendments to the County's Community Development Block Grant Housing Assistance Plan which is required as part of the grant and establishes the County's eligibility criteria to fund housing rehabilitation projects. Additionally, the item seeks Board adoption of a new enabling resolution to realign the staffing support for the Community Development Block Grant Citizens Advisory Task Force.

Fiscal Impact:

This item has a fiscal impact. The County has been awarded $750,000 in Community Development Block Grant funds to further enhance its effort to preserve the homes of low-income households. A Resolution and Budget Amendment is required to realize the $750,000 grant funds into the 2025 budget.

Staff Recommendations:

Option #1: Accept the Florida Department of Commerce's Small Cities Community Development Block Grant in the amount of $750,000 and authorize the County Administrator to execute all documents associated with receiving the grant, including any amendments thereto, subject to legal review by the County Attorney.

Option #2: Approve the Resolution and Budget Amendment realizing the FFY 2023 Small Cities Community Development Block Grant funding in the amount of $750,000 for housing rehabilitation activities (Attachment #1).

Option #3: Adopt the Resolution to approve the proposed revisions to the Leon County Community Development Block Grant Housing Assistance Plan (Attachment #2).

Option #4: Adopt the new proposed Enabling Resolution for the Community Development Block Grant Citizens Advisory Task Force (Attachment #3).

Report and Discussion

Background:

This item seeks Board acceptance of a $750,000 Small Cities Community Development Block Grant (CDBG) from the Florida Department of Commerce (Florida Commerce) for housing rehabilitation projects in unincorporated Leon County. This item also seeks Board approval of proposed amendments to the County's CDBG Housing Assistance Plan which is required as part of the grant and establishes the County's eligibility criteria to fund housing rehabilitation projects. Additionally, the item seeks Board adoption of a new enabling resolution for the CDBG Citizens Advisory Task Force that would specifically assign the County's Grants Coordinator to provide staffing support to the committee.

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 the State. Florida Commerce administers the Small Cities CDBG program as a competitive grant that awards funds to non-entitlement local governments.

The County has been highly successful in securing CDBG funding for projects and activities that seek to enhance the quality of life of residents in unincorporated areas. On September 2, 2024, Florida Commerce opened the Federal Fiscal Year (FFY) 2023 Small Cities CDBG application process for up to $750,000 for housing rehabilitation, neighborhood revitalization, community revitalization, or economic development. On September 19, 2024, the Leon County CDBG Citizens Advisory Task Force (CATF), which consists of citizens appointed by the Board to provide recommendations on CDBG funding opportunities, held a meeting to receive input from residents and then recommended that the County submit an application for housing rehabilitation. Subsequently, the Board held two public hearings and directed staff to submit an application for housing rehabilitation in the amount of $750,000 for the FFY 2023 Small Cities CDBG funding cycle.

On January 24, 2025, the County was awarded the maximum amount of $750,000 for housing rehabilitation activities. On May 27, 2025, Florida Commerce commenced discussions with the County on the development and execution of an agreement for the CDBG funds.

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 $5.57 to $1; excluding the septic-to-sewer grants which require significant County match, the leveraging ratio would be $23.65 to $1.

Analysis:

Leon County has a long history of preserving the stock of affordable housing for low-income families in unincorporated areas to improve quality of life and build generational wealth. Florida's State Housing Initiatives Partnership (SHIP) Program is the primary source of funding for the County Housing programs. The SHIP Home Rehabilitation program assists low-income households in need of major repairs for health, safety, resiliency, insurability, and code compliance. Major repairs include roof replacements, HVAC installation, and septic tank replacements. The Program is exclusive to residents in unincorporated Leon County since the City receives annual state (SHIP) and federal funding (CDBG) to provide home rehabilitation to residents within its limits. The SHIP Home Rehabilitation program is currently oversubscribed. In 2024, approximately 75 residents applied to the County for assistance with home rehabilitation; but due to limited funding, only 12 were approved for assistance. Additionally, Leon County's SHIP allocation for FY 2025 decreased by 33% compared to the FY 2024 allocation due to a reduction in Doc Stamp Tax collected by the State which is the revenue stream for SHIP. The County is anticipating a similar SHIP allocation in FY 2026.

The Small Cities CDBG funds awarded to the County will be utilized to augment the County SHIP Home Rehabilitation Program allowing for major home repairs for an additional 13 homes of income eligible households (80% or below the area median income) in unincorporated Leon County.

Proposed Amended Leon County CDBG Housing Assistance Plan

Florida Commerce requires local governments awarded Small Cities CDBG funds to adopt and maintain a CDBG Housing Assistance Plan (HAP). The HAP establishes criteria for participants' income eligibility and requirements, eligible projects (i.e. stick built homes, mobile homes, etc.), and the maximum funding level for each project. The County's HAP has not been updated since 2020 when the County last expended CDBG funding for housing rehabilitation. This item proposes revising the CDBG HAP to be consistent with the County's SHIP Local Housing Assistance Plan (LHAP) which establishes criteria for the County's SHIP funding. The revisions include:

- Increasing the maximum award for housing rehabilitation projects from $50,000 to $100,000;
- Providing up to $2,500 in financial assistance to eligible households for temporary relocation when required to complete a housing rehabilitation project;

- Updating the definition of "elderly" to decrease the age from 60 years old to 55 years and older; and
- Limiting assistance to eligible households that do not have active County housing rehabilitation assistance loans, and prioritizing applicants who have not previously been awarded SHIP or CDBG home rehabilitation program funds in order to provide equity.

Public Notification and Application Process

Similar to SHIP, the County will release a notice of funding availability for the CDBG Rehabilitation Program in the local newspapers (Tallahassee Democrat and Capital Outlook), County website, and social media. Additionally, the County's Housing Service Division maintains a list of residents that previously requested housing assistance who will be notified when funding is available. Residents interested in housing assistance will be required to attend a mandatory program education workshop prior to applying to learn more about the process and required documentation. Citizens will apply through an online application on the County's Housing website. The Housing Service Division as well as the Library's Community Resource Specialist at the Main Library will provide residents in-person assistance with completing the online applications. Applications will be reviewed on a first-come, first-served basis and prioritized in accordance with HUD and Florida Commerce requirements as well as the CDBG HAP.

Changes to the County's CDBG Program Staffing

In order to better reflect the current operation of the County's CDBG program, the item also recommends the adoption of a new enabling resolution for the CATF that would specifically assign the County's Grants Coordinator to provide staffing support to the committee (Attachment #3). As previously mentioned, the CATF is a decision-making committee that meets to provide input on all phases of the Small Cities CDBG Program process. In 2018, the Board adopted Resolution No. 18-03, to reauthorize the County's CATF to improve the competitiveness of the County's CDBG applications for funding (Attachment #4). At that time, the enabling resolution stated that the CATF shall be assisted by staff from the Office of Human Services and Community Partnerships. In 2022, the Board approved the creation of a Grants Coordinator position within the Office of Management and Budget to monitor, identify and pursue grant opportunities as well as track and report on existing grants. Since that time, the Grants Coordinator has been the primary staff for preparing and submitting CDBG applications as well as monitoring and reporting on CDBG awards to Florida Commerce and HUD as required by state and federal laws. Additionally, the Grants Coordinator has attended all CATF meetings since the establishment of the position, providing guidance and analysis on CDBG. Therefore, to maximize the efficiency of the County's CDBG programs, it is recommended that the Board adopt the proposed enabling resolution to update the staffing of the CATF to the Grants Coordinator. However, it is important to note that the County's Housing Service Division would implement the specific CDBG housing rehabilitation program.

Next Steps

As mentioned earlier, Florida Commerce has commenced discussions with the County to develop and execute an agreement for the CDBG funds. Consistent with previous CDBG grant agreements, the initial grant period is expected to be for three (3) years to allow the County time to award and expend the funds to eligible households. However, Florida Commerce regularly extends CDBG

agreements when additional time is requested and warranted. In addition to the acceptance of the grant funds, it is recommended that the Board authorize the County Administrator to execute all documents associated with receiving the grant once they are developed and provided by Florida Commerce. All documents would be reviewed by the County Attorney's Office prior to execution.

Options:

1. Accept the Florida Department of Commerce's Small Cities Community Development Block Grant in the amount of $750,000 and authorize the County Administrator to execute all documents associated with receiving the grant, including any amendments thereto, subject to legal review by the County Attorney.
2. Approve the Resolution and Budget Amendment realizing the FFY 2023 Small Cities Community Development Block Grant funding in the amount of $750,000 for housing rehabilitation activities (Attachment #1).
3. Adopt the Resolution to approve the proposed revisions to the Leon County Community Development Block Grant Housing Assistance Plan (Attachment #2).
4. Adopt the new proposed Enabling Resolution for the Community Development Block Grant Citizens Advisory Task Force (Attachment #3).
5. Board direction.

Recommendation:

Options #1 through #4

Attachments:

1. Resolution and associated Budget Amendment Request to realize the Federal Fiscal Year 2023 Small Cities Community Development Block Grant funding
2. Resolution approving the proposed revisions to the Leon County Community Development Block Grant Housing Assistance Plan
3. Proposed Enabling Resolution for the Community Development Block Grant Citizens Advisory Task Force
4. Current Enabling Resolution for the Community Development Block Grant Citizens Advisory Task Force (Resolution No. 18-03)

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 10th day of June, 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: BAB25019
Date: 05/28/25

Agenda Item No:
Agenda Item Date: 06/10/25

County Administrator
Vincent S. Long

Assistant County Administrator
Ken Morris

Request Detail

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
125	932159	331520	000	Small Cities CDBG FFY23	-	750,000	750,000
				Subtotal:		750,000	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
125	932159	585000	554	Housing Rehabilitation	-	750,000	750,000
				Subtotal:		750,000	

Purpose of Request

This budget amendment appropriates funds in the amount of $750,000 from the Florida Department of Commerce for a Small Cities Community Development Block Grant. This grant will be utilized for housing rehabilitation for low to moderate income citizens of unincorporated Leon County.

Division/Department
2610/26

Brandy Furbee, Budget Manager

Roshaunda Bradley, Budget Director

Approved By: **Resolution** ☒ **Motion** ☐ **Administrator** ☐

LEON COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, APPROVING AMENDMENTS TO THE SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) HOUSING ASSISTANCE PLAN REQUIRED BY THE SUBGRANT AGREEMENT.

RECITALS

WHEREAS, Leon County has applied and received funding under the Small Cities Community Development Block Grant, hereinafter referred to as the CDBG program; and

WHEREAS, the Florida Department of Commerce requires local governments adopt a Housing Assistance Plan; and

WHEREAS, the Local Housing Assistance Plan was approved by the Florida Department of Commerce; and

WHEREAS, in that plan, the County establishes the maximum funds allowable for home rehabilitation and replacement on behalf of eligible program participants; and

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

1. The Board of County Commissioners of Leon County, Florida, hereby approves the amendments to the CDBG Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Department of Commerce.

2. The County Administrator is hereby designated and authorized to execute any documents and certifications required by the Florida Department of Commerce as related to the CDBG Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

3. This Resolution shall become effective immediately upon its adoption.

DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Leon County, Florida, this 10th day of June 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:_____

Leon County, Florida
Community Development Block Grant (CDBG)

Housing Assistance Plan

As Amended by the Leon County Board of County Commissioners, June 10, 2025

LEON COUNTY, FLORIDA - CDBG HOUSING ASSISTANCE PLAN

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I. INTRODUCTION

This manual is a guide for operating the housing rehabilitation related aspects of the Leon County Community Development Block Grant (CDBG) program and the Florida Department of Commerce (FloridaCommerce) Community Development Block Grant FFY 2008 Disaster Recovery Program (CDBG DR) which includes Disaster Recovery Enhancement Funds (DREF). The responsibilities of the Housing Coordinator, the homeowner, construction contractor and the Housing Rehabilitation Specialist are specifically addressed in this manual. The major focus of this manual is on housing rehabilitation including demolition/clearance of a dwelling. Relocation of households is also covered to a limited extent. The Anti-displacement Policy should be consulted if permanent displacement or permanent relocation becomes necessary.

The goal for the CDBG program is to rehabilitate substandard dwelling units located in the unincorporated areas of Leon County and to bring them up to the HUD Section 8 Minimum Housing Quality Standard (HQS), the Leon County Minimum Housing Code, and the Florida Building Code when applicable. This goal will be achieved through the use of CDBG funds to contract for the required rehabilitation, or for demolition and replacement of the existing dwelling when rehabilitation is not feasible. The housing units to be assisted shall be owner occupied. A rental rehabilitation program is not included in this grant except when funds are used in conjunction with CDBG DR projects.

Only very low and low-income families or persons are eligible to receive assistance from this program except when funds are used in conjunction with CDBG DR projects, and such CDBG DR projects shall have no income eligibility requirement. Very low and low-income families means "lower income families" and "very low-income families" as defined under the Department of Housing and Urban Development (HUD) Section 8 Assisted Housing Program. A lower income family is a household whose annual income does not exceed 80 percent of the median income for the area or does not exceed 80 percent of the median income for the State, whichever is higher, as most recently determined by HUD. A very low-income family is a household whose annual income does not exceed 50 percent of the median income for the area or does not exceed 50 percent of the median income for the State, whichever is higher, as most recently determined by HUD.

Low-income persons mean "members of low-income families having incomes equal to or less than the Section 8 low-income limit established by HUD." *A very low-income person* mean "a member of a family that has an income equal to or less than the Section 8 very low-income limit established by HUD. Individuals will be considered as one-person families for this purpose."

For the sake of efficiency, the term "low-income" shall hereinafter include "very low-income" unless otherwise noted.

II. HOUSING REHABILITATION OBJECTIVES AND POLICIES

A. Objectives

The objectives of the County's Housing Rehabilitation Program are:

1. To encourage the revitalization of low-income neighborhoods through a Housing Rehabilitation Program. The Program includes demolition and replacement on site for homes that are deteriorated to the point of being infeasible for rehabilitation.

2. To remove unhealthy or hazardous housing conditions for low-income households.

3. To preserve existing housing stock.

4. To enable low-income families to rehabilitate their homes by providing financial and technical assistance to those unable to obtain private financing.

5. To reduce utility costs and to improve the comfort of low-income families through weatherization aspects of rehabilitation.

6. To improve the property tax base in low-income neighborhoods.

7. To increase employment and training opportunities for local residents and minority persons through the provision of funds for the rehabilitation of homes.

8. To make homes accessible to elderly/handicapped occupants as may be required by code, accessibility requirements, and as good judgment may dictate.

9. To minimize potential negative impacts of program participation on recipients and to limit direct costs encountered because of program participation.

10. To address the unmet needs of affordable rental housing (housing rehabilitation and or replacement) for units affected specifically with weather event related storm damages.

B. Rehabilitation Policies

It is the policy of the County's Rehabilitation Program to:

1. Assure that the Program is administered in strict conformance with the community development and rehabilitation rules and all applicable local, state and federal requirements (including equal opportunity, conflict of interest, etc.).

2. Treat all participating property owners and contractors fairly, with sensitivity respect for their needs, and in accordance with the program rules.

3. Provide all program participants any reasonable assistance necessary to carry out the objectives of the program, bearing in mind: 1) that property owners hold the primary responsibility for maintaining their property and personal finances; 2) that contractors are primarily responsible for the quality of their work and their obligations to suppliers, creditors, subcontractors and employees; and 3) that any assistance provided must be authorized at the proper level.

4. Assure that no member of the Congress of the United States, the State of Florida Legislature, the Citizen Advisory Task Force or the local governing body or staff who have direct involvement in the Program shall share in proceeds or benefits of CDBG funded activities, unless a waiver has been obtained in accordance with state and federal law.

5. Allow some flexibility in administering the program in order to meet the Program's goals and objectives of rehabilitating each addressed dwelling to attain HUD Section 8 Minimum Housing Quality Standard, local codes, and, where applicable, the Florida Building Code. Program rules may be waived by the Leon County Board of County Commissioners when the result will be consistent with established goals and objectives, and applicable federal, state or local regulations.

6. Provide assistance to low and very low-income homeowners living in substandard single family housing located in unincorporated Leon County, except when funds are used in conjunction with CDBG DR projects. The County will provide technical and financial assistance as needed to rehabilitate the owner-occupied homes to meet HUD Section 8 Minimum Housing Quality Standards and the Leon County minimum housing code, in compliance with applicable requirements of the Florida Building Code and other local regulations. Mobile homes and other forms of manufactured housing are eligible for assistance, but, no rental or vacant property will be assisted, except when funds are used in conjunction with CDBG DR projects. Other exceptions may be made to provide housing rehabilitation assistance for eligible property owners to reoccupy or occupy houses that are vacant because the dwelling's condition precludes occupancy if:

   a. The owner has owned the property for at least one year; or if not, then the owner occupied the property with its previous owner, as in the case of a parent and child living together and the child inheriting the home upon the parent's death cannot have incurred any private mortgage indebtedness within the year of application, or if he or she has, then that indebtedness must be subordinated to the SHIP, HOME, or CDBG mortgage;

   b. The owner does not own other residential property that is or could be occupied by the owner; and

   c. The owner agrees to abide by the requirement to occupy the rehabilitated house as his/her primary residence for the period of lien securing the rehabilitation funds beginning immediately upon completion of the rehabilitation work.

7. There will be no demolition of homes (other than removal of only a portion of the structure when necessary) and no new construction financed with CDBG funds, unless the demolition and new construction are to replace a dilapidated home that is not feasible for rehabilitation, and the construction occurs on the same property as the original structure that is being replaced.

C. Identification of Units

Housing Rehabilitation will take place only on units approved by the County and in accordance with grant requirements established by the State of Florida and HUD. The County will solicit applications either by placing notices in public areas throughout the County and/or by advertising in publicly circulated publications. The notices or advertisements shall specify the period during which applications will be received, criteria for selection and a ranking/scoring process.

This program is designed for Single Family owner occupied housing units located in unincorporated areas of the County, except when funds are used in conjunction with CDBG DR projects. Rental and/or vacant housing units will not be eligible under this program, except when funds are used in conjunction with CDBG DR projects.

Any violation of local codes on the property being funded, which are not to be addressed with program funding (i.e., nuisance, trash, junk vehicles, etc.) shall be corrected prior to proceeding with development of the work write-up.

Eligible recipients must participate in a Leon County Home Rehabilitation Program education workshop prior to applying. A former Leon County CDBG or SHIP rehabilitation/replacement recipient cannot be assisted with CDBG Rehabilitation funds for five years from the date the deferred payment loan is signed, or for the term of the loan, whichever is longer. Applicants will be ranked for assistance based on a first-qualified, first-served basis with priority for applicants who have not previously received CDBG or SHIP rehabilitation assistance from Leon County. Applicants that have only received emergency repairs under non-CDBG programs may be eligible and shall be ranked based on criteria listed below.

The County Housing staff will review applications received to make sure they meet the eligibility requirements listed under Section V- Qualifications, except when funds are used in conjunction with CDBG DR projects. Preference will be given to eligible applicants in the order of the selection criteria listed below:

1. Persons whose homes present immediate and serious threats to health and/or safety.
    a. Very low-income applicants.
    b. Low-income applicants.
2. Households who have submitted qualifying documentation and are waiting for assistance,
    a. Very low-income applicants,
    b. Elderly (age 55 and older), and/or handicapped head of household applicants,
    c. Households with minor children and/or handicapped members of the household.

3. Very Low-Income
    a. Elderly (age 55 and older), and/or handicapped head of household applicants,
    b. Households with minor children and/or handicapped members of the household,
    c. All other very low-income persons and/or families
4. Low-income
    a. Elderly (age 55 and older), and/or handicapped head of household applicants,
    b. Households with minor children and/or handicapped members of the household,
    c. All other low-income persons and/or families.

The County Housing staff shall utilize the above stated criteria to rank the order of the applications received, except when funds are used in conjunction with CDBG DR projects. However, the ranking may be altered in order to meet budget and time constraints (such as skipping an applicant who needs home replacement when time and funds are insufficient to provide that level of assistance) or to meet very low-income assistance percentage requirements, or to maximize opportunities to leverage other funds. Geographic distribution, race, gender, religion, color, or familial status will not be used as priority factors.

D. Removal of Units from Program

The County Housing staff may remove a housing unit from the program for a change in household income, approved selection criteria, lack of funding, or for not complying with the minimum qualification procedures. If it is determined that it is necessary to remove an applicant from the program, a letter will be sent to the applicant stating the reasons for the removal. The applicant will have the right to appeal the decision as identified in the Citizen Participation Plan.

E. Affordable Rental Housing

Affordable Rental Housing is exclusively implemented in conjunction with CDBG DR housing rehabilitation and housing replacement projects. This program is designed to assist affordable renters by providing property owners of rental units the financial assistance needed to bring affordable rental property to a sufficient and adequate standard per local building code, and safety, health, and insurability condition. All rental housing properties shall currently have unmet needs from storm damages obtained during a weather event. Third party, documented, and verifiable proof of event must be presented before financial assistance can be awarded. Examples of third party sources of event proof are, but not limited to, FEMA, Red Cross, 911, Insurance Company, a government entity, or other entity of similar standing in the community. As an alternative to third-party proof, satellite weather imagery, GIS natural features inventory flood extrapolation mapping and picture may suffice to determine event occurrence on a case by case basis.

III. CONFLICT OF INTEREST

Leon County's Conflict of Interest Policy is pursuant to 24 C.F.R. Section 570.489 and Chapter 112.311.3143 Florida Statutes which includes but is not limited to the following:

Adherence to rules and regulations on this matter is mandatory. All applicants that may have a business or familial relationship with a member of the local governing body, the Citizen Advisory Task Force Committee, Housing Staff, and participating construction contractors must fully disclose this relationship at the time of the application, at the point in time in which the conflict occurs and definitely before a construction contract is executed. In addition, the local governing body and the Citizen Advisory Task Force Committee (CATF) members must disclose any relationship with an applicant and must abstain from any vote related to that applicant. All beneficiaries must be listed by name in the minutes of the CATF and commission meetings so that previously unknown conflicts may be surfaced. The list of beneficiaries must be given to the Board of County Commissioners prior to the doing the work write-up. If a conflict of interest exists, those conflicts will be made public along with the final rankings based upon the criteria outlined in this plan.

Any conflict will be dealt with locally by the Leon County Board of County Commissioners. Conflict of Interest waivers will be requested of those conflicts when appropriate. Before an applicant with a potential or real conflict is given final approval for participation, Florida Commerce must approve the application, in accordance with 24 C.F.R. Section 570.489. If this process is not followed, the local government and/or the applicant may be liable for returning the funds to the program.

IV. HOUSING REHABILITATION FINANCING

The Housing Rehabilitation Program provides financing to homeowners in the form of 100% Deferred Payment Loans (DPL), the amount of which shall include the accepted bid amount, contingency reserve, and various other associated costs (i.e., a title search, septic pump-out, County inspections, recording fees, etc.).

A. Deferred Payment Loans (DPL)

Deferred Payment Loans are conditional grants, and are provided to homeowners who are unable or unlikely to obtain conventional financing due to their income limits, except when funds are used in conjunction with CDBG DR projects. The Deferred Payment Loan (DPL) involves a 0% interest security instrument (lien) requiring repayment of the loan only if the homeowner does any of the following default activity within the period of the loan agreement: (1) sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.); (2) no longer occupies the unit as his/her principal residence; (3) dies, or if a married couple, the survivor dies; or (4) refinances an existing mortgage on the home except when refinancing only to obtain more favorable terms without increasing the amount of debt above the mortgage balance due at the time of refinancing. If none of these events occurs within the period of the County's deferred payment loan, then no repayment is required and the loan will be satisfied. If one of these events occurs within the term of the loan, the loan balance shall be due to the County according to the loan repayment schedule.

The maximum CDBG DPL for an owner-occupied single-family dwelling is $100,000, except when funds are used in conjunction with CDBG DR projects.

The term of the loan varies according to the amount of the loan. Loan terms are as follows:

- $0 - $10,000.00, five years;
- $10,000.01 - $20,000.00, ten years; and
- $20,000.01 and above, twenty years.

There is no interest charged on loans associated with financial assistance governed by this document.

1. Recapture payments for a five (5) year loan shall be in accordance with the following schedule:
   a. If during the first year, One Hundred Percent (100%) of the loan amount.
   b. If during the second year, Eighty Percent (80%) of the loan amount.
   c. If during the third year, Sixty Percent (60%) of the loan amount.
   d. If during the fourth year, Forty Percent (40%) of the loan amount.
   c. If during the fifth year, Twenty Percent (20%) of the loan amount.
   d. After the end of the fifth year following the date of the loan agreement there shall be no recapture by the County, as the loan is forgiven.
2. For ten year loans, recapture payments for a ten (10) year loan shall be in accordance with the following schedule:
   a. If during the first year, one hundred percent (100%) of the loan amount.
   b. If during the second year, ninety percent (90%) of the loan amount.
   c. If during the third year, eighty percent (80%) of the loan amount.
   d. If during the fourth year, seventy percent (70%) of the loan amount.
   e. If during the fifth year, sixty percent (60%) of the loan amount.
   f. If during the sixth year, fifty percent (50% of the loan amount.
   g. If during the seventh year, forty percent (40%) of the loan amount.
   h. If during the eighth year, thirty percent (30%) of the loan amount.
   i. If during the ninth year, twenty percent (20%) of the loan amount.
   j. If during the tenth year, ten percent (10%) of the loan amount.
   k. After the tenth year following the date of the loan agreement, no recapture of the loan amount, as the loan is forgiven.
3. Recapture payments for twenty (20) year loans shall be:
   a. If during the first year, one hundred percent (100%) of the loan amount.
   b. If during the second year, ninety five percent (95%) of the loan amount.

c. If during the third year, ninety percent (90%) of the loan amount.
d. If during the fourth year, eighty five percent (85%) of the loan amount.
e. If during the fifth year, eighty percent (80%) of the loan amount.
f. If during the sixth year, seventy five percent (75% of the loan amount.
g. If during the seventh year, seventy percent (70%) of the loan amount.
h. If during the eighth year, sixty five percent (65%) of the loan amount.
i. If during the ninth year, sixty percent (60%) of the loan amount.
j. If during the tenth year, fifty five percent (55%) of the loan amount.
k. If during the eleventh year, fifty percent (50%) of the loan amount.
l. If during the twelfth year, forty five percent (45%) of the loan amount.
m. If during the thirteenth year, forty percent (40%) of the loan amount.
n. If during the fourteenth year, thirty five percent (35%) of the loan amount.
o. If during the fifteenth year, thirty percent (30%) of the loan amount.
p. If during the sixteenth year, twenty five percent (25% of the loan amount.
q. If during the seventeenth year, twenty percent (20%) of the loan amount.
r. If during the eighteenth year, fifteen percent (15%) of the loan amount.
s. If during the nineteenth year, ten percent (10%) of the loan amount.
t. If during the twentieth year, five percent (5%) of the loan amount.
u. If after the twentieth year following the date of the loan agreement, no recapture of the loan amount, as the loan is forgiven.

If repayment of the DPL becomes necessary, the principle balance according to the term of the loan will be due in full within thirty (30) days. If the owner is unable to make such payment, the Board of County Commissioners may, at their discretion, allow repayment of the DPL over a term not to exceed ten (10) years, at a yield of not more than six percent (6%) interest per annum.

B. Rental Rehabilitation

Rental units are not included in the CDBG program, except when funds are used in conjunction with CDBG DR projects.

C. Scope of Rehabilitation Assistance

CDBG financing of housing rehabilitation is available for the following purposes:

1. Correcting local housing code, Florida Building Code and Section 8 Housing Quality Standard (HQS) violations;

2. Providing cost effective energy conserving features;

3. Making the dwelling accessible to handicapped and elderly occupants as necessary; and

4. Correcting health and/or safety violations that may be present, including repair or replacement of inadequate or malfunctioning water supply or sewage disposal facilities, replacement of dilapidated or malfunctioning stoves or refrigerators and removal of lead-based paint hazards;

New construction (adding a room, closing in a carport, etc.) is eligible for rehabilitation financing only to eliminate over-crowding, provide space for wheelchair accessibility, or to provide bathroom, necessary storage, or laundry facilities. General property improvements are eligible for program funds when necessary to obtain an adequate level of utility, to decrease high maintenance costs, or preserve a minimal amount of aesthetic integrity. Examples of eligible general property improvements include installation of cabinets and linen closets, functional changes in a room layout, replacement of unsightly floor covering, and enclosure of a porch for use as utility room or bathroom where the dwelling does not have adequate interior space.

Any property improvements that are not covered in the County-approved construction contract or by change order must be contracted separately and paid for by the property owner. Any construction not covered in the construction contract or by change order will not be inspected by the Housing Rehabilitation Specialist.

V. OWNER QUALIFICATIONS

A. General

In order for a homeowner to be eligible for rehabilitation assistance, the following criteria must be met, except when funds are used in conjunction with CDBG DR projects:

1. Total household income must not exceed the low-income limits set for the HUD Section 8 program at the time assistance is provided.

2. The owner must possess and provide proof of ownership to the property, although it may be jointly owned and the property may be mortgaged. Presumptive title for initial screening is normally evidenced by warranty deed, probated estate or divorce settlement documents which are recorded in public records. Ownership through life estate or trust is also considered acceptable for program participation in the rehabilitation category, but not for demolition and replacement. Proof of ownership will be verified by an Ownership and Encumbrance (O&E) report. Obtaining proof of clear title is an owner responsibility and eligible project expense.

3. The owner must reside in the dwelling to be rehabilitated at the time application for assistance is provided unless a waiver is granted (Section II, B.6). Both ownership and occupancy must have been in effect for a period of one year prior to application. If there is any doubt about the length of residency in the home, the applicant may be required to provide proof such as utility bills for the address in the owner's name, driver's license issued one year prior showing the address, or other similar evidence.

4. Property tax and mortgage payments must be current and ownership must not be jeopardized by any other threat of foreclosure, default or clouded title.

5. The property must be fully insured for flood insurance at the time housing repairs are made by the program, if the home is in the 100 year flood plain. The applicant is required to maintain the flood insurance for the duration of the DPL. The County may place a special assessment lien on the property to cover the County's cost of continuing insurance if the owner defaults on the requirements.

6. All applicants that may have a business or familial relationship with a member of the local governing body, the Citizen Advisory Task Force Committee, Housing Services Specialist, Housing Rehabilitation Specialist, Housing Coordinator or other Housing staff or Division Director and participating construction contractors must fully disclose this relationship at the time of the application, at the point in time in which the conflict occurs and definitely before a construction contract is executed.

B. Household Income

Household annual income is a combination of the gross amounts, before any deductions of earned income and unearned asset income of all household members, except when funds are used in conjunction with CDBG DR projects, and such CDBG DR projects shall have no income eligibility requirement. Annual income is income *anticipated* to be received in the 12-month period following initial determination of eligibility or reexamination of income. In determining annual income, Leon County will utilize 24 CFR, Section 5.609 which defines annual incomes as all amounts, monetary or not, which:

1. Are received by or paid on behalf of the family head or spouse, even if temporarily absent from the unit, or to any other family member; and/or

2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

3. Are derived (during the 12-month period) from assets to which any member of the family has access; and

4. Are not specifically excluded.

VI. STRUCTURAL REQUIREMENTS

A. General:

In addition to owner eligibility requirements, a house is eligible for rehabilitation if it is:

1. Below Section 8 Minimum Housing Quality Standards or local housing codes; and

2. Feasible for rehabilitation. In order for a house to be considered feasible for rehabilitation, proposed construction must:

   a. Correct all violations of the local housing code and Section 8 standards;

b. Eliminate lead-based paint hazards (Lead-based paint mitigation will be used in any rehabilitation for structures built prior to 1978 that will be assisted by the program in accordance with current Federal Regulations. The occupants will be notified of the hazards of lead-based paint, the symptoms and treatment of lead poisoning, how to avoid poisoning, lead level screening requirements and appropriate abatement procedures);

c. Meet applicable local zoning requirements, as well as local state and federal housing code requirements for rehabilitation work or general housing use requirements. Certain housing conditions that are not repair oriented will require the homeowner to make code improvements prior to participation in the program (i.e., nuisance, trash, environmental or health codes);

d. Leave at least 50% of the original structure based upon the formula provided in this chapter;

e. Not exceed the program costs noted in this chapter;

f. Be made accessible to handicapped/elderly occupants, when the unit is occupied by such;

g. Be submitted to the Bureau of Historic Preservation for determination of historical significance if the unit was constructed more than 50 years prior to approval of eligibility. If it is possible that the unit is of historical significance, the cost feasibility of appropriate rehabilitation must be considered. If the Division anticipates that the cost may be within the program limits, original photographs and other information will be submitted to the Florida Department of State for a determination of historic significance and applicability of Secretary of the Interior Standards. If the home is ultimately approved, the Department of State must issue approval for the contract; and

h. Be a mobile or manufactured home affixed to a permanent foundation.

B. Structural Integrity

Rehabilitation requires that at least 50% of the original structure remain after construction, based upon the following formula. Three (3) major components of the house are considered, with each component weighted to total 100% of the structural value of the house. These components and ratios are: roof - 20%, exterior walls, electrical and plumbing - 60%, and flooring system - 20%.

As an illustration, if 50% of the roof must be replaced, 50% of the walls must be replaced and 25% of the flooring system (including framing) must be replaced. The factors are then ratio based on the 20/60/20 formula, so that 50% replacement of the roof is equal to replacing 10% of the structure, 50% replacement of the exterior walls, electrical and plumbing equals 30% replacement of the structure, and 25% replacement of the flooring system equals 5% replacement of the structure. Thus, replacement equals 10%, plus 30%, plus 5%, or total of 45% of the structure. This leaves 55% of the original structure, indicating that the structure is feasible for rehabilitation.

This calculation will be performed by the Housing Rehabilitation Specialist and will be considered in submission of the unit in the grant application. Should significant

deterioration occur between application and time the unit is scheduled for rehabilitation, the unit will be reevaluated for continued eligibility and a decision made whether to request a change from rehabilitation to demolition and replacement in accordance with current CDBG program rules and availability of additional funding.

C. Cost Feasibility

The following total cost limits are applicable to all rehabilitation funded by CDBG. The limits may be exceeded for rehabilitation, demolition and replacement costs if the excess costs are paid by non-CDBG sources.

The Board of County Commissioners, or designee may waive the award limits of CDBG funds that may be spent on each site built or manufactured housing unit served by the CDBG project on a case by case basis when reasonable and adequate justification is presented to the Board of County Commissioners that is consistent with federal and state program requirements and housing standards. Reasonable and adequate justification may include, but is not limited to, instances where the County must rehabilitate or replace a housing unit in order to ensure compliance with Section 8 Housing Standards (i.e., safe, sanitary, decent and appropriate housing, based on family size and accommodation of handicapped access).

- $100,000 per single family-detached house replacement.
- $100,000 per single family-detached house rehabilitation.
- $50,000 per single-wide mobile/manufactured house constructed in 1995 or earlier, or $50,000 if constructed after 1995.
- $50,000 per double-wide mobile/manufactured house constructed in 1995 or earlier, or $50,000 if constructed after 1995.

In addition, the cost of rehabilitation and improvements may not exceed the after-rehabilitation value of the dwelling. In the absence of conflicting information, the mobile home CDBG cost limits shall be assumed to meet this requirement.

In order to provide consistency between the CDBG and SHIP programs, the CDBG cost limits include all direct costs associated with the rehabilitation or demolition and replacement. Examples include: title search, survey, soil test, construction contract costs (including change orders), demolition and clearance, septic or public wastewater service, well or public water supply, and recording fees.

D. Suitability for Replacement

If the dwelling is not feasible for rehabilitation based upon the structural condition, or upon anticipated total cost or cost per square foot for rehabilitation, the dwelling will be considered for demolition and replacement if time and funds (both CDBG and other) are currently available. Eligibility for replacement requires, in addition to the normal requirements for rehabilitation, that the home be currently owned by the occupant (not a life estate or trust), except when funds are used in conjunction with Florida Commerce - CDBG-Disaster Recovery projects, and that the land meet applicable local requirements for new single family home construction. Examples of applicable local requirements

include: adequate size of the lot, legal access to the property, compliance with environmental regulations, suitable zoning, and availability of public utilities. If the land is located in a 100 year floodplain or has experienced flooding in the past, special approval of the replacement must be granted by the Board of County Commissioners.

VII. PROCEDURES

A. Application and Inspection

Each property owner who applies for rehabilitation assistance is initially screened to determine whether they are eligible for a 100% Deferred Payment Loan (DPL). A preliminary inspection is then conducted to determine feasibility of rehabilitation.

If either the owner or the structure does not meet eligibility requirements for program participation, the Housing Coordinator or Housing Director will reject the application. A written rejection notification will be sent to the owner within ten (10) days stating the reason for rejection.

If both the owner and the house appear to be eligible for the program participation, the application/verification process continues. A work write-up with a cost estimate is developed by the Housing Rehabilitation Specialist and approved by the property owner. The cost estimate for the job is considered confidential information until bid opening.

If special financing arrangements (such as the owner covering excessive costs or general property improvements) are required or anticipated, arrangements must be made at this point to prevent soliciting bids on a case that cannot be financed. When the case receives preliminary approvals, bids are solicited for the job.

B. Bidding

The bidding process shall follow the County's procurement policy, **or** the Division may elect to apply the following variation of policy:

1. All appropriately licensed contractors in Leon County may be notified that the County is implementing a housing rehabilitation program and soliciting qualified contractors. The County will conduct a contractor orientation meeting at which time the contractors will be briefed on the program in areas which involve construction (bidding, payment, federal requirements, inspections, etc.).

2. Homeowners will be shown the list of bidders for their contracts. If a homeowner has a serious objection to the potential of a particular contractor being awarded his/her contract, the Division of Health and Human Services may authorize the contractor to be removed from the list of bidders for that contract. However, the homeowner's objection may not be based upon factors of race, color, sex, religion, national origin, familial status, disability or age.

3. In lieu of formal advertising, a letter of invitation to bid will be mailed to the eligible bidders as currently listed, pursuant to County procedures.

4. Appeals of any decision regarding bidding or eligibility shall be made in writing and received by the Purchasing Director within three days of the contested decision. All bid protest issues shall follow the Protest Procedures in the Leon County Purchasing Policy. Vendor eligibility appeals shall be forwarded to the Procurement Appeals Board.

C. Contracting and Rehabilitation

The rehabilitation/replacement contract (Appendix C), which is executed between the homeowner and the contractor, and the DPL, which is executed between the homeowner and the Board of County Commissioners runs simultaneously with a three (3) day rescission period for both legal agreements. The DPL will be modified if needed to include any cost overruns at the completion of the contract.

Partial draws to the contractors, and other expenses associated with each application will be drawn from the County's general revenue fund. The County will issue a request for funds to Florida Commerce for repayment to the General Fund monthly or otherwise as appropriate.

The security instrument (mortgage and/or Agreement) and Notice of Commencement are recorded immediately. The costs associated with recording of the Agreement are included in the DPL.

The Notice to Proceed is issued to the contractor as soon as possible after the rescission period elapses. When temporary relocation of the occupants is required, the Notice to Proceed will be delayed until the house is vacated. The contract time of performance (generally 30-60 days) begins with issuance of the Notice to Proceed.

D. Inspections

Periodic inspections of the rehabilitation construction are performed by the local building inspector and the Housing Rehabilitation Specialist through the contract period. These inspections are conducted to assure compliance with the contract standards for workmanship and materials, to detect any unauthorized deviations and to identify necessary changes to the contract work in its early stages.

Inspection of the completed work must be conducted by the Housing Rehabilitation Specialist or the Housing Services Specialist and approved by the Housing Coordinator or Division Director prior to the contractor's request for partial or final payment. The owner's approval of the work is also required when payment is requested.

E. Change Orders

Any additions to, deletions from, or changes in the rehabilitation contract work, time, or price must be approved in a written change order before the additional work is started. The change order is executed by the owner and contractor and is approved by the Housing Rehabilitation Specialist and the Housing Coordinator or Division Director on behalf of the elected body. Change orders may be issued to correct code deficiencies or to obtain any other required change in the work. Any Change orders that cumulatively exceed

$1,000 of the original contract amount shall only be paid with CDBG funds if those changes are to correct documented code violations or that are necessary in order to meet building code requirements.

F. Payment

Contracts of $10,000 or less will not be paid until the contractor has completed the job and obtained a certificate of completion. Contracts of $10,000 or more may provide one partial payment of 50% upon completion of 50% or more of the work with a 10% retainage held until completion.

1. The approval of a partial payment requires the following documentation:
    a. Approval of the work by the homeowner;
    b. Inspection and agreement by program staff;
    c. An affidavit from the contractor stating that either (a) there are no claims for unpaid goods and services connected with the job and all laborers, suppliers and subcontractors have received just compensation for their work up to the date of the request; or (b) a list of all unpaid parties and the amounts owed to each has been submitted with the request; and
    d. Approval of all work to date by the County building inspection staff, Health Department or public utility or regulatory agency, if applicable.
2. Final payment approval requires the following:
    a. Acceptance of all work, including clean up, by the property owner and the Division (normally by the Rehabilitation Specialist);
    b. Submission of all manufacturers' and other warranties, including a full one year warranty from the contractor;
    c. Final waivers of liens from all subcontractors and suppliers, all parties who were unpaid when the contractor received partial payment and from any other party supplying notice;
    d. A certificate of occupancy or completion or final approval from the building inspector, Health Department and other entities as applicable, to show compliance of the rehabilitation/replacement with the locally adopted and other applicable codes; and
    e. An affidavit from the contractor stating that all bills have been paid and there are no claims for subcontracted jobs or materials.

If the owner refuses to authorize payment due to a dispute with the contractor, the Housing and Human Services Director or his/her designee may authorize disbursement without the owner's approval if the claim is shown to be without merit or inconsistent with the policies and goals of the program. Such disbursement shall only be issued after the Housing and Human Services Director has reviewed the facts and circumstances involved in the dispute and has determined that the owner's refusal to issue payment is without just cause. A record of all pertinent information shall be kept in the homeowner's file. The owner's right

to stop work, the settlement of disputes and the termination of the contract shall be as authorized in the contract for rehabilitation.

G. Disputes and Contract Termination

Disputes, the owner's right to stop work, and termination of the contract by the owner or contractor shall be as authorized in the Contract for Rehabilitation.

H. Follow-Up

After completion of the contract, it is the owner's responsibility to notify the contractor in writing and provide a copy to the Housing program staff of any defect in the work or material. The owner is also requested to notify the Housing Rehabilitation Specialist or the Housing Coordinator of any complaints to the contractor so assistance in follow-up can be provided. If the contractor does not respond to the owner's written complaint within five working days and in a satisfactory manner, the Housing Coordinator will verify the complaint.

If the Housing Coordinator judges the complaint to be valid, he or she will send written request for warranty service to the contractor. The contractor will then take action and such action shall be monitored by the owner and the Housing Rehabilitation Specialist. Upon receiving notice from the owner that the complaint has been satisfied, the Housing Rehabilitation Specialist will inspect the work and make such note in the case file. Failure to resolve complaints in a timely manner shall be justification for removing a contractor from participation with the program.

VIII. ANTI-DISPLACEMENT AND RELOCATION POLICY

A. Displacement Avoidance Policy

LEON COUNTY, FLORIDA, a charter county and a political subdivision of the State of Florida, is committed to a policy to make all reasonable efforts to ensure that activities undertaken through the use of Community Development Block Grant (CDBG) and/or other federal funding will not cause unnecessary displacement or relocation. Such federally funded programs will be administered in such a manner that careful consideration is given during the planning phase with regard to avoiding displacement. Leon County will also provide information to and keep citizens involved in the process regarding pending land use changes, zoning and rezoning actions that threaten the preservation of residential areas. Involuntary displacement shall be reserved as a last resort action necessitated only when no other alternative is available and when the activity is determined necessary in order to carry out a specific goal or objective that is of benefit to the public. In this case, community development and housing programs will be planned in a manner which avoids displacement of households or business.

However, "voluntary" relocation (temporary or permanent) may be necessary in order to achieve a benefit to a household or business (such as rehabilitation or replacement of the building). Such benefits shall be identified and requested by the displaced. Voluntary relocation may also occur when a property owner voluntarily offer his home or business property for sale to Leon County. In these cases, the seller may be required to waive rights as a condition of sale of the property, and the Uniform Relocation Act provisions will

govern actions of the Leon County and/or its representative. 24 C.F.R. Part 570 is a governing document on displacement and is incorporated by reference. 49 C.F.R. Part 24 provides Uniform Relocation Act information and is incorporated by reference. As pertains to Leon County Tenant Assistance, Relocation and Real Property Acquisition Plan, the U.S. Department of Housing and Urban Development Handbook #1378, shall be adopted in its entirety as a part of this policy as amended.

B. Definitions

Definitions of "Standard" and "Non-Standard Suitable for Rehabilitation" Dwelling Unit Condition. In the absence of federal and state provided definitions, the following is provided to establish a frame of reference and context when dealing with matters of displacement and /or relocation as defined in 24 C.F.R. Part 570 and 49 C.F.R. Part 24.

1. Standard Condition

   A dwelling unit is considered "standard" if it has no major defects or only slight defects which are correctable through the course of regular maintenance. It must be in total compliance with applicable county housing and occupancy codes; be structurally sound, watertight, and in good repair; be adequate in size with respect to number of rooms and area of living space and contain the following:

   a. A safe electrical wiring system adequate for lighting and other normal electrical devices.

   b. A separate, well-lighted and ventilated bathroom that provides user privacy and contains a sink, commode, and bathtub or shower stall, all in good working order and properly connected.

   c. An appropriate, sanitary and approved source of hot and cold potable water.

   d. An appropriate, sanitary and approved sewage drainage system.

   e. A fully usable sink in the kitchen, attached to a potable water sources.

   f. Adequate space and service connections for a stove and a refrigerator.

   g. An unobstructed egress to a safe, open area at ground level.

   h. Contain a heating system capable of sustaining a healthful temperature.

   i. Have no barriers which would preclude ingress or egress if the occupant is handicapped.

   j. Meet the Section 8 Housing Quality Standards.

   k. Comply with the lead-based paint requirements of 24 C.F.R. Part 35.

   l. Meet or exceed the requirement of the local existing Housing Code.

   m. Any appliances replaced or installed shall be Energy Star.

   n. Any door and/or window replaced or installed shall be Energy Star.

   o. Any lighting fixture replaced or installed shall be Energy Star.

   p. Weatherization of all homes rehabilitated. At a minimum, weatherization shall include attic, and if appropriate, floor insulation as well as sealing all exterior walls.

q. Any replaced or new (for new home construction) HVAC unit shall have a SEER rating of at least 14.

Failure to meet any of these criteria automatically causes a dwelling to not be considered "standard".

C. Substandard Condition Suitable for Rehabilitation

A dwelling unit is considered substandard if it does not fully comply with the standard criteria, does not comply with the adopted existing housing code, has minor defects which require a certain amount of correction but can still provide safe and adequate shelter, does not meet the HUD Section 8 Housing Quality Standards, or has major defects requiring a great deal of correction and will be safe and adequate once repairs are made.

To be suitable for rehabilitation, a trained housing specialist must carefully inspect the dwelling and prepare a work write-up of repairs necessary to bring it up to standard condition. A cost estimate of repairs will be prepared based on the needs identified in the work write-up. If these costs are equal to or less than 75% of the fair market value of a comparable unit in standard condition as obtained from more than one licensed contractor, the dwelling will be considered suitable for rehabilitation. If the predicted cost exceeds 75% of fair market value after completion of the rehabilitation, the unit will be deemed unsuitable.

However, Leon County may authorize deviations based on the unique aspects of each dwelling, owner, tenant, etc. on a case by case basis by vote of the Commission. Each deviation so approved must be thoroughly documented.

D. Permanent, Involuntary Displacement

Leon County will provide reasonable relocation assistance to persons (families, individuals, businesses and nonprofit organizations) displaced (moved permanently and involuntarily*) as a result of the use of CDBG/federal assistance to acquire, demolish or substantially r*ehabilitate property. Assistance to displaced persons may include: a) Payment for actual moving and relocation expenses documented by receipts and/or vouchers from service providers and utility companies (documents shall be submitted prior to the disbursement of payment); b) Advisory services necessary to help in relocating; and c) Financial assistance sufficient to enable the displaced person to lease and occupy a suitable, decent, safe and sanitary replacement dwelling where the cost of rent and utilities does not exceed 30 percent of the household gross income for families earning less than or equal to 80 percent of the median income for the jurisdiction.

1. Provisions for One-for-One Replacement

   Leon County will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and as described in 24 C.F.R. Part 570. Replacement low/moderate-income units may include new public housing or existing housing receiving Section 8 project based assistance. All replacement housing

will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion and will meet the following requirements:

a. The units will be located within Leon County.

b. The units will meet all applicable Leon County housing, building, and zoning ordinances and will be in standard or better condition.

c. The units will be designed to remain low/moderate-income dwelling units for at least 10 years from the date of initial occupancy (applies to initial tenant only). Low-income dwelling status is determined by the rent it will command, not tenant income.

d. The units will be sufficient in size and number (functionally equivalent based on local occupancy code) to house at least the number of occupants who could have been housed in the units that are demolished or converted.

2. Before obligating or expending CDBG/federal funds that will directly result in such demolition or conversion, Leon County will make public and submit to the Florida Department of Economic Opportunity and/or the U.S. Department of Housing and Urban Development the following information in writing:

a. A description of the proposed assisted activity.

b. The general location on an area map including approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than low/moderate-income dwelling units.

c. A time schedule for commencement and completion of the demolition or conversion.

d. The general location on a service area map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement units.

e. Identification of the source of funding at the time of submittal and the time frame, location and source for the replacement dwelling unit.

f. The basis for concluding that each replacement dwelling unit will be designed to remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

g. Information demonstrating that any proposed replacement of a unit with a smaller unit is consistent with the housing needs of LMI persons in the jurisdiction.

E. Provisions for Relocation Assistance for Residential Displacement

Leon County will provide relocation assistance, as described in 24 C.F.R. Part 570, Part 42, to each low/moderate-income household permanently and involuntarily displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of CDBG/federally assisted activities. Persons that are relocated are entitled to:

1. A choice between actual reasonable moving expenses or a fixed expense and dislocation allowance.

2. Advisory services.

3. Reimbursement for reasonable and necessary security deposits and credit checks.

4. Interim living costs for any required temporary relocation.

5. Replacement housing assistance which may include a Section 8 housing voucher/certificate and referral to assisted units; cash rental assistance to reduce the rent and utility cost or lump sum payment equal to the present value of rental assistance installments to be used toward purchasing an interest in a housing cooperative or mutual housing association for a period up to 60 months (5 years).

F. Provisions for Non-Residential Relocation

Businesses, non-profit organizations, etc., shall not be relocated unless the move is voluntary, essential to the project from the public review, and the owner waives higher rights under the Uniform Act, except for the following relocation assistance.

49 CFR 24.207(f) prohibits an agency from proposing or requesting that a displaced person waive his or her rights or entitlements to relocation assistance and benefits provided by the Uniform Act. Note – assuming voluntary acquisition procedures are followed (in accordance with 49 CFR 24.101(b)), only renters would qualify for relocation assistance, not owners.

1. Actual moving and reasonable re-establishment expenses not less than $500.00 nor more than $ 1,000.00 equal to a pro rata share for the period to interruption of operations of the annual net earnings. Average annual net earnings are one half of the entity's net earnings before taxes during the two taxable years immediately prior to the taxable year it was displaced. This does not meet the requirements of 49 CFR 24.301-304. If this is intended to reflect optional relocation assistance (not otherwise required under URA), that fact should be clearly identified.

2. No other benefits will be provided and a signed waiver acknowledging the fact will be required. See above.

G. Optional Relocation Assistance for Temporary, Voluntary Displacement and Relocation

1. Owner occupants of housing which is to be rehabilitated using CDBG/federal funds must voluntarily agree to inclusion in the program and may need to temporarily vacate the housing at the direction of the County (or its designed agency) in order to facilitate the safe, timely and economical rehabilitation process.

2. If relocation of the household is required, a temporary relocation stipend will be provided by the County in the amount of up to $2,500. These benefits are appropriate for owners, but renters would qualify for greater benefits under the Uniform Act. The relocation stipend may be paid by non-CDBG sources in the rehabilitation or replacement of the home is being funded in conjunction with another program (such as SHIP).

3. Leon County may provide a safe, decent and sanitary housing unit for use as temporary relocation housing. The unit shall be available free of charge as temporary relocation housing. The unit shall be available free of charge to temporarily displaced households for the time period authorized by Leon County or it designated agency, generally for

the period of rehabilitation construction. Households who occupy the unit shall have a $75 refundable deposit withheld from their initial moving allowance payment. This deposit shall be refunded in full immediately after the relocation unit is vacated in a clean undamaged condition. The deposit refund shall be denied in full or in part for payment of damages to the owner/lessee due to the occupants, (a) failure to properly clean or maintain the unit, (b) physical damage to the unit, (c) loss of keys to the units, or (d) need for any special condition such as fumigation. A $25 per day penalty may also be assessed for the household's failure to properly vacate the relocation unit when directed to do so by Leon County or its designated agency.

H. Permanent, Voluntary Displacement and Relocation

If it is determined by Leon County that the occupants of a dwelling should be permanently relocated and the occupants voluntarily consent, the County will assist in the relocation to a decent, safe and sanitary dwelling unit. Benefits, if provided, will be limited to increases in monthly housing costs incurred by the occupant in the amount equal to the lesser of 60 times the increase or 30 percent of the person's annual income. 24 C.F.R. Part 570, must be consulted to determine specific limitations. Payment of relocation benefits for housing assistance will be spread over 60 months (or 42 months for non-LMI relocates).

I. Tenant Assistance Policy/federal Rental Rehabilitation Program

1. It is not the local government's policy to displace families in rental units. Participating landlords will be required to warrant that the proposed rehabilitation will not cause any tenant to be permanently displaced unless the owner will be able to relocate the tenant displaced in accordance with HUD relocation criteria. Rehabilitation funds will not be used to rehabilitate the rental units if the rehabilitation will cause permanent displacement of LMI families.

2. If it becomes necessary for an owner to temporarily move a tenant from a unit as a direct result of rehabilitation assisted through rental rehabilitation funds, the owners will assure that the tenant is offered in writing a suitable decent, safe and sanitary dwelling unit for the displacement period, offered payment for all reasonable out-of-pocket expenses incurred in connection with the temporary location, and given the right to return to the project under reasonable terms and conditions (including rents that do not exceed the greater of the tenant's previous rent or total tenant payment as determined under 24 CFR Part 5), at an affordable rate as described in the applicable regulations. No tenant will be considered displaced if the owner has offered the tenant in writing a decent, safe, sanitary and affordable unit in the project under reasonable terms and conditions (including affordable rent) and the tenant has declined the offer.

3. Should temporary displacement become necessary for a LMI family as a result of the rental rehabilitation assistance, the owner will assure that tenants are provided the necessary financial assistance, information, counseling, referrals and housing location options regarding Federal Fair Housing and other relocation services as needed without regard to race, color, religion, sex, familial status, age, handicap or national origin, so as to enable the family to obtain decent, safe and sanitary housing at an affordable rent.

4. Leon County shall provide federal preference to any qualified LMI family subject to relocation.

5. Where required, compensation to obtain replacement housing shall not exceed a $1,000.00 threshold. Should such projected compensation to the tenants exceed this threshold, consideration shall be given to not performing the acquisition, demolition or rehabilitation which would cause the displacement.

J. Displacement of Homeowners

When rehabilitation of the dwelling is not feasible or cost effective, demolition of a house with CDBG/federal funds may be considered only as a voluntary action of a homeowner.

Although homeowners have a right to assistance as previously discussed, CDBG/federal funds available for relocation assistance are limited. Therefore, financial assistance shall not exceed that described in accordance with 49 C.F.R. 24.401, and the regulations under U.S. HUD Handbook 1378. Note: homeowners undergoing rehabilitation or demolition do not qualify as displaced and are not eligible for relocation assistance under URA (see 49 CFR 24.2(a)(9)(ii)(E)), but could be offered optional relocation assistance under 24 CFR 570.606(d).

IX. COUNSELING

Counseling will be provided to the displaced in the areas of household finance, fair housing rights, real estate transactions, and locating and evaluating replacement housing options. Counseling shall be provided by Leon County or its designated agency to permanently ensure that:

1. No person is discriminated against based upon age, race, color, religion, sex, handicap, familial status, national origin, or presence of children in the household.

2. The displaced shall receive information concerning the full range of housing opportunities within the local housing market.

X. CONTRACTOR ELIGIBILITY

In order to participate in the Housing Rehabilitation Program, a contractor must be certified as eligible by the State of Florida Contractor Licensing Board.

A. Basic contractor qualifications include:

1. Current license(s) with the State and County;

2. A satisfactory record regarding complaints filed against the contractor at the state, federal or local level;

3. Insurance: $100,000/$300,000 coverage for contractor's public liability (including accidental death and bodily injury), or $300,000 comprehensive coverage and $100,000 coverage of property damage (in addition to bodily injury), with a certificate of insurance from the insurer guaranteeing ten (10) day notice to the Housing

Administrator before discontinuing coverage. Workman's Compensation, as applicable, is also required;

4. Satisfactory credit record, including:
   a. references from two (2) suppliers who have done business with the contractor involving credit purchases;
   b. references from three (3) subcontractors who have subcontracted with the contractor;
   c. the ability to finance rehabilitation contract work so all bills are paid before requesting final payment;
   d. Satisfactory references from at least three (3) parties for whom the contractor has done construction; and
   e. Absence from any list of debarred contractors issued by the Federal or state DOL, HUD or FloridaCommerce.

The Purchasing Director, or his/her designee, will assure that credit and past performance of the contractor are satisfactory based upon readily available information, and reserves the right to check any reliable source in establishing such determination.

The Purchasing Director or his /her designee will explain the contractor's obligations under Federal Equal Opportunity regulations and other contractual obligations at the pre-bid conference. Program procedures, such as bidding and payment are also explained to the contractor. The contractor must submit a Section 3 Plan along with other documentation required.

No contractor will be awarded more than one bid unless and until he or she has satisfactorily completed one contract with the current housing rehabilitation program, or unless the County has adequate evidence from a similar situation to verify the contractor's abilities to satisfactorily complete and finance multiple rehabilitation projects on schedule. An exception to this may be made in the initial bid package if an insufficient number of contractors participate in the bidding, but the Division shall withhold the notice to proceed on the contracts as applicable.

No contractor may have more than five contracts at one time.

If a contractor's performance on a current or recent contract is unsatisfactory (such as poor quality work, nonpayment of bills for labor or materials, behind schedule, abusive to owner/staff), the Division shall withhold some or all contract awards as the Division may deem appropriate to the situation. The Division may also debar the contractor from program participation if determined appropriate, which may be appealed to the Purchasing Director.

No contractor may participate in the program if included in a local, state or federal list of debarred contractors which would be applicable to the program, or if the contractor fails to meet any eligibility criteria such as federal equal opportunity compliance, insurance, or licensing.

B. Disqualification

Contractors may be prohibited or removed from program participation for:

1. Poor workmanship, or use of inferior materials;
2. Evidence of bidding irregularities such as low balling, bid rigging, collusion, kickbacks, and any other unethical practice;
3. Failure to abide by the work write-up, failure to complete work write-up (and bid) accomplishments, and any attempts to avoid specific tasks in attempts to reduce costs;
4. Failure to pay creditors, suppliers, laborers or subcontractors promptly and completely;
5. Disregarding contractual obligations or program procedures;
6. Loss of license(s), insurance or bonding;
7. Lack of reasonable cooperation with owners, rehabilitation staff or the others involved in the work;
8. Abandonment of a job;
9. Failure to complete work in a timely manner;
10. Inability or failure to direct the work in a competent and independent manner;
11. Failure to honor warranties;
12. Ineligibility to enter into federally or state assisted contracts as determined by the U.S. Secretary of Labor, HUD or Florida Commerce or other state agencies with jurisdiction;
13. Other just cause that would expose the Program or owner to unacceptable risk;
14. At the contractor's request.

For procedures of disqualifications contractor, see Section 15 (Authorization to Debar or Suspend Vendors) of the County's Purchasing Policy.

XI. APPEALS/COMPLAINTS

The Housing Services Specialist and the Housing Coordinator are authorized by the County to make all determinations of eligibility for assistance and level of assistance, scheduling of rehabilitation, demolition and relocation, and contract management. Citizens and/or contractors should issue complaints to the Housing Coordinator or the Division Director. For a complaint to be considered valid, it must be issued in writing within a period of 30 days of its occurrence. Responses also must be issued in writing.

If the complainant is not satisfied with the Housing Coordinator/Division Director's response, the issue must be presented in writing to the CDBG Citizen Advisory Task Force (CATF). If the complaint cannot be resolved by the CATF, the County's governing body will review the grievance

and make a decision based upon program regulation, local policies, and availability of funds. Further appeals, if necessary, must be addressed to the Florida Commerce.

XII. PROGRAM INCOME

No program income is planned to result from this program. Deferred Payment Loans will be monitored by the Housing Coordinator during the CDBG period of agreement. After the expiration of the agreement between the County and the State, the monitoring will be performed by the governing body.

If repayment of a DPL or program income is received during the CDBG agreement period, it will be used for additional rehabilitation or returned to Florida Commerce. Payments received after the grant close out will be returned to Florida Commerce.

XIII. RECORD KEEPING FOR CASE FILES AND CLOSEOUT

A. Case File Documentation

Leon County shall document the completion of construction by ensuring that each housing unit case file shall contain the following information:

1. A statement from the contractor that all items on the initial work write-up as modified through change orders have been completed;

2. An acknowledgment that the housing unit meets the applicable local code and Section 8 Housing Quality Standards, signed and dated by the local building inspector or the local government's housing rehabilitation specialist;

3. A signed statement by the housing unit owner or his or her representative that the work has been completed based on the work write-up and change orders. Should all requirements be fulfilled and the homeowner or their representative refuse to acknowledge completion of the work, the housing unit case file shall be documented with a statement detailing the stated reason for said refusal;

4. This documentation shall be completed prior to the submission of the administrative closeout package; and

5. Data will be provided by housing unit and summarized for each activity providing direct benefit (i.e., housing rehabilitation, temporary relocation, hookups, etc.).

B. Rental Rehabilitations

For all rental rehabilitations, the Count shall document the following:

1. A lease shall be created, if property is currently vacated, or amended if currently occupied, stipulating rent restriction increase or maximum, during the length of the Leon County lien (mortgage and note), according to the amount provided in the prevailing HUD median rent rate tables latest publication. Program participants agree to comply per execution of home owner/county agreement for housing rehabilitation. The process shall be as follows:

a. Property Owner will provide copy of current lease agreement on project property if currently occupied, and on future lease agreement if currently not occupied to Leon County Division of Housing Services.

b. Property Owner shall provide a copy of the latest Publication of the HUD Rental Rate Table for Metropolitan Statistical Area Leon County denoting rent amount compliance.

c. Property Owner shall provide a lease amendment to tenant detailing leasehold agreement for the duration of the lien between the Property Owner and Leon County.

d. The Property Owner shall submit, bi-annually, a valid copy of the current lease agreement on the project property to the Housing Services Division at 918 Railroad Avenue, Tallahassee, Florida 32310, or current office at that time, for the duration of the lien.

e. The above documentation shall be maintained in the client file.

C. Additional Information

1. Addresses of each housing unit rehabilitated with CDBG funds, the date the construction was completed on the housing unit, and the amount of CDBG funds spent on that housing unit;

2. Whether the household is headed by a female, the number of handicapped persons in the household, the number of elderly persons in the household, and the LMI or VLI status of the household;

3. The number of occupants in the household, categorized by sex; and

4. The racial demographic shall be denoted by Head of Household.

LEON COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, REPLACING AND SUPERSEDING RESOLUTION NO. 18-03, TO REAUTHORIZE THE CREATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT CITIZENS ADVISORY TASK FORCE AND WHICH SHALL OPERATE AND FUNCTION AS A DECISION MAKING COMMITTEE.

RECITALS

WHEREAS, in 1993, the Board of County Commissioners of Leon County, Florida (the Board) established the Community Development Block Grant (CDBG) Citizens Advisory Task Force (CATF) and expanded the duties of the Housing Finance Authority of Leon County (HFA) by appointing of the HFA membership as the CATF; and

WHEREAS, from time to time, the Board has expanded the membership of CATF to include low- to moderate-income residents to comply with the Chapter 73C-23, F.A.C. which governs the Florida Small Cities Community Development Block Grant Program; and

WHEREAS, the CATF responsibilities have included assisting with the CDBG program planning, implementation, assessment, and oversight; providing counsel and advise on the County's Housing Program; assisting in the development of new programs; and advocating for citizens by setting up and monitoring grievance procedures; and

WHEREAS, the bylaws of the CDBG Citizens Advisory Task Force were adopted November 10, 2009; and

WHEREAS, the Board adopted Resolution No. 18-03 on January 23, 2018 to reauthorize the creation of the CATF; and

WHEREAS, this Resolution shall replace and supersede Resolution No. 18-03; and

WHEREAS, the Board recognizes and acknowledges the importance of public involvement and input in County government; and

WHEREAS, the Board wishes to reauthorize the CATF as it currently functions and operates and to realign staff support from the Office of Human Services and Community Partnerships to the Leon County Grants Coordinator.

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

1. The Board hereby reauthorizes the CDBG Citizens Advisory Task Force, an advisory committee, for the purpose of providing input on the planning, implementation, assessment of the County's CDBG program.

2. The CDBG Citizens Advisory Task Force shall function and operate as a Decision Making Committee in accordance with Board Policy No. 03-15, "Board-Appointed Advisory Committees."

3. The CDBG Citizens Advisory Task Force shall be charged with the following responsibilities:
   a. advise staff on the development of CDBG applications;
   b. provide input on the implementation of CDBG projects;
   c. raise public awareness of the County CDBG program;
   d. make recommendations to the Board on the County's CDBG program and projects; and
   e. assist staff in the grievance procedure for the CDBG program.

4. The current membership of the CDBG Citizens Advisory Task Force shall be maintained.

5. The CDBG Citizens Advisory Task Force shall have five (5) members that reside in Leon County. Three of the members shall be residents in low- to moderate-income households as defined by the Florida Department of Commerce and shall be appointed by the Board of County Commissioners. The remaining two members shall be the Chairman of the Housing Finance Authority (HFA) of Leon County or designee, and a staff person appointed by the County Administrator.

6. The terms of the members of the CDBG Citizens Advisory Task Force shall be four years or shall expire upon the closeout of the CDBG grant.

7. The members of the CDBG Citizens Advisory Task Force shall not be subject to full and public disclosure of financial interests.

8. Resolution No.18-03 is repealed and superseded by this Resolution and Bylaws, in accordance with Board Policy No. 03- 15, "Board-Appointed Advisory Committees."

9. The CDBG Citizens Advisory Task Force shall be staffed by the Leon County Grants Coordinator.

10. The CDBG Citizens Advisory Task Force shall be dissolved only upon direction of the Board.

11. This Resolution shall become effective immediately upon its adoption.

DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Leon County, Florida, this 10th day of June 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:_____

RESOLUTION NO. 18-03

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, TO REAUTHORIZE THE CREATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT CITIZENS ADVISORY TASK FORCE AND WHICH SHALL OPERATE AND FUNCTION AS A DECISION MAKING COMMITTEE.

WHEREAS, in 1993, the Board of County Commissioners of Leon County, Florida (the Board) established the Community DevelopmentBlock Grant (CDBG) Citizens Advisory Task Force (CATF) and expanded the duties of the Housing Finance Authority of Leon County (HFA) by appointing of the HFA membership as the CATF; and

WHEREAS, from time to time, the Board has expanded the membership of CATF to include low- to moderate-income residents to comply with the Chapter 73C-23, F.A.C. which governs the Florida Small Cities Community Development Block Grant Program; and

WHEREAS, the CATF responsibilities have included assisting with the CDBG program planning, implementation, assessment, and oversight; providing counsel and advise on the County's Housing Program; assisting in the development of new programs; and advocating for citizens by setting up and monitoring grievance procedures; and

WHEREAS, the bylaws of the CDBG Citizens Advisory Task Force were adopted November 10, 2009; and

WHEREAS, this Resolution shall supersede the bylaws of the CDBG Citizens Advisory Task Force; and

WHEREAS, the Board recognizes and acknowledges the importance of public involvement and input in County government; and

WHEREAS, the Board wishes to reauthorize the CATF as it currently functions and operates

and clarify that it shall function as a Decision Making Committee in accordance with Board Policy No. 03-15, "Board-Appointed Advisory Committees."

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

1. The Board hereby reauthorizes the CDBG Citizens Advisory Task Force, an advisory committee, for the purpose of providing input on the planning, implementation, assessment of the County's CDBG program.

2. The CDBG Citizens Advisory Task Force shall function and operate as a Decision Making Committee in accordance with Board Policy No. 03-15, "Board-Appointed Advisory Committees."

3. The CDBG Citizens Advisory Task Force shall be charged with the following responsibilities:

   a. advise staff on the development of CDBG applications,

   b. provide input on the implementation of CDBG projects,

   c. raise public awareness of the County CDBG program, and

   d. make recommendations to the Board on the County's CDBG program and projects

   e. assist staff in the grievance procedure for the CDBG program

4. The current membership of the CDBG Citizens Advisory Task Force which includes the membership of the HFA shall be dissolved.

5. The CDBG Citizens Advisory Task Force shall have five (5) members that reside in Leon County. Three of the members shall be residents in low- to moderate-income households as defined by the Florida Department of Economic Opportunity and shall be appointed by the Board of

County Commissioners. The remaining two members shall be the Chairman of the Housing Finance Authority (HFA) of Leon County or another HFA member designee, and a staff person appointed by the County Administrator.

6. The terms of the members of the CDBG Citizens Advisory Task Force shall be four years or shall expire upon the closeout of the CDBG grant.

7. The members of the CDBG Citizens Advisory Task Force shall not be subject to full and public disclosure of financial interests.

8. The bylaws of the CDBG Citizens Advisory Task Force, adopted November 10, 2009, are repealed and superseded by this Resolution and Bylaws, in accordance with Board Policy No. 03-15, "Board-Appointed Advisory Committees."

9. The CDBG Citizens Advisory Task Force shall be assisted by staff from the Office Human Services and Community Partnerships.

10. The CDBG Citizens Advisory Task Force shall be dissolved only upon direction of the Board.

11. This Resolution shall become effective immediately upon its adoption.

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DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Leon County, Florida, this 23rd day of January, 2018.

LEON COUNTY, FLORIDA

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

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

BY: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele, Esq.
County Attorney

Leon County
Board of County Commissioners

Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Interlocal Agreement for the Maintenance of Landscaping on Portions of Capital Circle Southwest and Capital Circle Southeast

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
Lead Staff / Project Team:	Andrew Riley, Director of Operations Dean Richards, Right-of-Way Superintendent Timothy Barden, Administrative Service Manager

Statement of Issue:

This item seeks Board approval of an Interlocal Agreement between Leon County and the City of Tallahassee for the City to maintain portions of the landscaping on Capital Circle Southwest and Capital Circle Southeast on behalf of the County.

Fiscal Impact:

This item has a fiscal impact. The County will reimburse the City $143,156 annually to perform certain landscape maintenance. This funding is included in the Operations Division's budget. A portion of these costs are offset by a separate agreement with Florida Department of Transportation (FDOT) for financial reimbursement to the County for the costs associated with this maintenance.

Staff Recommendation:

Option #1: Approve the Interlocal Agreement with the City of Tallahassee for the maintenance of landscaping on portions of Capital Circle Southwest and Capital Circle Southeast (Attachment #1), and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of an Interlocal Agreement (Attachment #1) between Leon County and the City of Tallahassee for the City to maintain portions of the landscaping on Capital Circle Southwest and Capital Circle Southeast on behalf of the County.

The proposed Interlocal Agreement includes a 2.3-mile section of Capital Circle Southwest from Cascade Drive north to Shuler Road, a ½ mile segment of Capital Circle Southeast from Tram Road south to the City limit, and a ⅓ mile segment of Capital Circle Southeast from Woodville Highway east to the City limit (Attachment #2).

During the project design phases for these sections of Capital Circle, enhanced landscaping for aesthetic purposes was approved by the Board and incorporated into the design for this state road. As a result of this supplemental landscaping and the increased cost to maintain, the County and the City agreed to assume responsibility from FDOT for the landscape maintenance of this state road within their respective jurisdictions after construction. In June and July 2018, the Board formally accepted maintenance responsibility for these segments of Capital Circle with the approval of Maintenance Agreements with the Florida Department of Transportation (FDOT). On April 23, 2019, the Board approved an Interlocal Agreement with the City of Tallahassee to maintain the County's sections for better coordination of local roadway maintenance. On May 9, 2023, the Board approved a new two-year Interlocal Agreement with the City of Tallahassee. This item seeks approval of another Interlocal Agreement to continue utilizing the City for the maintenance of landscaping on Capital Circle Southwest and Capital Circle Southeast.

Analysis:

Since 2019, the County has contracted with the City to maintain portions of Capital Circle through the City's turf and landscape maintenance program. Before preparing the new Interlocal Agreement, staff reevaluated the option of utilizing Public Works employees and/or contractors to maintain the County's landscaping segments of Capital Circle. After considering the costs associated with outsourcing to the private market and the City maintenance already being provided in these areas, the analysis indicated that it would be more cost effective and efficient for the City, since most of Capital Circle is located within City limits, to continue to provide these services for these short and intermittent segments of Capital Circle. Additionally, to maintain a consistent and visually appealing environment, it is in the public's best interest ensure the a consistent level of landscape maintenance along these corridors.

Under the proposed Interlocal Agreement, the City will maintain all turf, landscaping, and trees as well as perform litter control to the segments located within the County's jurisdictions. The County will reimburse the City $143,156 annually to provide the services. The reimbursement will adjust annually on October 1st following the first full year of the initial term based on the percentage change in the previous year's Consumer Price Index (CPI), not to exceed 4% per year. The Interlocal Agreement is for a period of two years and it will automatically renew for up to two additional two-year terms unless either party elects not to renew the agreement.

To offset landscape maintenance costs, the County has a Memorandum of Agreement (MOA) with FDOT that provides financial reimbursement to the County for the landscaping maintenance of select state roadways in unincorporated Leon County. For aesthetic purposes, these segments of roadways were designed by Blueprint or FDOT with enhanced or supplemental landscaping which requires the maintenance of all turf, landscaping, tree pruning and litter control. For the segments of Capital Circle to be maintained by the City on behalf of the County, a portion of the County's landscaping costs will be offset by the financial reimbursement from FDOT. The FDOT payments cover a portion of the full costs of the maintenance because FDOT only reimburses at the rate for normal routine maintenance (mow, cut and/or trim grass and litter control) rather than the enhanced landscaping selected by local jurisdictions.

Options:

1. Approve the Interlocal Agreement with the City of Tallahassee for the maintenance of landscaping on portions of Capital Circle Southwest and Capital Circle Southeast (Attachment #1), and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.
2. Do not approve the Interlocal Agreement with the City of Tallahassee for the maintenance of landscaping on portions of Capital Circle Southwest and Capital Circle Southeast.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Interlocal Agreement
2. Maintenance Agreement Location Area Map

INTERLOCAL AGREEMENT BETWEEN THE CITY OF TALLAHASSEE AND LEON COUNTY LANDSCAPE MAINTENANCE ON CAPITAL CIRCLE

This Interlocal Agreement between the City of Tallahassee and Leon County – Landscape Maintenance on Capital Circle ("Agreement") is made and entered into this __ day of _____, 2025, by and between the City of Tallahassee, a Florida municipal corporation, hereinafter referred to as the CITY, and Leon County, Florida, a charter county and political subdivision of the State of Florida, hereinafter referred to as the COUNTY.

WITNESSETH

WHEREAS, the Blueprint Intergovernmental Agency (Blueprint) and Florida Department of Transportation (FDOT) completed construction of Capital Circle Southwest (N2) and Capital Circle Southeast (E2), of which portions are located within unincorporated areas of the COUNTY and within CITY limits, respectively; and,

WHEREAS, during the N2 and E2 project design phases, the COUNTY and the CITY agreed to assume responsibility from FDOT for landscape maintenance within their respective jurisdictions after construction; and,

WHEREAS, the CITY has a current turf and landscape maintenance program performing sound horticultural practices to the CITY's portion of turf and landscaping along sidewalks, medians and other landscaped areas alongside Capital Circle Southwest and Southeast; and,

WHEREAS, the CITY and COUNTY entered into that certain Interlocal Agreement Between the City of Tallahassee and Leon County – Landscape Maintenance on Capital Circle, dated May 9, 2023 (2023 Interlocal Agreement), whereby the CITY agreed to maintain the COUNTY's portion of turf and landscaping along sidewalks, medians and other landscaped areas alongside Capital Circle Southwest and Southeast, and that interlocal agreement expired on May 9, 2025; and,

WHEREAS, the COUNTY desires to continue to have its portion of turf and landscaping along sidewalks, medians and other landscaped areas alongside Capital Circle Southwest and Southeast maintained by the CITY; and,

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WHEREAS, it is in the best interest of the public that both the CITY and the COUNTY provide the same level of landscape maintenance;

NOW THEREFORE, in consideration of these premises and the covenants contained herein, the Parties agree to the following:

1. Statement of Work. Commencing on May 9, 2025, the CITY shall routinely maintain all turf, landscaping, and trees as well as perform litter control to the areas located within the COUNTY's jurisdictions of Capital Circle Southwest (from south of Cascade Drive – milepost 7.276 to north of Shuler Road – milepost 9.624) and Capital Circle Southeast (0.33 miles east of Woodville Highway and from 0.5 miles south of Tram Road to Tram Road), except that the replacement of plants, trees, and sod, repair and maintenance of the irrigation system, and the mechanical edging of curbs and sidewalks shall be the COUNTY's sole responsibility and expense. The CITY shall service the COUNTY's section of road segments according to the Landscape Technical Maintenance Plan (Exhibit "A") and FDOT's Landscape Care Guide (Exhibit "B").

2. Inspections. The work performed by the CITY shall be subject to periodic routine inspections by the COUNTY.

3. Payments. The COUNTY, as compensation to the CITY for performance of this Agreement, shall pay the CITY $143,156.44annually. Such compensation shall be payable quarterly in accordance with paragraph 5 below of the Agreement. The parties acknowledge and agree that as of the date of this Agreement the COUNTY has paid the CITY in full in accordance with the 2023 Interlocal Agreement for work performed through March 2025. For purposes of continuity, the CITY's June 2025 quarterly invoice shall also include services rendered from April 1, 2025, through the expiration of the 2023 Interlocal Agreement, and the COUNTY's payment of such invoice shall satisfy its payment obligations under the 2023 Interlocal Agreement.

4. Economic Price Index adjustment (CPI): On October 1 following the first full year of the initial term, and on October 1 of each subsequent year during the Initial Term, and each Renewal Term, as those terms are defined in paragraph 8 below, landscape maintenance rate will be adjusted based on the percentage change in the Consumer Price

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Index for all Urban Consumers (CPI-U): US City Average, All Items (unadjusted) over the most recent twelve-month period for which such index is available on the effective date of adjustment; provided, however, that the yearly percentage adjustment shall not exceed four percent (4%).

5. Invoicing. Invoices shall be submitted by the CITY for services rendered after each quarter ending in September, December, March, and June of each year. Lump sum payments by the COUNTY shall be made to the CITY on a quarterly basis within thirty (30) days after receipt of invoice.

6. Termination. This Agreement may be terminated under any one of the following conditions:

   a. Either Party may terminate this Agreement if the other Party materially breaches its obligation under this Agreement and such breach is not cured within thirty (30) calendar days after delivery of the non-breaching Party's written notice to the other Party.

   b. Either Party may terminate this Agreement with or without cause following at least sixty (60) calendar days written notice to the other Party.

   c. The Parties may mutually agree to terminate this Agreement following at least thirty (30) calendar days following the complete execution by both Parties of an agreement to terminate this Agreement.

7. Notices. Unless specified elsewhere in the Agreement, any notices of default, dispute, or termination shall be sufficient if sent by the Parties via email effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system, United States mail, postage paid, or via a nationally recognized delivery service, to the addresses listed below:

   If to the COUNTY:

   Public Works Director
   2280 Miccosukee Road
   Tallahassee, FL 32308
   pellb@leoncountyfl.gov

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With a copy delivered to:

County Attorney
Leon County Attorney's Office
301 S. Monroe Street, Suite 202
Tallahassee, FL 32301
osteenc@leoncountyfl.gov

If to the CITY:

General Manager, Community Beautification & Waste Management
2727 Municipal Way
Tallahassee, FL 32304
Reginald.Ofuani@talgov.com

With a copy delivered to:

City Attorney
City Attorney's Office
300 S. Adams Street
Tallahassee, FL 32301
Edie.McKay@talgov.com

8. Term. This Agreement is for a period of two (2) years from the date of this Agreement ("Initial Term"). This Agreement shall renew automatically for two (2) successive 2-years terms ("Renewal Terms") unless either party gives notice of non-renewal in writing executed by the County Administrator or City Manager, as applicable, at least thirty (30) days prior to the expiration of the then current term.

9. Liability. To the extent permitted by law, each party hereto agrees that it shall be solely responsible for the negligent and wrongful acts of its employees, officers, and agents. However, nothing shall constitute a waiver by either party of its sovereign immunity and the limitations set forth in Section 768.28, Florida Statutes. The liability of the parties, as set forth in this paragraph, is intended to be consistent with limitations of state law, including the state's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes, and no obligation imposed hereby shall be deemed to alter said waiver or to extend the liability of the parties beyond such limits.

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10. Availability of Funds. The performance of COUNTY of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds budgeted by the COUNTY or otherwise lawfully expendable for the purposes of this Agreement for the current and future periods.

11. Conflict Resolution.

    a. It is the intent of the Parties that conflicts be resolved to the greatest extent possible without litigation. The Parties shall attempt to resolve all 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 set forth in this section. The aggrieved Party shall give notice to the other Party in writing, setting forth the name of the Party involved in the dispute, the nature of the dispute, the date of occurrence (if known), and the proposed resolution, hereinafter referred to as the "Dispute Notice."

    b. Should the Parties be unable to reconcile any dispute, the City Manager and County Administrator, or their designees, shall meet at the earliest opportunity, but in any event within ten (10) days from the date that the Dispute Notice is received, to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of the Parties, they shall report their decision, in writing, to the City Commission and the Board of County Commissioners. If the City Manager and County Administrator, or their designees, are unable to reconcile the dispute, they shall report their impasse to the City Commission and the Board of County Commissioners, who shall then convene a meeting at their earliest appropriate opportunity, but in any event within forty-five (45) days following receipt of a Dispute Notice, to attempt to reconcile the dispute.

    c. If a dispute is not resolved by the foregoing steps within forty-five (45) days after the 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

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in Rule 10.100(d), Florida Rules for Mediators, and shall be selected by the Parties within ten (10) days following receipt of the Mediation Notice. The mediator shall also have sufficient knowledge and experience in the subject of the dispute. If agreement on a mediator cannot be reached in that ten (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.

d. 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, upon the agreement of both Parties, such dispute may be referred to binding arbitration; otherwise, each Party may pursue whatever remedies may be available at law, in equity, or otherwise. If the dispute is so referred, such arbitration shall be conducted in accordance with the Florida Arbitration Code (Chapter 682, Florida Statutes).

    (1) Such arbitration shall be initiated by delivery, from one Party (the "Claimant") to the other Party (the "Respondent"), of a written demand therefore 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(s) with written notice thereof specifying the nature of such claims and the amount, if any, involved.

    (2) 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

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following delivery of the last of such written notices, the two arbitrators so selected shall confer and shall select an additional arbitrator.

(3) The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the additional 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.

12. Public Records. The Parties shall be bound to the requirements of Ch. 119, Florida Statutes, as it relates to public records.

IN WITNESS WHEREOF, the CITY and COUNTY have caused this Agreement to be executed by their duly authorized representatives effective the date first written above.

LEON COUNTY, FLORIDA

By:_____
Vincent S. Long, County Administrator
Leon County

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

BY:_____

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

By:_____
Kyle L. Kemper
Sr. Assistant County Attorney

CITY OF TALLAHASSEE, FLORIDA

By:_____
Reese Goad, City Manager
City of Tallahassee

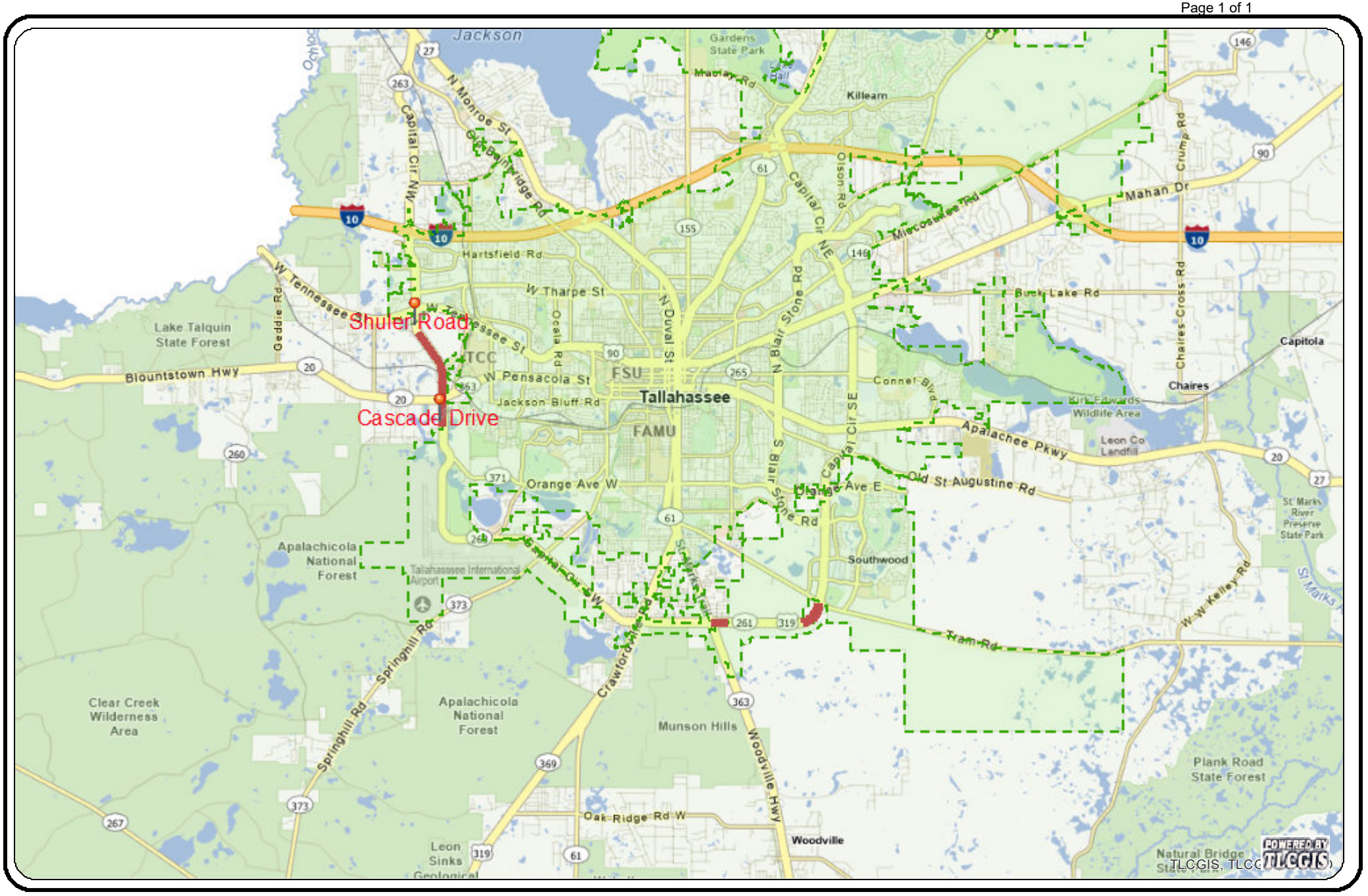
ATTEST:
James O. Cooke, IV
City Treasurer-Clerk
City of Tallahassee

BY:_____

APPROVED AS TO FORM:
City of Tallahassee Attorney's Office

By:_____
Amy Toman, Esq.
City Attorney

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ArcGIS Web Map

DISCLAIMER

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

N

Scale:	**Tallahassee/Leon County GIS**
Not To Scale:	Management Information Services Leon County Courthouse 301 S. Monroe St, P3 Level Tallahassee, Fl. 32301 850/606-5204 http://www.tlcgis.org
Date Drawn:	
April 18, 2023	

Posted 8:00 AM 6/6/2025

Leon County
Board of County Commissioners

Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Ratification of Two Hazard Mitigation Grant Program Applications for the Public Works Administration Building Hardening Project and the Veterans Memorial Bridge Replacement Project

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Mathieu Cavell, Director, Community Relations and Resilience Roshaunda Bradley, Director, Office of Management & Budget Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services Kevin Peters, Director, Emergency Management
Lead Staff / Project Team:	Tim Barden, Administrative Services Manager Eryn Calabro, Principal Budget and Grants Coordinator

Statement of Issue:

This item seeks Board ratification of the submittal of two Hazard Mitigation Grant Program applications totaling $5.325 million in the State of Florida, Division of Emergency Management Hazard Mitigation Grant Program funds for the Public Works Administration Building Hardening ($500,000) and the Veterans Memorial Bridge Replacement ($3.825 million) Projects.

Fiscal Impact:

This item has a fiscal impact. The grants require a 25% local match. The Public Works Administrative Building Hardening is a $2.0 million project ($1.5 million grant/$500,000 County match) and Veterans Memorial Bridge Replacement is a $5.1 million project ($3.825 million grant/$1,275,000 County match) for the total grant match of $1.775 million. If approved, the match funds will be provided from available general revenue and Transportation Fund reserves.

Staff Recommendation:

Option #1: Ratify the submission of two Florida Division of Emergency Management Hazard Mitigation Grant Program applications for the May 10th Tornadoes, $1.5 million for Public Works Administration Hardening and $3.825 million for the Veterans Memorial Bridge Replacement Projects.

Report and Discussion

Background:

This item seeks Board ratification of the submittal of two applications to the State of Florida's Division of Emergency Management under the Hazard Mitigation Grant Program (HMGP), for $5.325 million in grants. Since the Board's last regular meeting, these projects were added to the Local Mitigation Strategy Prioritized Project List which is a requirement for HMGP funding eligibility, and the grant applications were finalized and submitted on May 21, 2025.

The two applications support critical infrastructure improvements designed to enhance public safety and community resilience through the following projects:

- Veterans Memorial Bridge Replacement – $5.5 Million Total Project Cost
  - Grant request: $3.825 million
  - Required 25% Local match: $1.275 million
- Public Works Administration Building Hardening – $2 Million Total Project Cost
  - Grant request: $1.5 million
  - Required 25% Local match: $500,000

Consistent with the County's Grant Application Approval Process (Policy No 24-1), Board approval is required to submit the grant application because the required local match exceeds the County Administrator's purchasing threshold of $250,000. If approved, the local grant match will be provided from available general revenue and Transportation Fund reserves.

The HMGP, authorized under Section 404 of the Robert T. Stafford Disaster Relief Act, provides federal funding after a Presidential Major Disaster Declaration. The program supports projects that reduce or eliminate long-term risk to people and property from natural hazards and their effects.

As a result of the Presidential Disaster Declarations for the May 10th Tornado Event (FEMA DR-4794-FL) HMGP funding was made available within Leon County. The Florida Division of Emergency Management (FDEM) released a Notice of Funding Availability (NOFA) on February 17, 2025 (Attachments #1), with an application deadline of May 21, 2025.

To access HMGP funding, applicants must meet specific federal requirements and qualify as eligible entities such as state agencies, local governments with an approved Local Mitigation Strategy (LMS), eligible private non-profits, or tribal organizations, and submit projects that align with HMGP criteria (Attachment #1). All proposed projects must also be included in the community's LMS and formally prioritized through a local endorsement process.

As an eligible local government, the County submitted projects that met federal mitigation standards. Each project was included on the County's LMS project list, as well as reviewed and unanimously endorsed by the Leon County LMS Steering Committee and Working Group. The LMS is a unified, coordinated effort between the County and City to reduce the County's vulnerability to the impacts of identified natural and man-made hazards. The Steering Committee is made up of subject matter experts with the County and City, not-for-profit organizations, and the private sector such as The Red Cross, Talquin, Florida State University (FSU), and Florida Agriculture and Mechanical University (FAMU) and serves as the policy body to advise and assist in the administration and oversight of LMS activities and initiatives. Both the ranked project list and the required endorsement letter were submitted with the County's HMGP application, fulfilling all program criteria.

Analysis:

The HMGP is designed to assist states, local governments, private non-profit organizations, and Indian Tribes in implementing long-term hazard mitigation measures following a major disaster declaration. In preparation for this competitive funding opportunity, Public Works staff conducted a comprehensive evaluation of the County's Capital Improvement Plan (CIP), strategic initiatives, and infrastructure priorities. This internal review was conducted consistent with HMGP eligibility criteria to identify projects that not only met federal requirements but also offered the greatest potential to advance community resilience. In alignment with program guidelines, all proposed projects were required to be included in the County's LMS and formally prioritized through a local endorsement process. The LMS Working Group and Steering Committee unanimously supported the addition of the Public Works Administration Building Hardening Project and the Veterans Memorial Bridge Replacement Project for inclusion in the County's ranked LMS project list. As a result, this item seeks Board ratification of HMGP applications for these two projects which reflect a deliberate effort to align federal funding opportunities with local needs and position the County for success in securing critical mitigation funding.

Public Works Administration Building Hardening Project

The Public Works Administration Building is a critical facility that plays an essential role in maintaining community infrastructure and supporting emergency response efforts during and after storm events. While Public Works embeds a liaison in the Emergency Operations Center (EOC) during an activation, the space at the EOC was not designed to support the full complement of staffing needs for the County's largest department. Similar to the command staff for other critical public services (law enforcement, utilities, etc.) the Public Works Administration Building continues to serve as the base of operations for Public Works administrative staff during severe weather events. Ensuring the building remains functional in these scenarios is vital to sustaining operations such as road clearing, debris removal, and emergency repairs—activities that are crucial to public safety and community recovery. Constructed in 1999, the 18,600-square-foot, two-level building is the centerpiece of the 33.5-acre Leon County Public Works Complex at 2280 Miccosukee Road (Attachment #2). It houses the Public Works Administrative, Engineering, and Operations Division offices, as well as conference rooms and the large Public Works gathering room used for County trainings, events, and as a voting precinct during elections. However, the building's exterior envelope is vulnerable to high winds and wind-driven rain, which could

compromise the structure and render critical operational space needs inoperable. Hardening the facility through structural reinforcements, flood protection, and backup power systems is essential to preserving operations, protecting staff, and minimizing delays in post-storm recovery efforts.

Veterans Memorial Drive Bridge Replacement Project

The Veterans Memorial Drive Bridge is a two-lane box culvert crossing located on Veterans Memorial Drive (CR 59) in northeast Leon County (Attachment #3). Situated within the Patty Sink Drainage Basin, this roadway functions as a major collector route, connecting Mahan Drive to the Miccosukee Community. With an average annual daily traffic (AADT) of approximately 2,000 vehicles, Veterans Memorial Drive is vital for local connectivity. During past storm events, most notably the Bicentennial Storm in April 2024, the road was forced to close due to stormwater nearly overtopping the roadway. Such closures necessitate a seven-mile detour for residents traveling to or from the Miccosukee area.

This project proposes to replace the existing twin corrugated steel arch culverts with a new two-lane bridge box culvert structure. The improvements will include two 11-foot travel lanes, shoulders with guardrails, and minor drainage enhancements. Upgrading the culverts will enhance water conveyance, reduce flood duration, and better protect the roadway and adjacent properties from stormwater damage.

Thus far, this project has been federally funded through the Federal Highway Administration (FHWA) and administered by the Florida Department of Transportation (FDOT), which is currently managing the design phase. Construction is anticipated to begin in 2027; however, federal and state grant funding may not fully cover the entire construction engineering inspection (CEI) and construction costs. As such, HMGP funding is being sought to support these expenses.

The application deadline was May 21, 2025, and County staff timely submitted the applications. It is anticipated that notification of the grant award will be received in late 2025. Upon award of the grants, an agenda item will be brought back to the Board for approval and acceptance of the respective grants.

Options:

1. Ratify the submission of two Florida Division of Emergency Management Hazard Mitigation Grant Program applications for the May 10th Tornadoes, $1.5 million for Public Works Administration Building Hardening and $3.825 million for the Veterans Memorial Bridge Replacement Projects
2. Do not ratify the submission of two Florida Division of Emergency Management Hazard Mitigation Grant Program applications for the May 10th Tornadoes.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Notice of Funding Opportunity for FDEM Hazard Mitigation Grant Program for May 10th Tornadoes
2. Location Map – Public Works Administration Building
3. Location Map – Veterans Memorial Bridge Project

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Director

MEMORANDUM

To: Local Governments, State and Regional Agencies, Indian Tribal Governments, Local Mitigation Strategy Working Groups, and Private Non-Profit Organizations Submitting Hazard Mitigation Grant Program Applications for the Severe Storms, Straight-line Winds, and Tornadoes event (DR-4794)

From: Kevin Guthrie, State Coordinating Officer

Subject: DR-4794 Hazard Mitigation Grant Program Notice of Funding Availability

Date: February 17, 2025

Program Summary

The Florida Division of Emergency Management (Division) is pleased to announce the availability of Hazard Mitigation Grant Program (HMGP) funds as a result of the recent Presidential Disaster Declaration for the Severe Storms, Straight-line Winds, and Tornadoes event (FEMA 4794-DR-FL), which was declared on June 17, 2024.

HMGP funding is authorized by Section 404 of the Robert T. Stafford Disaster Relief Act. This funding helps communities implement measures to reduce or eliminate long-term risk to people and property from natural hazards and their effects. The Division encourages all potential applicants to submit applications for projects that address eligible mitigation activities. The amount of HMGP funding available to the state is based on the total federal disaster assistance for the Presidential Disaster Declaration. The HMGP funding for this notice is for regular funds only and does not include funding options for initiative, codes and standards, or planning set-asides. Applications submitted for the latter obligations will not be accepted under this funding notice.

Current Changes

As of October 7, 2024, 27P-22 of the Florida Administrative Code is now updated to establish the Division of Emergency Management Enterprise Solution (DEMES) system as the required method to submit applications to the Division for the HMGP. Hard copies are no longer being accepted, nor is there a requirement to submit an original signed application into DEMES as an attachment, thus removing this redundancy. In order to ensure each project has been approved by an authorizing agent, a single-page form will be required as the final step in the application submission process (Attachment F)

If you have been granted access to DEMES for a past event, please use your existing account and do not re-register. If you have problems accessing your account, please use the DEMES contact below.

Application Timeline

The application period will close May 21, 2025. The Division encourages potential applicants to submit complete applications before the close of the application period. Applications will only be accepted from eligible applicants as defined in the *Minimum Program Eligibility* section of this notice.

DEMES Registration: If you have not already registered for access to DEMES, please see the instructions in *Attachment H* to do so.

A complete submission of your applications, and all required supporting documentation, should be uploaded to DEMES no later than

May 21 2025, 11:59 p.m. (EDT)

It is imperative that your access request for DEMES is received by the Division no later than 5:00 p.m. EDT on May 21, 2025, in order to meet the application deadline.

The HMGP application and all other pertinent resources for completing the application may be obtained at the Division's website located at FloridaDisaster.org/hmgp in the section HMGP Application and Resources.

Questions regarding DEMES system may be directed to:

Jared Jaworski
(850)544-8372
Jared.jaworski@em.myflorida.com

Minimum Program Eligibility

Eligible Applicants: According to the Code of Federal Regulations (CFR) 44 §206.434(a), the following parties are eligible to apply for Hazard Mitigation Grant Program funds:

- State agencies;
- Local governments who have an approved Local Mitigation Strategy (LMS) in accordance with 44 CFR §201.6, prior to receipt of HMGP subgrant funding for projects;

- Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in 44 CFR §206.221(e); and
- Indian tribes or authorized tribal organizations

However, be advised that pursuant to Rule 27P-22, Florida Administrative Code, all project applications must go through the Local Mitigation Strategy Working Group (LMSWG) of the county where the project will take place. Any application submitted in DEMES without a signed endorsement letter, from either the Chair or Vice-Chair of an LMSWG, will be denied.

Eligible Activities: Activities include mitigation projects that will result in protection of public or private property from natural hazards. Activities for which implementation has already been initiated or completed are not eligible for funding. Eligible projects include, but are not limited to, the following:

- Acquisition (demolition or relocation) of existing at-risk structures
- Aquifer (recharge, storage and recovery) serve primarily as a drought management tool and reduce flood risk
- Dry Floodproofing structures by sealing the structure to keep floodwaters out
- Elevation of flood prone structures
- Flood Risk Reduction (Localized or Non-localized) – lessen the frequency or severity of flooding
- Generator for critical facilities or are an integral part of a larger eligible project
- Infrastructure Retrofit modifications to the existing infrastructure to reduce or eliminate the risk of future damage and increase protection
- Mitigation Reconstruction of properties that cannot be elevated
- Safe Room to provide immediate life-safety protection from severe wind events
- Secondary Power Source to increase power system resilience
- Stabilization to reduce risk to structures/infrastructure from erosion
- Structural Retrofit modifications addressing the structural element of a building/facility that are essential to increase protection
- Wildfire Mitigation - at-risk structures and associated loss of life from the threat of future wildfires
- Wind Retrofit modifications to the existing structure to reduce or eliminate the risk of future damage and increase protection

Ineligible Activities: The state will **not** consider funding requests for the following:

- Construction of new facilities (Nevertheless, the cost associated with Code Plus upgrades to new facilities may be considered);
- Equipment such as emergency pumps, vehicles, and communication devices;
- Stand-alone studies, design, and planning-related activities, not directly related to the design and implementation of a proposed mitigation project;
- Tree removal, debris removal, and other forms of maintenance; or

- ***Projects already in progress*** *(Construction may not begin until the contract between the State and subrecipient is executed and the project has met requirements of the National Environmental Policy Act).*

Eligibility Criteria: All projects submitted must meet *minimum criteria* to be considered for funding. An eligible project must:

- Conform to the requirements stated in this Notice of Funding Availability;
- Conform to the Florida State Hazard Mitigation Plan and the respective community's LMS;
- Conform to the funding priorities for the disaster, as established in the appropriate LMS;
- Demonstrate cost-effectiveness;
- Be technically feasible;
- Benefit the designated disaster area;
- Conform to all applicable environmental laws and regulations, as well as Executive Orders;
- Solve a problem independently or constitute a functional part of a solution;
- Benefit a National Flood Insurance Program (NFIP) participating community that is not on probation or suspended from the NFIP; and
- Meet all applicable State and local codes and standards.

Cost-Share Requirements

The HMGP is a cost-reimbursement grant program, with FEMA contributing up to 75-percent of the total amount approved under the grant award to implement eligible, cost-effective mitigation measures. The applicant must provide the remaining 25-percent non-federal share. Contributions, cash, and in-kind services are acceptable as part of the non-federal share. Requirements for in-kind contributions can be found in 2 CFR §200.306. In-kind contributions must be directly related to the eligible project cost and are those personnel, materials, equipment and supplies owned, controlled, and operated by the applicant or a third-party contributor.

Applicants may use the Global Match concept as part of the 25-percent non-federal share. Global Match permits a potential applicant to meet the non-federal share match by receiving credit for state and/or local government funds that were committed to a similar type of project(s). These similar **non-federally** funded projects require a separate application submission, must meet all of the HMGP eligibility requirements, and be submitted under the same disaster. This means that if Global Match is approved, the applicant may receive up to 100-percent federal share. Phased projects are not eligible for Global Match.

Pre-Award Costs

Prior to receiving a grant award, pre-award costs may be requested. Pre-award costs include items such as engineering, environmental study, permitting, and other "soft" costs associated with a construction project. *Construction activities are not considered pre-award costs*. Pre-

award costs must be requested, in writing, by submitting a signed pre-award request form at application submittal and included in the budget as separate line-item. Directions for getting this form are included in *Attachment A*.

Procurement

Any procurement of property or services under a federal award must conform to 2 CFR §200 Subpart D (§§ 200.317 - 200.327). This also includes any activities performed as a part of the pre-award request.

Sub-Recipient Management Costs

Per FEMA's Hazard Mitigation Assistance Program and Policy Guidance, dated March 23, 2023, HMGP projects awarded under disasters, on or after the effective date, are eligible for sub-recipient management costs (SRMC) up to a hard cap of 5 percent of their eligible and actual project costs. SRMC is a separate pool of funding and will not be calculated as part of the benefit-cost analysis (BCA). SRMC will be reimbursed at a 100 percent federal cost share following the submission of compliant source documentation in conformance with 2 CFR 200 Subpart E. Additional information on SRMC can be found in the attached HMGP SRMC Request Form (*Attachment G*). Any applicant requesting SRMC will need to complete and upload this form along with their application in DEMES.

County Funding Allocation

To ensure funds are distributed equitably, designated counties have been assigned a portion of the total HMGP grant. The amount is based on a calculation of the proportional share of the total federal assistance under the Public Assistance (PA), Individual Assistance (IA), and Small Business Administration (SBA) programs. Commitment of project funds by the Division is contingent upon receipt of appropriate Legislative Budget Authority.

These figures are shown in Attachment *B* and represent the estimated amount of HMGP funds currently available. HMGP funding is available only to those counties that have a current FEMA-approved LMS. Project applications will be considered only if:

(1) The application is accompanied by an endorsement by the LMS Chairperson or Vice-Chairperson stating that the project is included in the current LMS; and,

(2) If more than one project is submitted, the endorsement indicates the prioritization. A sample project submission letter is shown in Attachment *C*.

The Division will attempt to fund each submitted project in priority order until the county's allocation has been exhausted. In accordance with Florida Administrative Code (F.A.C.) 27P-22.006, the Division uses the following tiered allocation system up until the State application deadline with FEMA:

Tier 1
The available HMGP funds are allocated to counties included in the relevant Presidential Disaster Declaration in proportion to each county's share of federal disaster funding from the Public Assistance (PA), Individual Assistance (IA), and Small Business Administration (SBA) Disaster Loan Program as of 120 days after a Disaster Declaration as reported by FEMA. Eligible projects submitted by each county included in the relevant Presidential Disaster Declaration will be funded in order of priority as outlined in the LMS until the allocated funds are exhausted or all eligible projects are funded.

Tier 2
Any allocation remaining after all eligible projects in any declared county are funded shall be re-allocated to those counties included in the relevant Presidential Disaster Declaration whose allocation was not sufficient to fund all submitted eligible projects. The order of priority for re-allocating funds is detailed in Attachment D.

Tier 3
In the event that funds remain after the Tier 1 and Tier 2 processes, any remaining funds will be offered on a statewide basis as described in Attachment D.

Please see Attachment D for a detailed explanation of funding tiers.

Funding Availability and Notification

FEMA notifies the State of HMGP funding availability at the following milestones:

Initial 30-Day Estimate
This is an early estimate only and not an actual commitment of funding by FEMA. Funding may increase or decrease based on actual disaster claims during the declaration period. These estimates are provided for planning purposes and to jump-start the HMGP application process.

Obligation prior to 12 Months
Prior to the 12-month lock-in, FEMA will only obligate funds up to 75% of any current estimate. This is to eliminate the risk of over-obligating funds for any given disaster in the event the 12-month lock-in is lower than initially estimated.

12 Months from the Date of Declaration
This represents the State's Lock-in Amount. It is the maximum amount available the state can expect to receive from FEMA. In rare occurrences, FEMA may conduct a subsequent review 18 months after the declaration, but only at the request of the State. The estimate from that review may cause the final lock-in to fluctuate up or down depending on the findings.

It is important for potential applicants to recognize that HMGP funds are contingent upon FEMA's reexamination of the disaster figures at the given time intervals. A county's funding allocation can increase or decrease after application submission.

Technical Assistance

The Division is in the process of scheduling HMGP application development workshop webinars and will be in touch with these counties in the next few weeks to finalize dates and times. The webinars will focus on the declared counties so that their project-specific concerns can be addressed by state staff.

Please check the Division's website FloridaDisaster.org/hmgp for technical guidance. The Division will provide additional technical assistance throughout the application process. This includes assistance with the application process, Benefit Cost Analysis, Engineering Feasibility and Environmental/Historical Preservation Compliance. If there are any questions regarding the allocation of funds or the project review and selection criteria, please call Bureau staff at one of the following numbers:

Program Eligibility: (850) 815-4537 or (850) 815-4503

Environmental: (850) 228-6679

Engineering and Technical Feasibility: (850) 528-5713

For additional information and technical assistance, please refer to FEMA's *Hazard Mitigation Assistance Guidance* document available at the link below for the relevant guidance for disasters declared between March 22, 2023 to July 29, 2024.

www.fema.gov/grants/mitigation/learn/hazard-mitigation-assistance-guidance/archive.

To assist you in submitting qualified project applications, the following attachments are located on the Division website www.floridadisaster.org/hmgp.

Attachment A:	*Pre-award Cost Guidance and Form*
Attachment B:	*6-month Estimate of Available HMGP Funding*
Attachment C:	*Sample LMS Project Submission Letter*
Attachment D:	*Florida Administrative Code 27P-22*
Attachment E:	*Data Collection Worksheet Notice*
Attachment F:	*Authorizing Agent Approval Form*
Attachment G:	*HMGP SRMC Request Form*
Attachment H:	*DEMES Access Request and Guidance*

KG/jj
Attachments

Attachment A

Pre-Award Cost Guidance and Request Form

If you wish to request pre-award costs with your project, or would like to know more about pre-award costs, follow the link below and look under the “Application” menu for both the guidance and request form.

www.floridadisaster.org/hmgp

Questions on regarding pre-award costs may be directed to:
DEM_HazardMitigationGrantProgram@em.myflorida.com

Attachment B

FEMA-4794-DR-FL
6-Month Estimate as of 12/19/2024

County	Regular Projects HMGP Funding	25% Match Required
Baker	$ 8,061.87	$ 2,687.29
Colombia	$ 8,061.87	$ 2,687.29
Gadsden	$ 8,061.87	$ 2,687.29
Hamilton	$ 25,539.39	$ 8,513.13
Jefferson	$ 8,061.87	$ 2,687.29
Lafayette	$ 8,061.87	$ 2,687.29
Leon	$ 11,288,229.21	$ 3,762,743.07
Liberty	$ 8,061.87	$ 2,687.29
Madison	$ 8,061.87	$ 2,687.29
Santa Rosa	$ 16,101.28	$ 5,367.09
Suwannee	$ 11,837.25	$ 3,945.75
Taylor	$ 8,061.87	$ 2,687.29
Wakulla	$ 8,061.87	$ 2,687.29
	$ 11,414,264.00	$ 3,804,754.67

Based on FEMA Letter dated 12/19/2024

Attachment C

(On agency letterhead)

Date

Mrs. Laura Dhuwe, Deputy State Hazard Mitigation Officer
Florida Division of Emergency Management
2555 Shumard Oak Boulevard Tallahassee,
Florida 32399-2100

Re: Hazard Mitigation Grant Program (HMGP) applications for FEMA XXX-DR-FL, Disaster Name

Dear Mrs. Dhuwe:

The_____County Local Mitigation Strategy (LMS) working group has approved by vote and prioritized the following projects for HMGP funding from this disaster. These projects align with our LMS goals and objectives as noted, and with the State's mitigation goals and objectives {in accordance with the Code of Federal Regulations 44 §201.6).

The_____County LMS group therefore presents the projects below (or in the attachment) in the order that they are to be considered for funding.

FEMA XXX-DR-FL Disaster Name

Funding Priority	Project Name or Description	Applicant	Goal/Objective Implemented	Estimated Total Project Cost	Estimated Federal Share
1.	Project name	Applicant	3. B. (2}	$000,000	$000,000
2.	Project name	Applicant	1. A. (4)	$000,000	$000,000
3.	Project name	Applicant	2. B. (4)	$000,000	$000,000
Etcetera					

For further information or inquiry, please contact me at (insert phone number and email).

Sincerely,

_____ , LMS Chair
_____ , County LMS

cc:

Attachment D

CHAPTER 27P-22
HAZARD MITIGATION GRANT PROGRAM

27P-22.001 Purpose
27P-22.002 Definitions
27P-22.003 Eligibility
27P-22.004 LMS Working Groups
27P-22.005 Local Mitigation Strategy
27P-22.006 County Allocations and Project Funding
27P-22.007 Application

27P-22.001 Purpose.

This chapter describes the processes for application, project selection and distribution of funds under the Hazard Mitigation Grant Program.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.001.

27P-22.002 Definitions.

(1) “Adoption” means a resolution, ordinance or other formal action taken by the governing body of a county or municipality indicating agreement with and acceptance of the relevant Local Mitigation Strategy.

(2) “Application” means the request for hazard mitigation funding as submitted to the Division of Emergency Management (Division or FDEM) by an Applicant.

(3) “Applicant” means a state agency, local government, Native American tribe or authorized tribal organization or private non-profit organization requesting hazard mitigation funding.

(4) “DEMES” means Division of Emergency Management Enterprise Solution.

(5) “DHS” means Department of Homeland Security.

(6) “FEMA” means the Federal Emergency Management Agency.

(7) “Hazard” means a condition that exposes human life or property to harm from a man-made or natural disaster.

(8) “Hazard Mitigation” means any action taken to reduce or eliminate the exposure of human life or property to harm from a man-made or natural disaster.

(9) “Hazard Mitigation Grant Program”, herein referred to as HMGP, means the program authorized under Section 404 of the Stafford Act and implemented by 44 C.F.R., Part 206, Subpart N, dated October 1, 2023, hereby incorporated by reference, http://www.flrules.org/Gateway/reference.asp?No=Ref-16911, a copy of which may be obtained by contacting the Division, which provides funding for mitigation projects as identified in the State Hazard Mitigation Plan.

(10) “Local Mitigation Strategy” or “LMS” means a plan to reduce identified hazards within a county.

(11) “Project” means a hazard mitigation measure as identified in an LMS.

(12) “Repetitive loss structures” means structures that have suffered two or more occurrences of damage due to flooding and which have received payouts from the National Flood Insurance Program as a result of those occurrences.

(13) “State Hazard Mitigation Plan” means Florida’s version of the Hazard Mitigation Plan referred to in 44 C.F.R., Part 206, Subpart N and approved by FEMA. The State Hazard Mitigation Plan is set forth in the Enhanced State Hazard Mitigation Plan 2018, hereby incorporated into this rule by reference, https://www.flrules.org/Gateway/reference.asp?No=Ref-12334. A copy may be obtained by contacting the Division of Emergency Management.

(14) “Working Group” is the group responsible for the development and implementation of the Local Mitigation Strategy.

Rulemaking Authority 252.35(2)(r), (y) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.002, Amended 7-18-13, 11-24-20, 10-7-24.

27P-22.003 Eligibility.

(1) Eligible types of projects shall include, but not be limited to, the following:

(a) Certain new construction activities that will result in protection from hazards;

(b) Retrofitting of existing facilities that will result in increased protection from hazards;

(c) Elevation of flood prone structures;
(d) Vegetative management/soil stabilization;
(e) Infrastructure protection measures;
(f) Stormwater management/flood control projects;
(g) Property acquisition or relocation; and
(h) Plans that identify and analyze mitigation problems and include funded, scheduled programs for implementing solutions, within the same disaster.

(2) In order to be eligible for funding, projects shall meet the following requirements:
(a) Conform to the State Hazard Mitigation Plan;
(b) Conform to the funding priorities for the disaster as established in the LMS governing the project;
(c) Conform to the following federal regulations incorporated by reference, copies of which may be obtained by contacting the Division:

1. 44 C.F.R., Part 9, Floodplain Management and Protection of Wetlands, dated October 1, 2019, incorporated by reference, http://www.flrules.org/Gateway/reference.asp?No=Ref-12335;
2. DHS Directive 023-01, Revision 01, dated 10/31/2014, incorporated by reference, http://www.flrules.org/Gateway/reference.asp?No=Ref-12336;
3. DHS Instruction 023-01-001-01, Revision 01, dated 11/6/2014, incorporated by reference, http://www.flrules.org/Gateway/reference.asp?No=Ref-12337;
4. FEMA Directive 108-1, dated 10/10/2018, incorporated by reference, http://www.flrules.org/Gateway/reference.asp?No=Ref-12338; and
5. FEMA Instruction 108-1-1, dated 10/10/2018, incorporated by reference, http://www.flrules.org/Gateway/reference.asp?No=Ref-12339.

(d) Eliminate a hazard independently or substantially contribute to the elimination of a hazard where there is reasonable assurance that the project as a whole will be completed; and
(e) Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a disaster.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.003, Amended 11-24-20.

27P-22.004 LMS Working Groups.

Each county electing to participate in the HMGP must have a formal LMS Working Group and a current FEMA approved LMS.

(1) Not later than the last working weekday of January of each year the Chairperson of the Board of County Commissioners shall submit to the Division a list of the members of the Working Group and its designated Chairperson and Vice-Chairperson.

(2) The Working Group shall include, at a minimum:
(a) Representation from various agencies of county government which may include, but not be limited to, planning and zoning, roads, public works and emergency management;
(b) Representation from all interested municipalities within the county; and
(c) Representation from interested private organizations, civic organizations, trade and commercial support groups, property owners associations, Native American Tribes or authorized tribal organizations, water management districts, regional planning councils, independent special districts and non-profit organizations.

(3) The county shall submit documentation to show that within the preceding year it has issued a written invitation to each municipality, private organization, civic organization, Native American Tribe or authorized tribal organization, water management district, independent special district and non-profit organization, as applicable, to participate in the LMS working group. This documentation shall accompany the membership list submitted to the Division.

(4) The Working Group shall have the following responsibilities:
(a) To designate a Chairperson and Vice-Chairperson;
(b) To develop and revise an LMS as necessary;
(c) To coordinate all mitigation activities within the County;
(d) To set an order of priority for local mitigation projects; and
(e) To submit annual LMS updates to the Division by the last working weekday of each January. Updates shall address, at a

minimum:

1. List of Working Group Members including Chair and Vice-Chair;
2. Changes to the hazard assessment;
3. Updated project priority list including estimated costs and potential funding sources;
4. Changes to the critical facilities list;
5. Changes to the repetitive loss list; and
6. Revisions to any maps.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.004, Amended 7-18-13, 11-24-20.

27P-22.005 Local Mitigation Strategy.

Each LMS shall have the following components:

(1) A description of the activities of local government and private organizations that promote hazard mitigation; a description of the policies, ordinances or programs that guide those activities; and any deficiencies in the policies, ordinances, and programs with recommendations to correct those deficiencies.

(2) A description of the methods used to engage private sector participation.

(3) A statement of general mitigation goals, with Working Group recommendations for implementing these goals, and estimated dates for implementation.

(4) A description of the procedures used by the Working Group to review the LMS at regular intervals to ensure that it reflects current conditions within the County.

(5) A hazard assessment to include, at the minimum, an evaluation of the vulnerability of structures, infrastructure, special risk populations, environmental resources and the economy to storm surge, high winds, flooding, wildfires and any other hazard to which the community is susceptible.

(6) A statement of procedures used to set the order of priority for projects based on project variables which shall include technical and financial feasibility.

(7) A list of approved projects in order of priority with estimated costs and associated funding sources.

(8) A list of critical facilities that must remain operational during and after a disaster.

(9) A list of repetitive loss structures.

(10) Maps, in Geographical Information System (GIS) format, depicting hazard areas, project locations, critical facilities and repetitive loss structures.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.005.

27P-22.006 County Allocations and Project Funding.

(1) The available HMGP funds shall be allocated to the counties included in the relevant presidential disaster declaration, as defined in Section 252.34(2), F.S., in proportion to each county's share of the federal disaster funding from the Public Assistance, Individual Assistance and Small Business Administration programs as of 120 days after the disaster declaration as reported by FEMA.

(a) Eligible and submitted projects for each county included in the relevant presidential disaster declaration will be funded in order of priority as outlined in the LMS Working Group endorsement letter until the allocated funds are exhausted, or all eligible projects are funded, whichever occurs first.

(b) Any allocation remaining after all eligible projects in any declared county are funded shall be reallocated to those counties included in the relevant presidential disaster declaration whose allocation was not sufficient to fund all submitted eligible projects in proportion to each county's share of unfunded projects.

(2) If funds remain after all eligible projects under subsection (1) above have been funded, then they shall be applied to fund eligible projects submitted from counties not included in the relevant presidential disaster declaration on a first-come-first-served basis until all available funds are obligated.

(3) Once a project has been selected for funding, the agreement between the applicant and the Division regarding the terms and conditions of the grant shall be formalized by contract.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.006, Amended 11-24-20.

27P-22.007 Application.

(1) The following entities may apply for funding under the program:

(a) State agencies and local governments;

(b) Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in 44 C.F.R., §206.221(e), dated October 1, 2023, hereby incorporated by reference, http://www.flrules.org/Gateway/reference.asp?No=Ref-16910 a copy of which may be obtained by contacting the Division; and

(c) Indian tribes or authorized tribal organizations.

(2) The Division shall notify potential applicants of the availability of HMGP funds by publishing a Notice of Funding Availability in the Florida Administrative Register.

(3) Applicants will have not less than ninety (90) days from the date of notification to submit project applications. The opening and closing dates will be specified in the Notice of Funding Availability available at www.floridadisaster.org.

(4) A LMS Working Group endorsement letter shall accompany each application from the Chairperson or Vice-Chairperson of the LMS Working Group endorsing the project. The endorsement shall verify that the proposed project does appear in the current LMS and state its priority in relation to other submitted projects. Applications without this letter of endorsement will not be considered.

(5) Applications must be submitted using FDEM's DEMES system available at www.floridadisaster.org. Instructions on how to register and apply may be obtained by contacting the Division or visiting www.floridadisaster.org. In addition, these instructions will be circulated as a part of the Notice of Funding Availability for its respective disaster grant cycle.

(6) If the Division receives an incomplete application, the applicant will be notified in writing of the deficiencies. The applicant will have thirty (30) calendar days from the date of the letter to resolve the deficiencies. If the deficiencies are not corrected by the deadline the application will not be considered for funding.

Rulemaking Authority 252.35(2)(r), (y) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.007, Amended 7-18-13, 11-24-20, 10-7-24.

Attachment E

Data Collection Worksheet Notice

If you are submitting project applications for the project types listed below, follow the link and look under “Project Worksheets” for the form pertaining to your project. These worksheets will help ensure that the appropriate information is given to the state and assist us in reviewing your application more efficiently.

Project Worksheets

- Wind Retrofit
- Flood Control - Drainage Improvements
- Generator
- Hurricane Safe Rooms
- Tornado Safe Rooms
- Wildfire
- Drought
- Utility Mitigation

In addition, a new worksheet was developed to assist sub-applicants submitting acquisition-related projects. To find this document, follow the same link and look under “For Acquisition Projects.”

www.floridadisaster.org/hmgp

Attachment F

AUTHORIZING AGENT APPROVAL

For those entities applying for the Hazard Mitigation Grant Program (HMGP), assurance is needed to ensure that non-federal funds are, or will be, secured for the proposed action by the project start date. An Authorizing Agent's signature is needed to provide this. An Authorizing Agent is the chief elected official of a local government who has signature authority, such as a Chairperson of the Board of County Commissioners for a County, the Mayor of a municipality, or an elected Board Member for a private non-profit. Any entity may delegate this authority to a subordinate official by resolution of the governing body. If this is the case, Proof of Authorization must be provided as a separate attachment in Section VI of the relevant HMGP application in DEMES. This form must be fully completed, signed, and submitted into DEMES for an application to be received by FDEM. Applicants will be prompted for this form in the final step of the DEMES HMGP application. Ensure that the information provided here matches the relevant DEMES application. For questions, please email DEM_HazardMitigationGrantProgram@em.myflorida.com.

PROJECT INFORMATION

APPLICANT (ENTITY): Click or tap here to enter text.

COUNTY: Choose an item.

FEMA DISASTER: Click or tap here to enter text.

PROJECT TITLE: Click or tap here to enter text.

TOTAL PROJECT COST: Click or tap here to enter text.

FEDERAL SHARE: Click or tap here to enter text.

NON-FEDERAL SHARE: Click or tap here to enter text.

AUTHORIZING AGENT

FIRSTNAME: Click or tap here to enter text.

LAST NAME: Click or tap here to enter text.

TITLE: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

CITY: Click or tap here to enter text.

STATE: Click or tap here to enter text.

ZIP CODE: Click or tap here to enter text.

PHONE: Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

The undersigned assures fulfillment of all requirements of the Hazard Mitigation Grant Program, as contained in the program guidelines, and affirms that all information contained in this application is true and correct to the best of my knowledge. The governing body of the applicant duly authorized the document, and hereby applies for the assistance documented in this application.

AUTHORIZING AGENT SIGNATURE

Click or tap here to enter text.
DATE

☐ Proof of Authorization – Delegation of Authority attached in Section VI

Attachment G

Sub-Recipient Management Cost Request Form

Any applicant requesting sub-recipient management cost (SRMC) in their application for their project must include a completed SRMC request form at application. This form is available on the FDEM's HMGP site at the link provided. The form itself is underneath the "Application" dropdown menu and contains SRMC forms for phased and non-phased projects, guidance and reference information, and sample forms for phased and non-phased projects. If you have any questions regarding this form, please email the HMGP distribution list at demsrmchelpdesk@em.myflorida.com.

www.floridadisaster.org/hmgp

Attachment H

New and Existing Users

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the SAM system. Requesting a UEI using Sam.gov can be found at: https://sam.gov/content/entity-registration.

Existing SAM.gov account holders should check their account to make sure it is “ACTIVE.” SAM registration should be completed at the very beginning of the year and should be renewed annually to avoid being “INACTIVE.” Please allow plenty of time before the grant application submission deadline to obtain an UEI number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA’s system recognizes the information.

It is imperative that the information applicants provide is correct and current. Please ensure that your organization’s name, address, and EIN are up to date in SAM and that the UEI number used in SAM is the same one used to apply for all other FEMA awards. Payment under any FEMA award is contingent on the recipient’s having a current SAM registration.

For new and existing users in DEMES, the UEI is used to identify entity accounts for all federal grant programs and it is important that the UEI for your entity is up-to-date to avoid any issues during the application process.

Requesting access

If you have already registered for an account in DEMES then disregard the information on this page.

1. Go to www.fdemportal.com/grants

2. The "**Register**" link will allow you to complete the required contact information to log in to the Division of Emergency Management Enterprise Solution (DEMES). Typically, your email address is also your username. Be sure to remember the password that you set on the initial Sign-Up page (Figures A and B).

3. Use the Account search to enter in the name of the organization for which you are requesting access. If the Account search does not render the organization, contact

   DEM_hazardmitigationgrantprogram@em.myflorida.com

   for assistance before clicking "Can't Find Account," as the account you are looking for may exist in a different format (Figure C).

4. The next "**Register for Access**" screens require more information to update your Contact record and to indicate the Organization Account for access purposes. **Make sure to select "Mitigation" as the Bureau you intend to submit an application under** as that is where your registration will go for approval (Figure D).

5. Complete the requested information (red asterisk * means required field) and click the Next button until you see a confirmation message that your request is under review.

This will submit your Contact information for approval by FDEM. You will receive email communication from FDEM about access to your organization's account.

If the "Register for Access" page is presented when you login to the community, it means that your request for access is still in the queue for processing by FDEM.

Do note that if you are a contractor or use an email that is not able to be verified to your relevant account, that additional verification will be required by your entity's supervisor.

Figure A

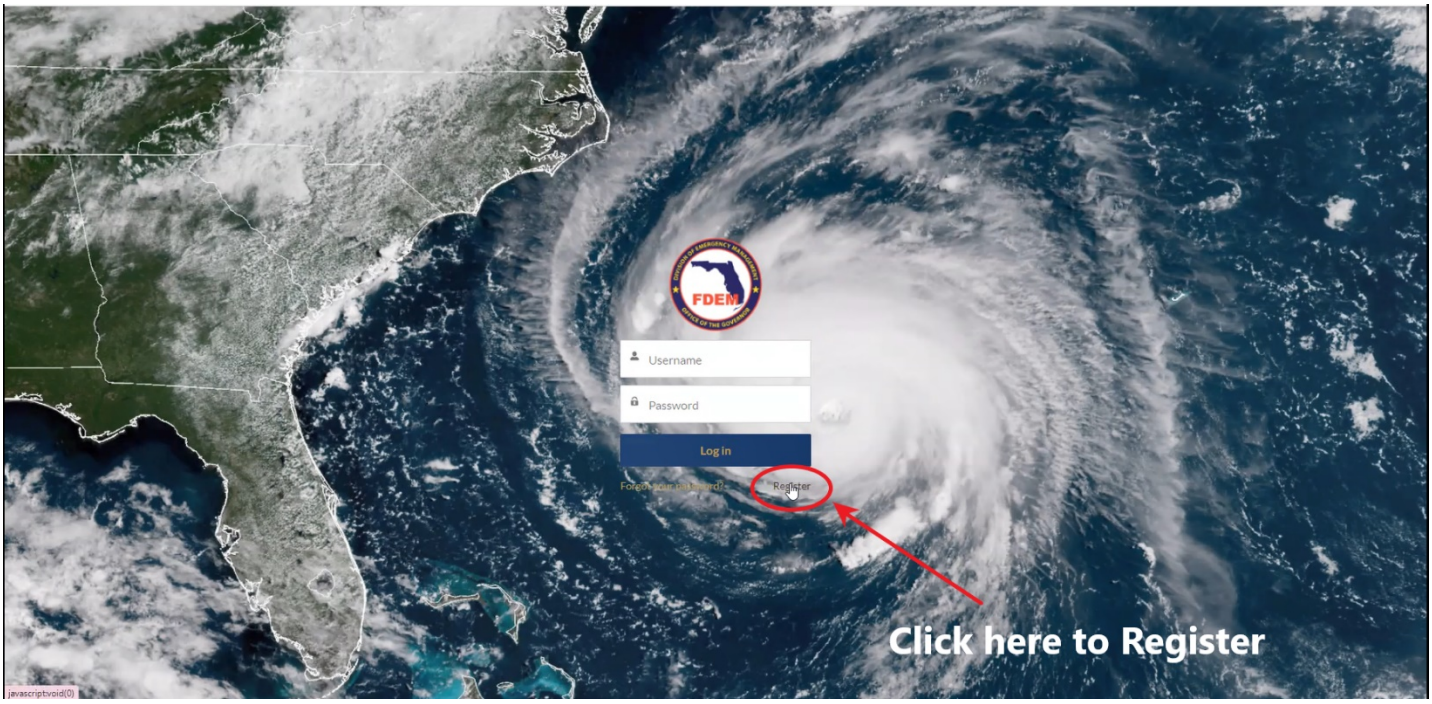


Figure B

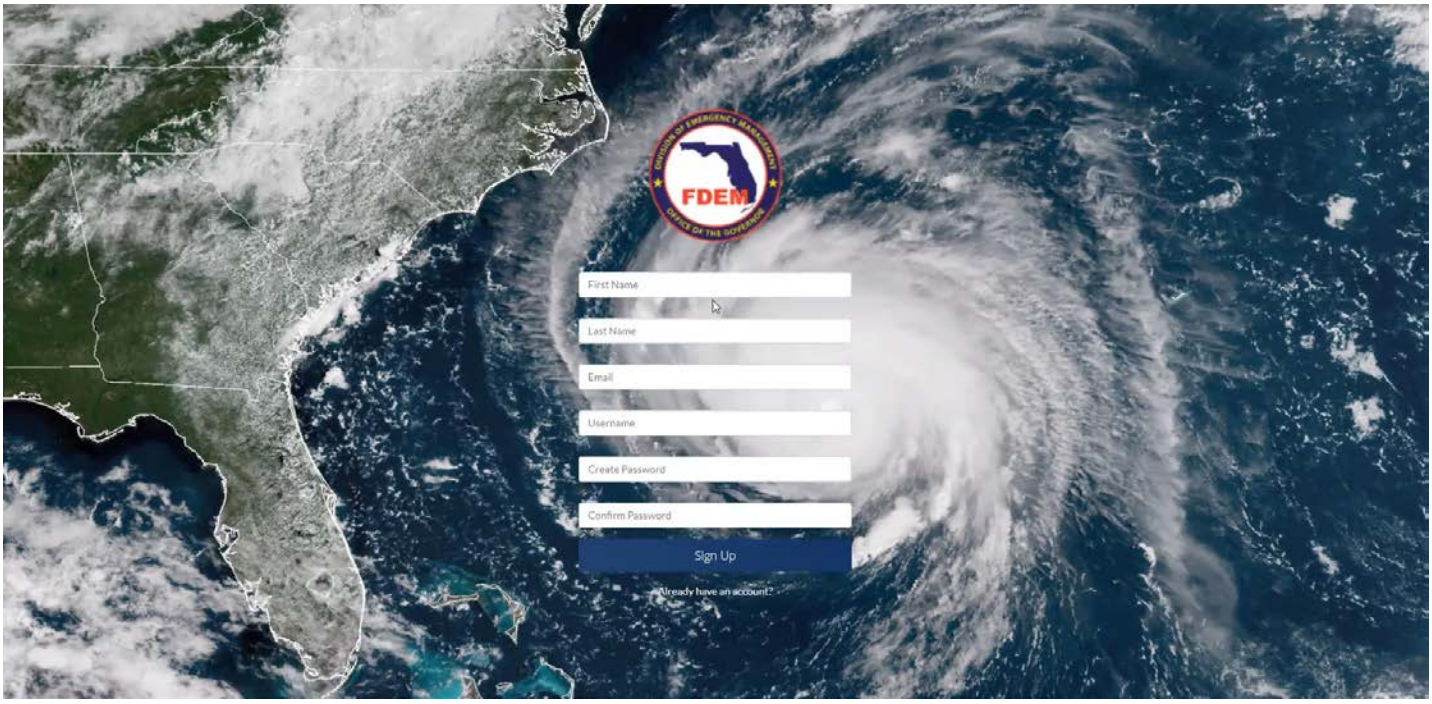


Figure C

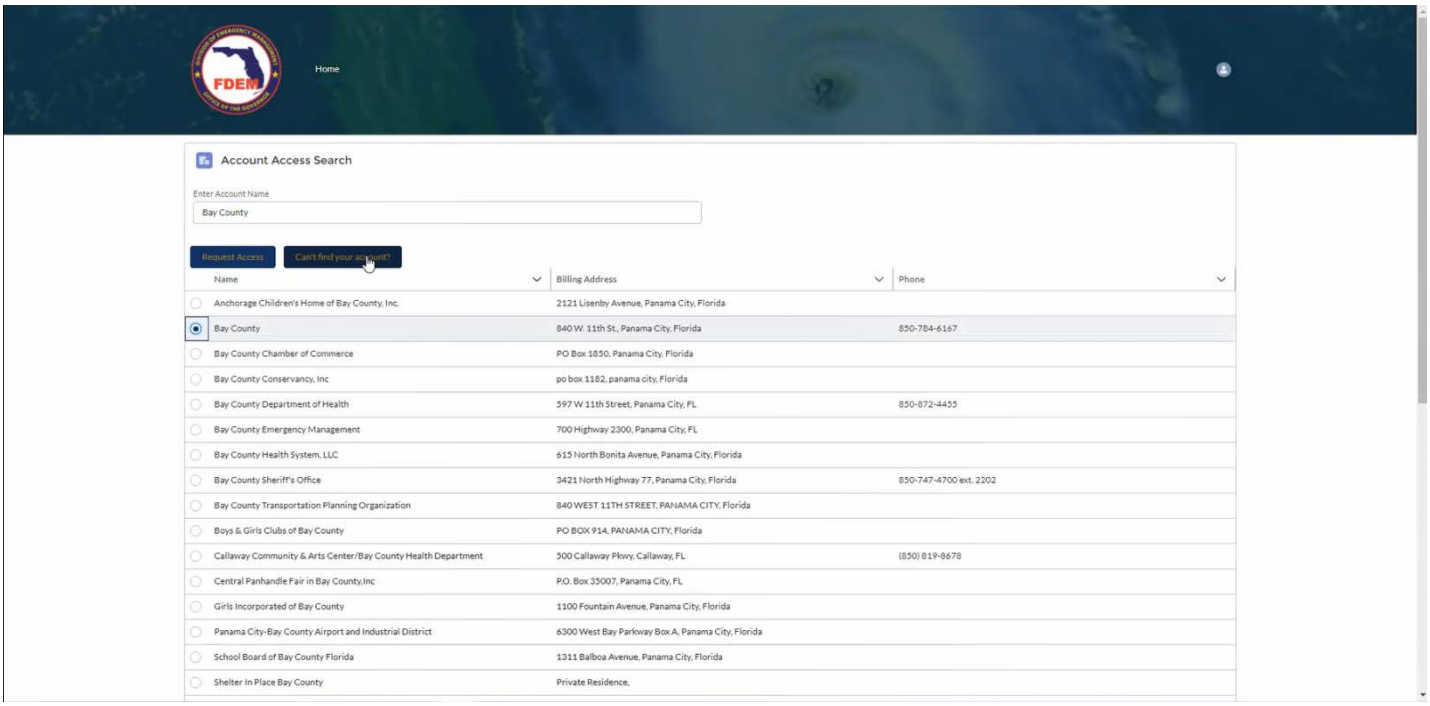
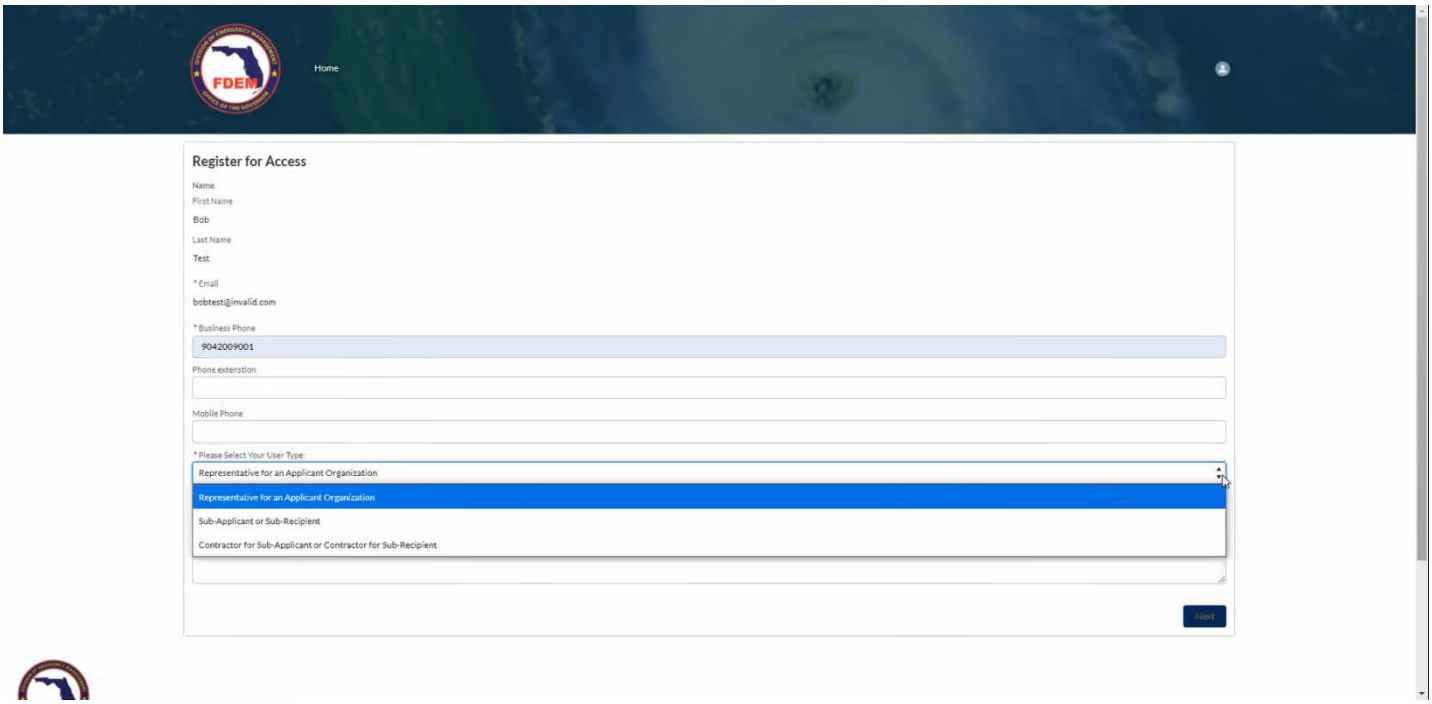


Figure D



Community Home Screen

After the user has been granted access by FDEM personnel to one or more Organization Accounts, the logged-in user will see the FDEM Grants Management home page described below (Figure E):

1. Community header provides quick links to return to the HOME screen, the Applications list screen, Agreements list, and Projects list
   a. **Project:** Use this link to view existing applications. When you create an application, make sure to write down the Project Identification (PID) number that is generated. This will allow you to search for it again.

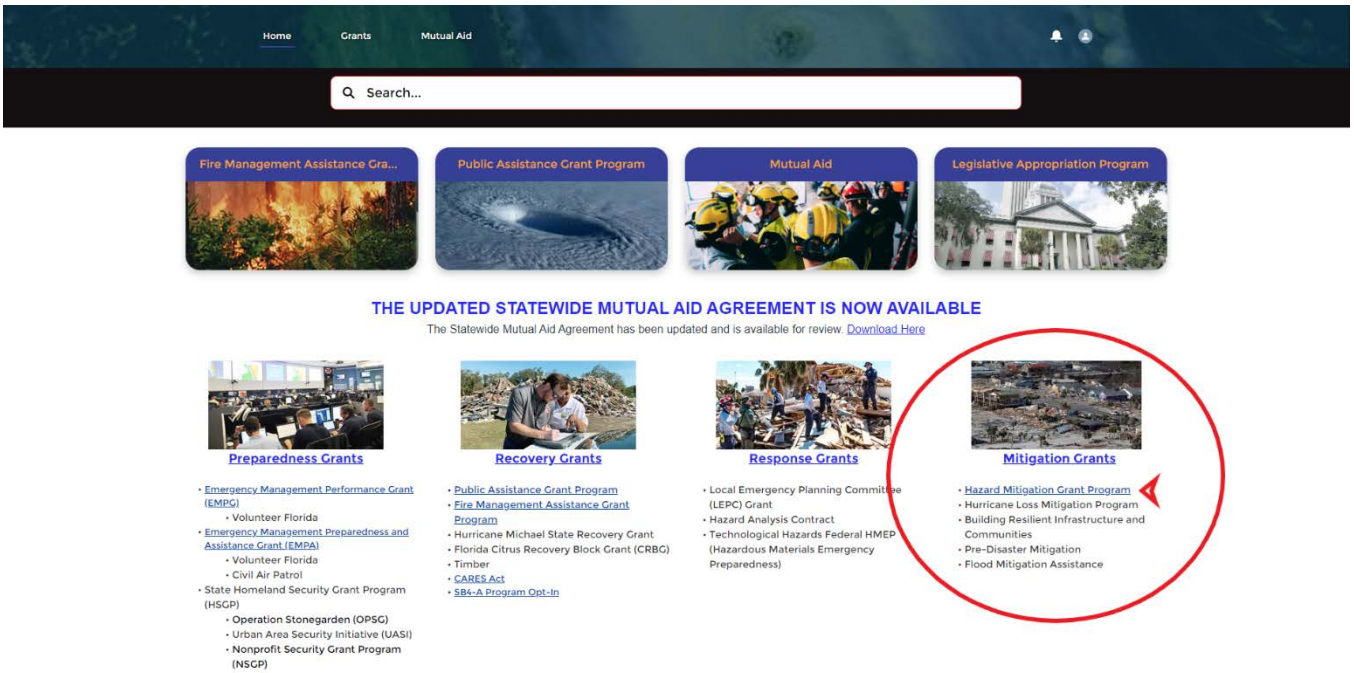
2. **Preparedness Grants**: Provides additional information regarding preparedness grants

3. **Recovery Grants**: Provides additional information regarding recovery grants and clickable links into recovery grant applications

4. **Response Grants**: Provides additional information regarding response grants

5. **Mitigation Grants:** Provides additional information regarding mitigation grants.
   a. **Hazard Mitigation Grant Program:** This link will take you to a screen to review existing applications or to begin a new one.

Figure E



Mitigation

Submitting a New HMGP application

Log into your DEMES Account

1. Click “ Hazard Mitigation Grant Program” link to create an application for a specific grant (see previous Figure E) or to see a previously created application.
2. From the Hazard Mitigation Grant Program page you can go back to previously created application or click “Create New Mitigation Application” to start a new one (Figure F).
3. An automated process will walk you through a series of questions to generate the application record. Be mindful of which disaster you are applying for and which entity you are applying under, in the event multiple grant periods are open at one time or your associated with multiple accounts (Figure G).
4. On the application page you will see on the left-hand side an Application Number (formatted as PID-######). Write this down so that you can return to the same application at a later time (Figure H).
5. When finished, the application will appear with each section to be completed (Figure H).
   a. As each section is complete and “Saved”, it will turn green. Clicking “Cancel” while in a section will not save entered data
   b. Upon ALL sections being complete/green, the Submit button will turn blue and be clickable. Clicking “Submit” will send the application to your Authorize Applicant Agent for final signature. Once that is completed, your application will be fully submitted to FDEM for review.

Figure F

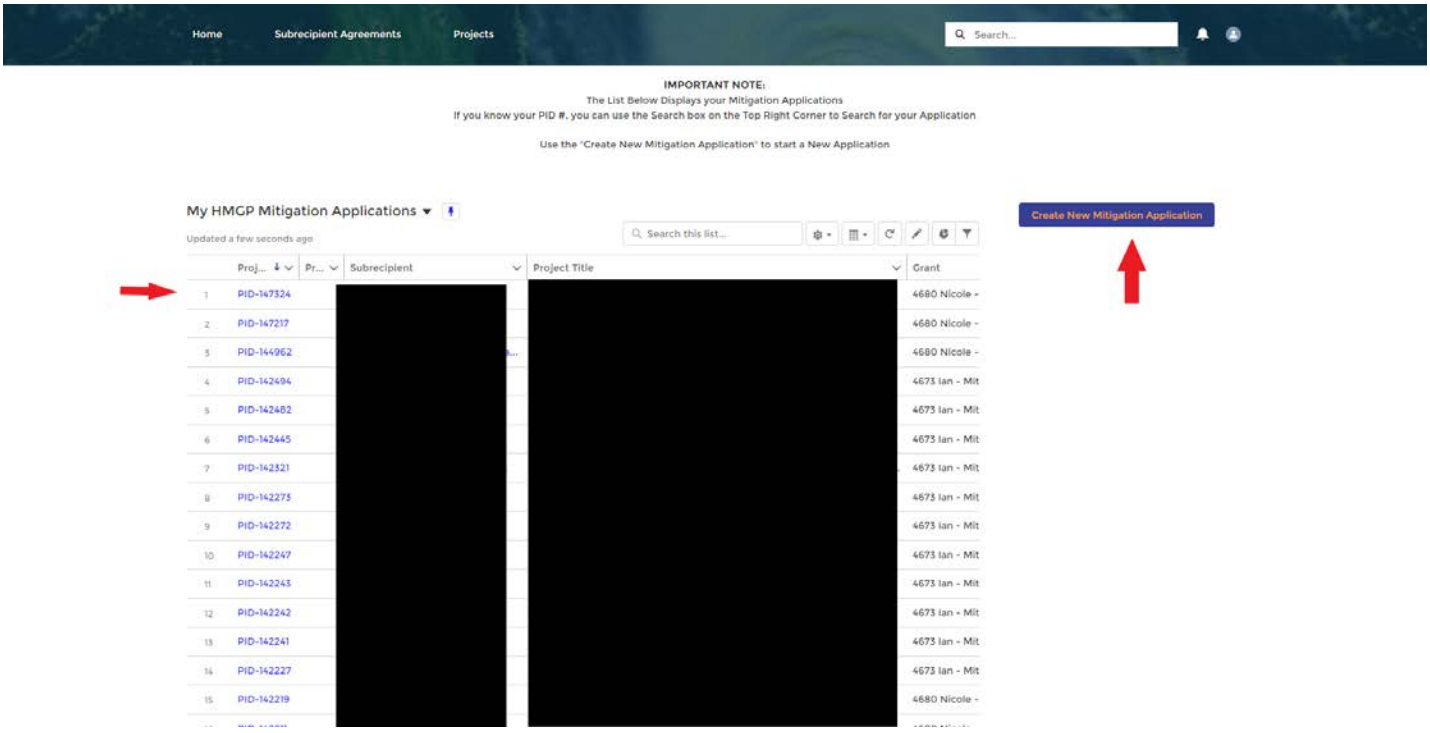


Figure G

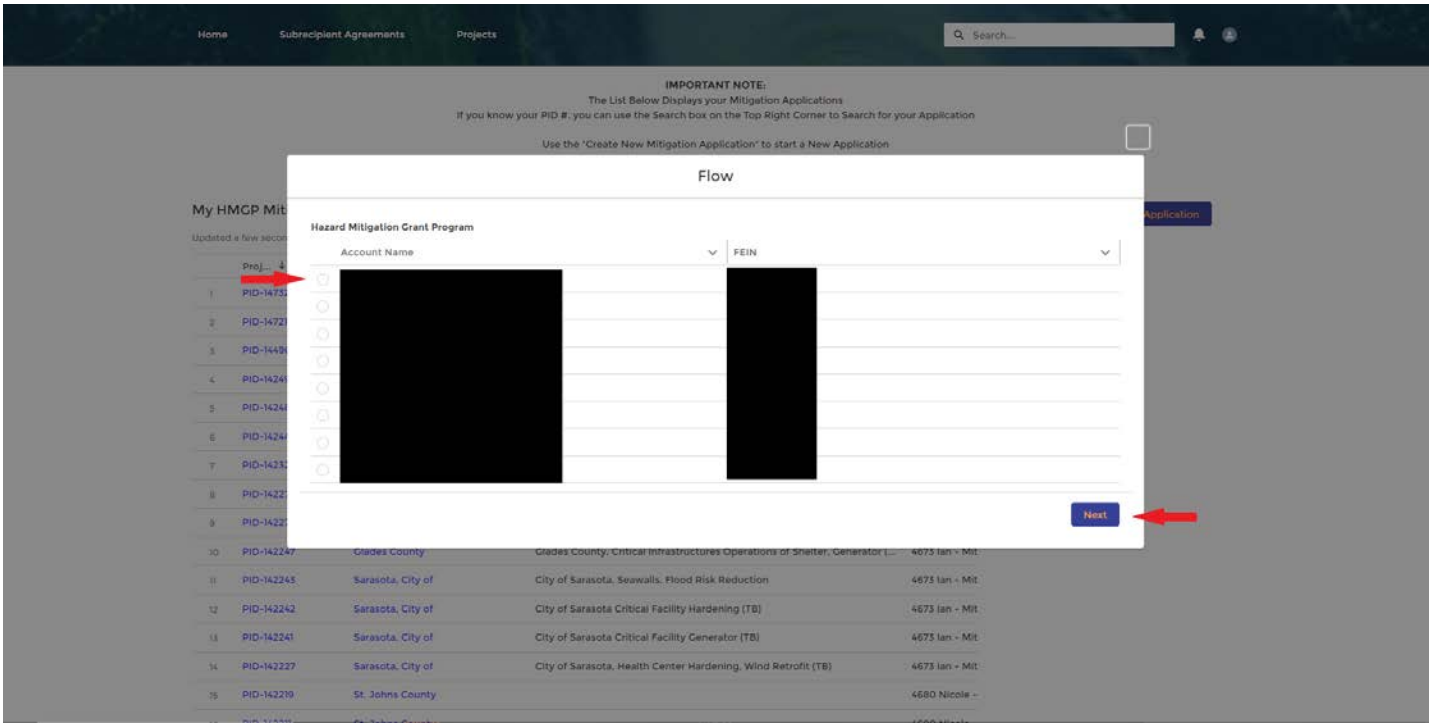
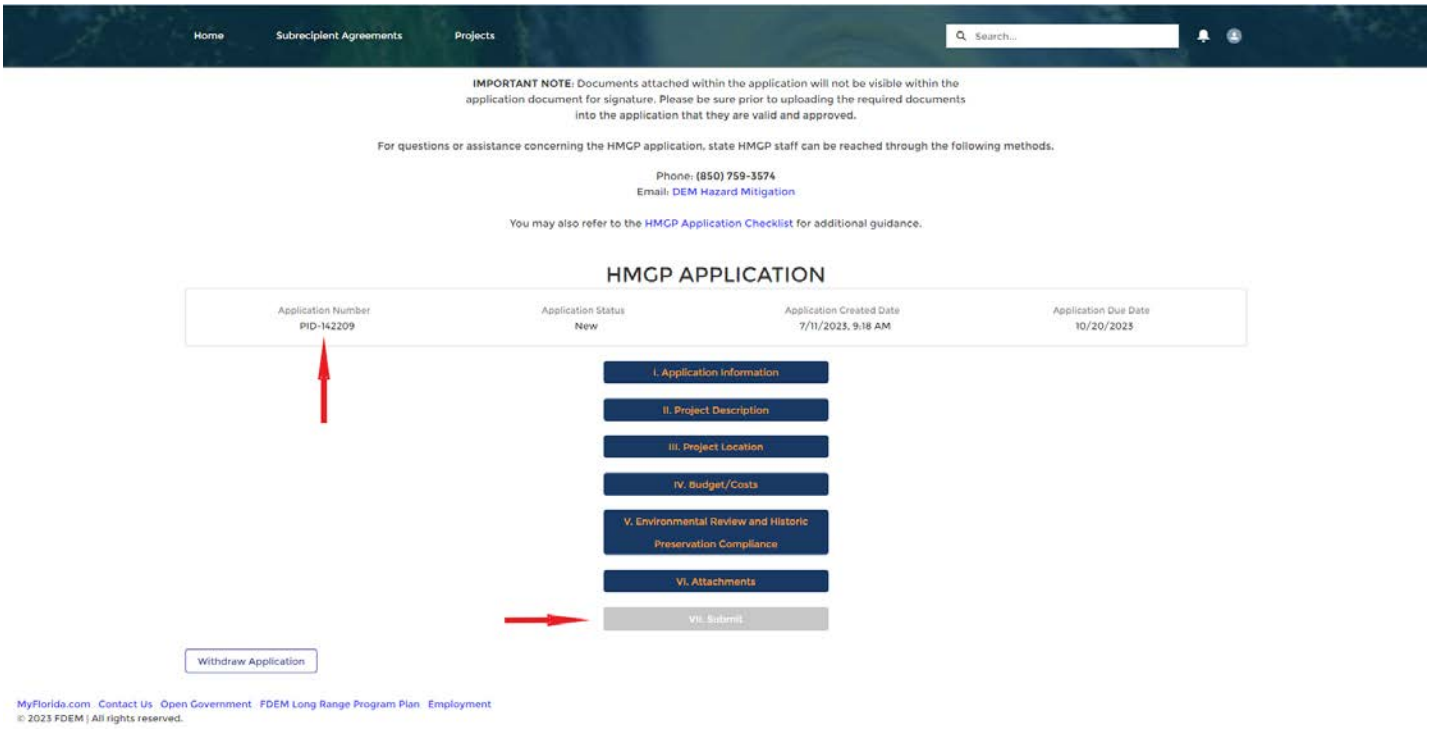


Figure H


Home
Subrecipient Agreements
Projects
Search...
IMPORTANT NOTE: Documents attached within the application will not be visible within the application document for signature. Please be sure prior to uploading the required documents into the application that they are valid and approved.
For questions or assistance concerning the HMGP application, state HMGP staff can be reached through the following methods.
Phone: (850) 759-3574
Email: DEM Hazard Mitigation
You may also refer to the HMGP Application Checklist for additional guidance.
HMGP APPLICATION
Application Number
PID-142209
Application Status
New
Application Created Date
7/11/2023, 9:18 AM
Application Due Date
10/20/2023
I. Application Information
II. Project Description
III. Project Location
IV. Budget/Costs
V. Environmental Review and Historic Preservation Compliance
VI. Attachments
VII. Submit
Withdraw Application
MyFlorida.com Contact Us Open Government FDEM Long Range Program Plan Employment
© 2023 FDEM | All rights reserved.

Application sections:

1. **Applicant Information**: Complete requested fields/information
   a. NOTE *Authorized Applicant Agent:* This is the individual who has signature authority for your entity to approve funds for this project. It will need to match the person signing the Original Application attachment later. Options: Checkbox: I am the authorized agent (Application Prepared By individual), OR Name, Title, Address information for someone OTHER than individual preparing (Figure I).

2. **Project Description**: Complete requested fields/information
   a. NOTE Some questions are multiple select with boxes marked "Available" and "Chosen." For the Available options you want, highlight and use the arrow to move it to the "Chosen" box (Figure J).

3. **Project Location(s)**: Complete requested fields/information
   a. NOTE To enter location data, or multiple locations, enter the location address or coordinates and enter the Title Holder. Click "Create Location Data" to add it to the application. It will appear in the list below it if you did it correctly. Continue this process for any additional locations (Figure K). A delete option is available if a location was entered incorrectly.

4. **Budget/Costs:** Complete requested fields/information
   a. NOTE Budget amounts must equal Funding Source Amounts. Percentage of each Funding Source is auto-calculated upon updating the table after amounts are entered (Figures L and M).
   b. Be sure to click the "Update" button located at the bottom of the Budget table and the Funding Sources table.

5. **Environmental Review and Historic Preservation Compliance**: Complete requested fields/information

6. **Attachments**: There are 10 total required documents that must be uploaded prior to submittal (9 in the Section VI and 1 at the time of submission). To attach the required document, select the appropriate document from the files drop down list, click "Upload" to attach the file from your local computer. After the upload is complete, the document file name will appear and the required document checkbox will be marked true (Figure N).
   a. NOTE Be aware that once a file is submitted, it cannot be retracted. If you accidentally upload the wrong document or need to update a file already submitted, just upload the new file with an updated file name denoting that it is the correct document.

7. **Submit:** Upon completion of all Application sections, click Submit. You will be asked to upload the final required document, which is an Authorizing Agent Approval Form. This document must be fully completed and signed by your Authorizing Agent. No additional signature is needed. Once uploaded you will be allowed to complete the submission process.

Figure I

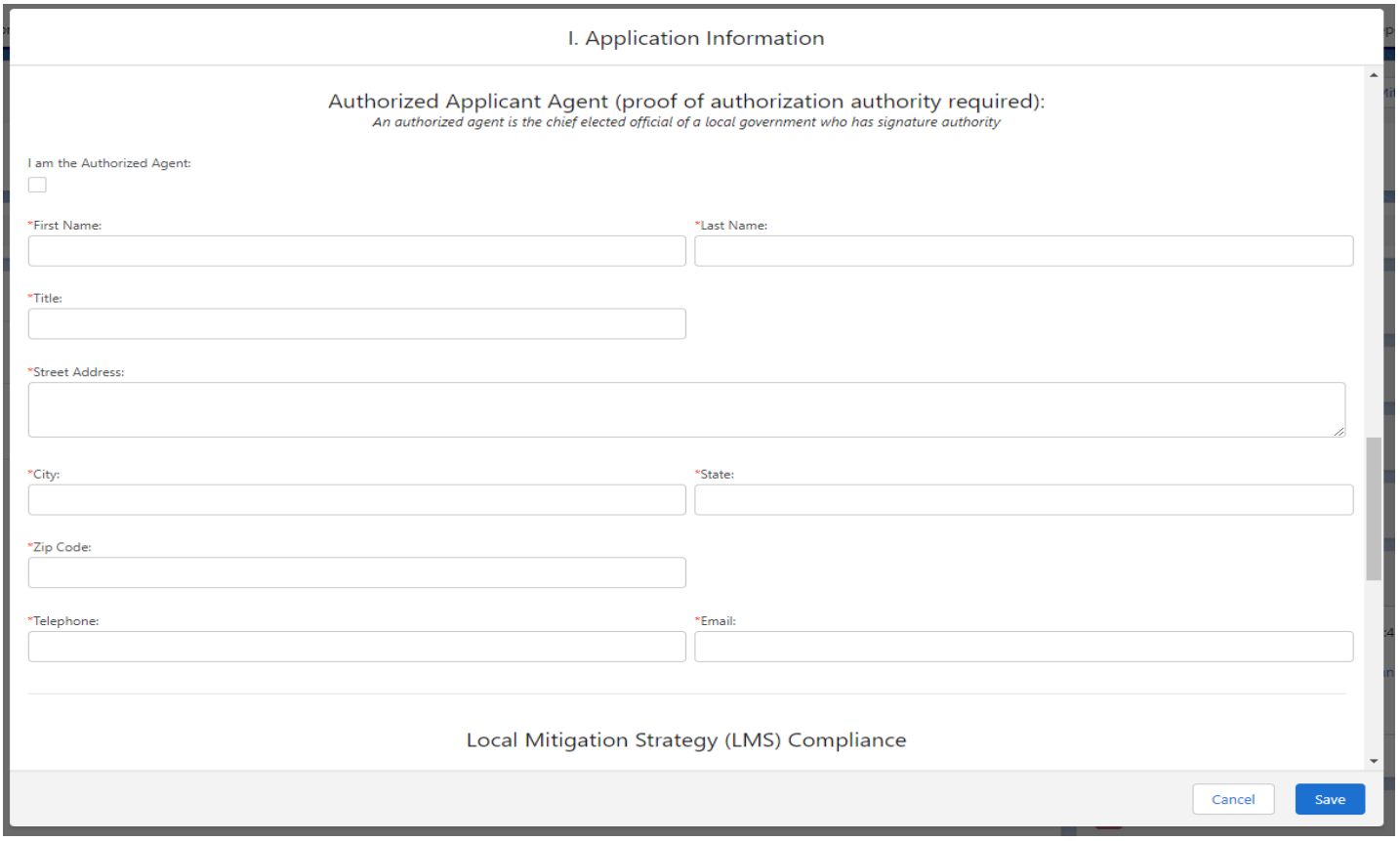


Figure J



Figure K

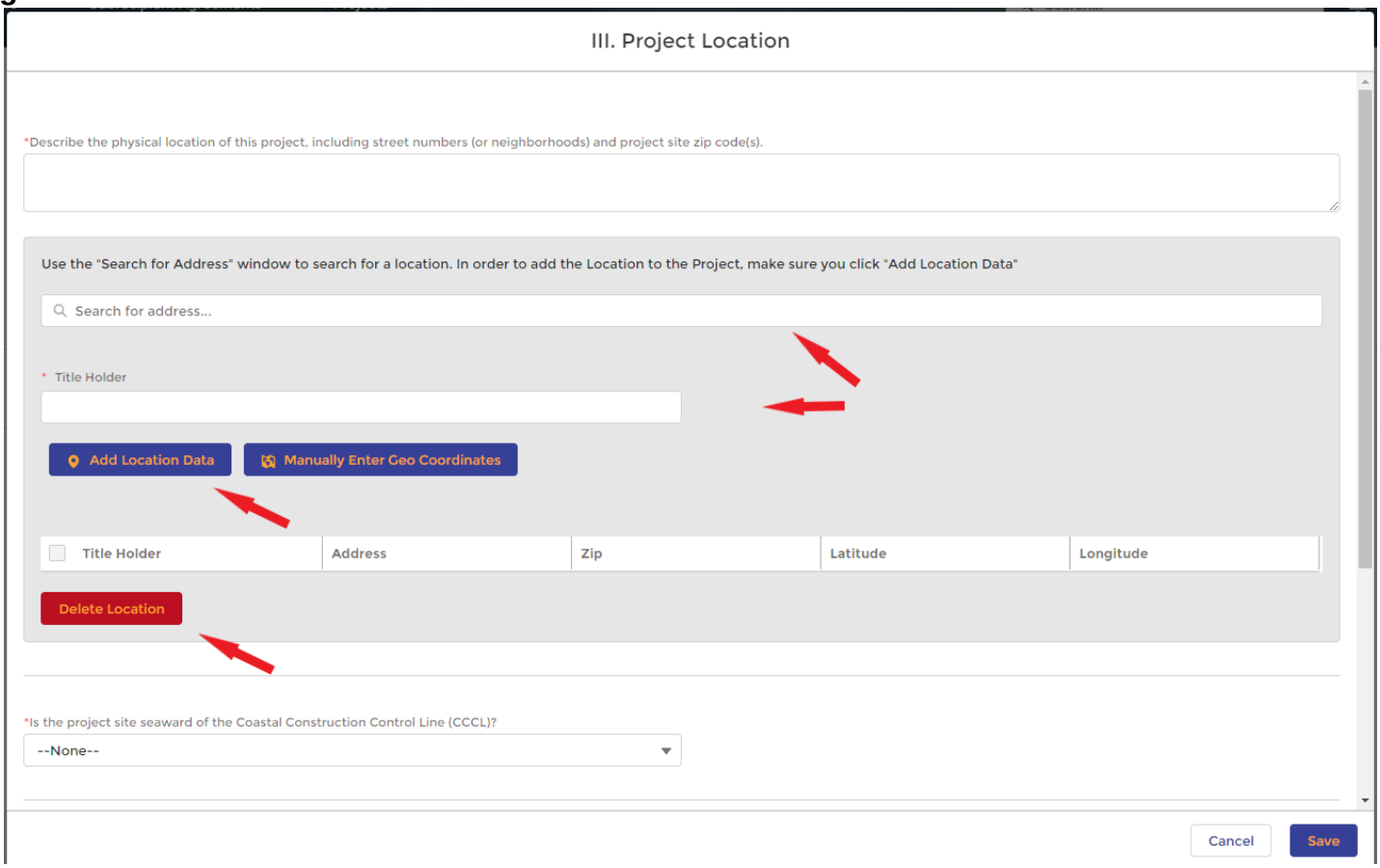


Figure L

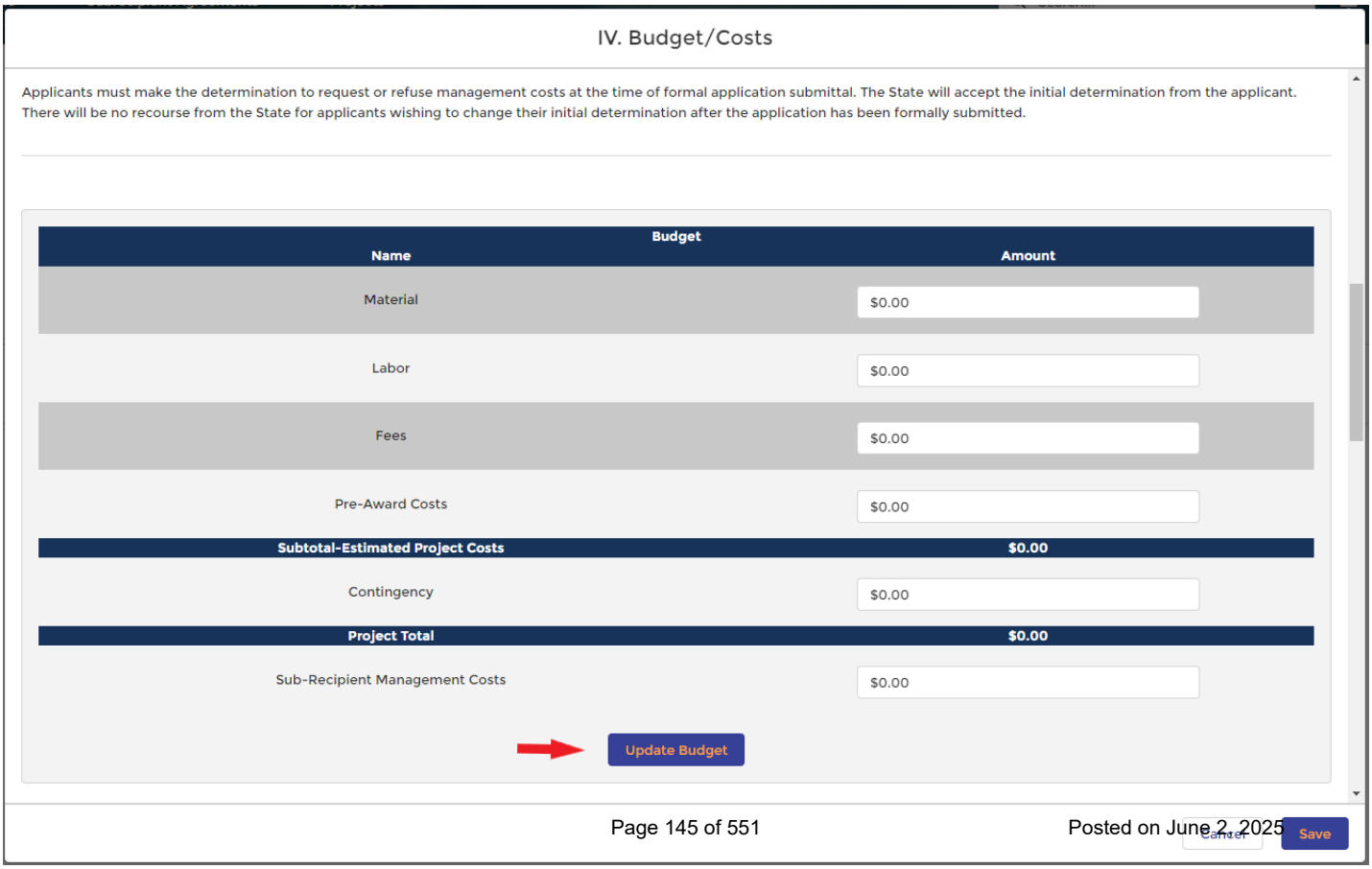


Figure M

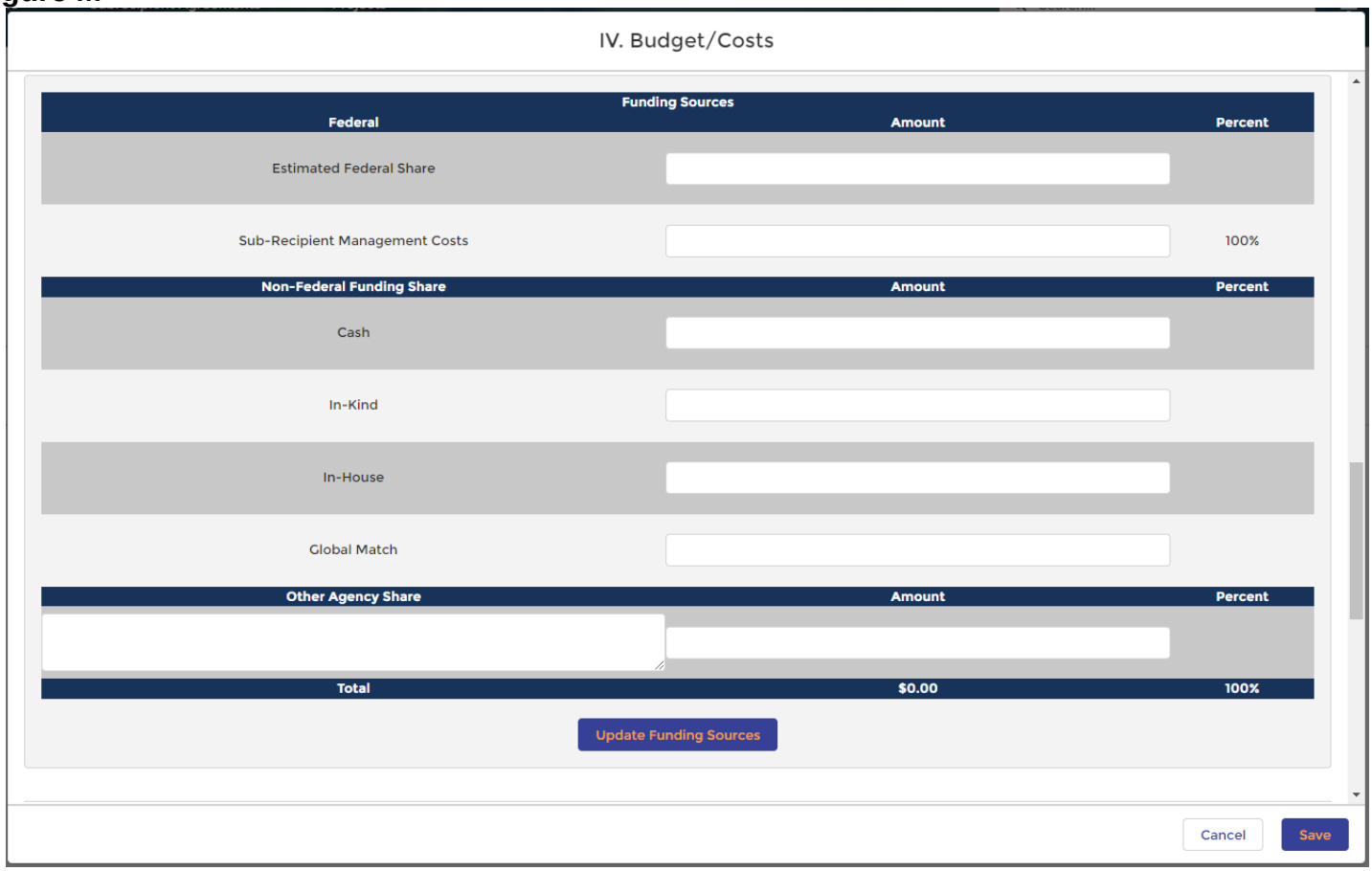
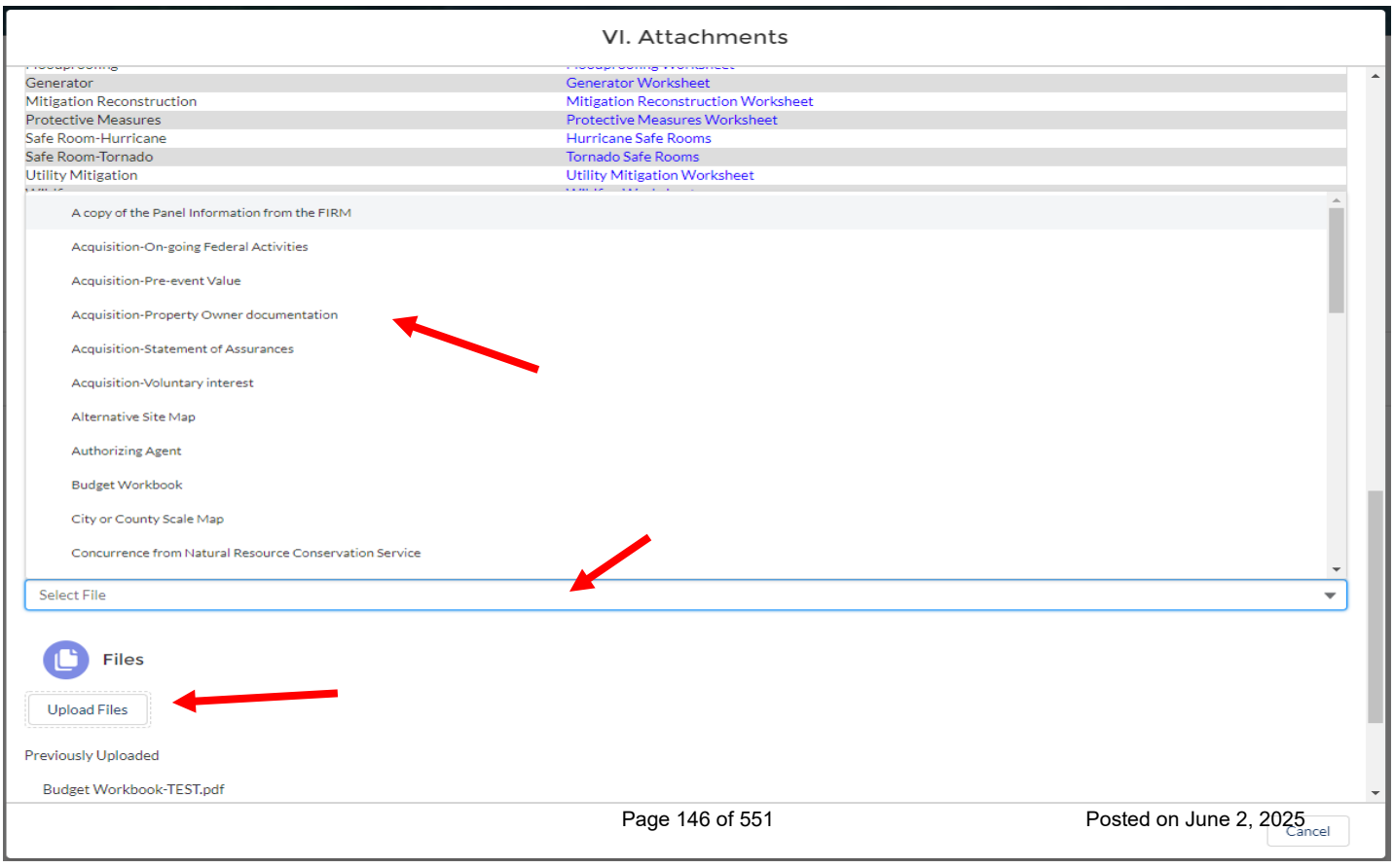
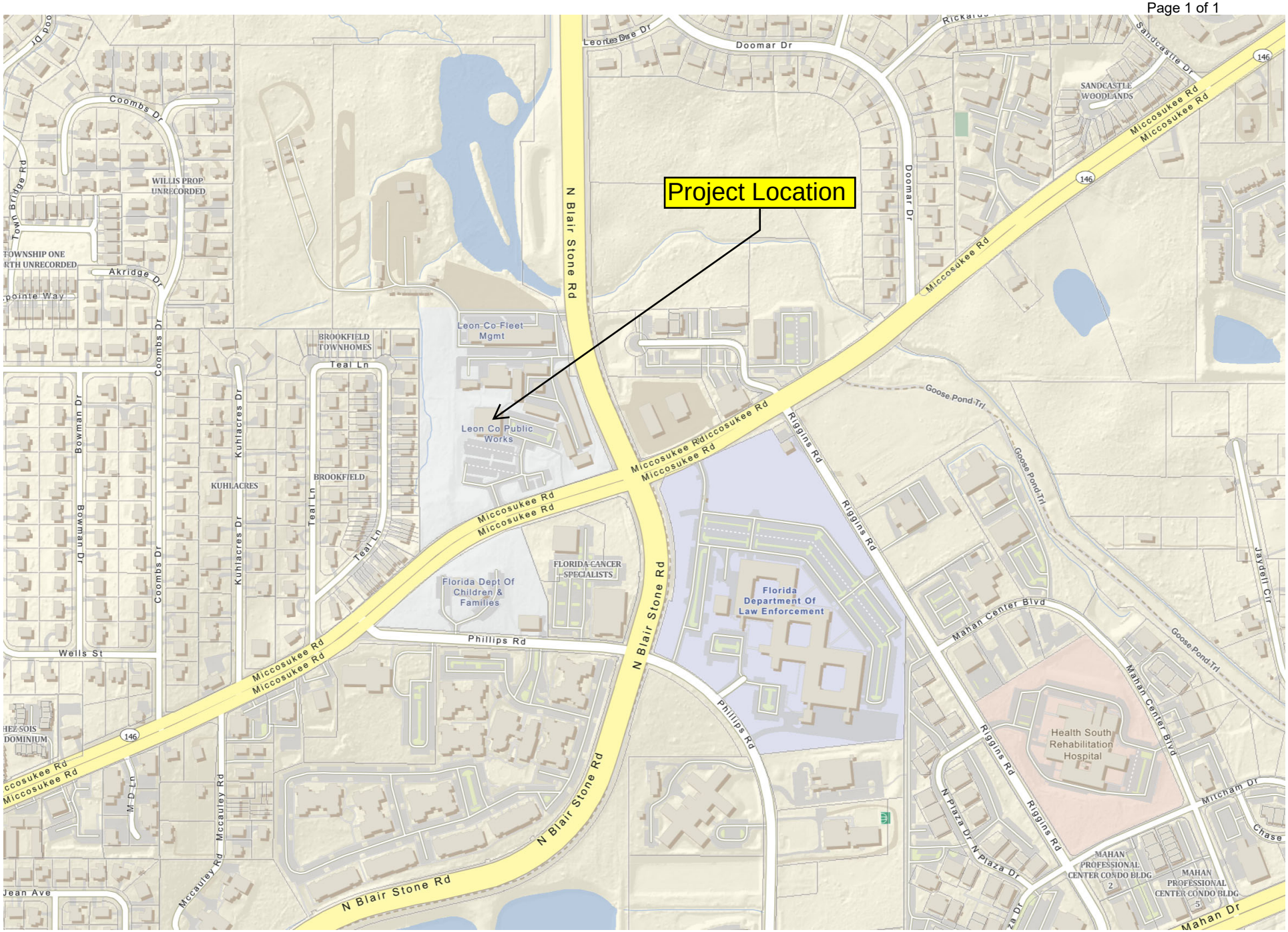


Figure N

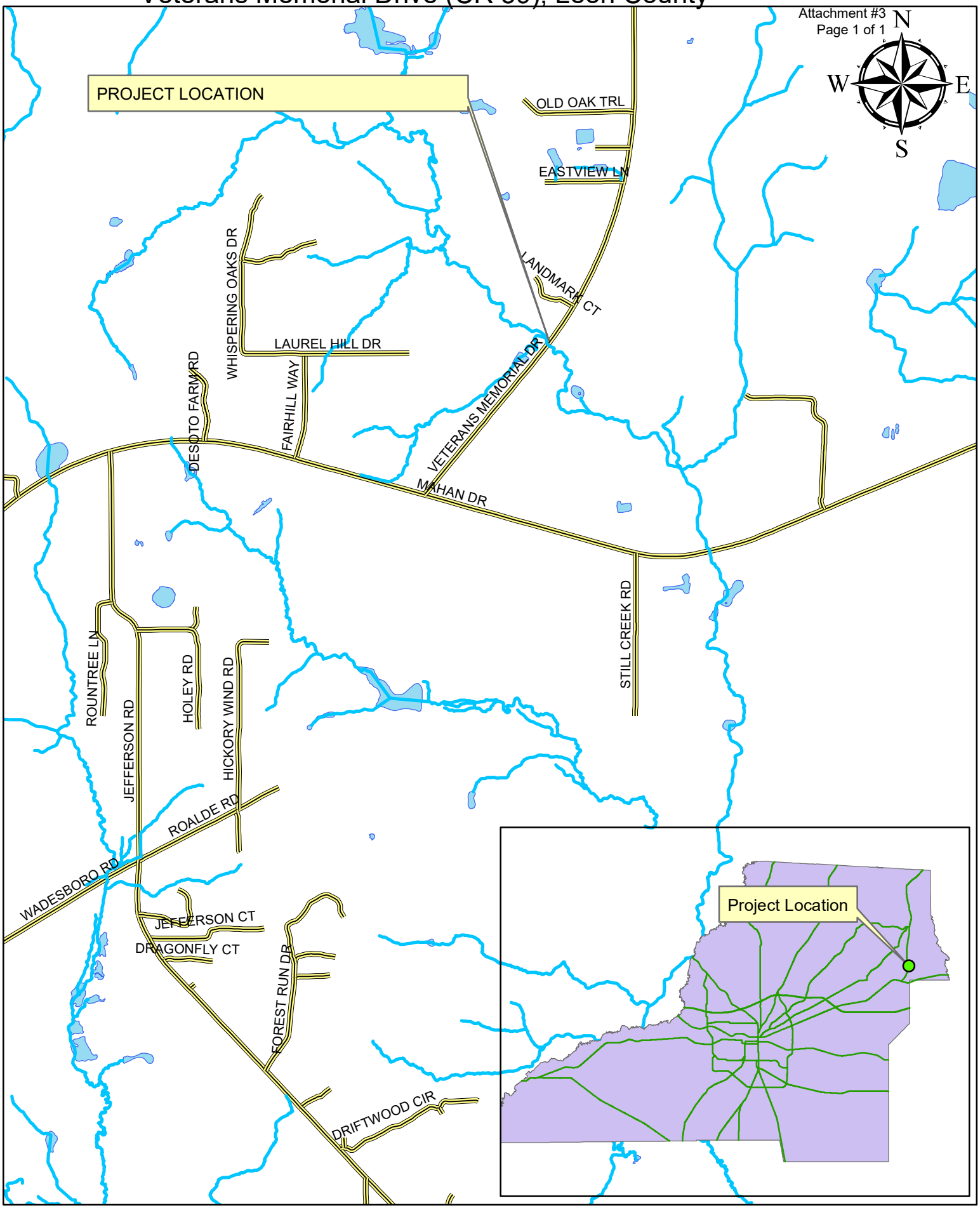


LEON COUNTY PUBLIC WORKS ADMINISTRATION BUILDING



LOCATION MAP

Veterans Memorial Drive (CR 59), Leon County



Location Map

Leon County
Board of County Commissioners

Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of the 2025 Update to the Local Mitigation Strategy and Approval of Amended Bylaws

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 and Community Enhancement (PLACE)
Lead Staff / Project Team:	Susan Poplin, Administrator, Comprehensive Planning Tyler Maldonado, Principal Planner, Comprehensive Planning

Statement of Issue:

This item seeks Board adoption of a Resolution to approve the updated 2025 Tallahassee - Leon County Local Mitigation Strategy (LMS) and to update the LMS bylaws to add select non-voting members. The LMS is a plan intended to identify and reduce the community's long-term vulnerability to natural hazards through various forms of mitigation to reduce risk to individuals and to property. Local governments are required to have an LMS in order to apply for federal Hazard Mitigation Grant Program (HMGP) funds provided to counties, municipalities, and nonprofit organizations within counties affected by disasters such as hurricanes, fires, and other similar events.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Adopt by Resolution (Attachment #1) the 2025 Update to the Tallahassee-Leon County Local Mitigation Strategy and approve the amended LMS Steering Committee bylaws (Attachment #3).

Report and Discussion

Background:

This item seeks Board adoption of a Resolution (Attachment #1) to approve the updated 2025 Tallahassee-Leon County Local Mitigation Strategy (LMS) (Attachment #2). Additionally, the item includes a minor update to the LMS Steering Committee bylaws to add non-voting members (Attachment #3).

The LMS serves as Leon County's comprehensive framework for mitigating long-term vulnerability to natural hazards. Revising the document at least every five years, as mandated by federal and state requirements, ensures the County's eligibility for Hazard Mitigation Grant Program funding, which can defray up to 75% of total project expenditures. Moreover, by prioritizing and endorsing high-impact projects and initiatives, the LMS bolsters grant proposals and directs critical resources toward the community's most critical resilience needs.

Since 2010, the Tallahassee-Leon County LMS has been updated four times (2010, 2015, 2017, and 2020) as needed. The most recent update was adopted by the County and City Commissions in April 2020 following Hurricanes Hermine and Michael and at the beginning of the 2020 pandemic. The process used for the 2025 update was similar to that used in the last update and included input from the Steering Committee and other stakeholders through public meetings and hearings.

The joint Tallahassee-Leon County Local Mitigation Strategy (LMS) outlines a series of proposed mitigation initiatives intended to reduce hazards and their potential impacts. To ensure eligibility for future federal and state assistance for natural disasters, local governments are required by the Federal Emergency Management Agency (FEMA) and the State of Florida's Division of Emergency Management (FDEM) to adopt an LMS. Local governments are required to have an LMS in order to apply for federal Hazard Mitigation Grant Program (HMGP) funds provided to counties, municipalities, and nonprofit organizations within counties affected by disasters such as hurricanes, fires, and other similar events.

The Resolution initially adopting the Tallahassee-Leon County Local Mitigation Strategy was approved by the Board of County Commissioners on September 26, 2000, and by the Tallahassee City Commission October 11, 2000. The process of developing this mitigation plan included extensive public participation through public meetings, the creation of an LMS Steering Committee, and City and County Commission workshops and meetings.

The LMS Steering Committee was initially assembled by the Apalachee Regional Planning Council, which prepared the 1999 edition of the LMS. Local government departments having a substantive role in hazard mitigation, disaster response, reconstruction, or public safety were invited to participate in this committee. Other public and private institutions that may be affected by natural disasters, that include local hospitals, universities and schools, and other nonprofit organizations, were also invited to participate. The private sector was solicited through the Tallahassee Chamber of Commerce and the Council of Neighborhood Associations (CONA). The Florida Division of Emergency Management (FDEM) also participated in the drafting and review

of the original LMS. The 2020 update incorporated after-action recommendations from Hurricanes Hermine (2016) and Michael (2018) and expanded the Local Mitigation Strategy's focus on social vulnerability. It explicitly identified unsheltered homelessness as a growing risk factor, created a communicable-disease annex highlighting homeless populations as high-risk during pandemics, and placed key facilities such as the Kearney Center, Hope Community, and the Salvation Army on the Mitigation Project Priority List for wind hardening, backup power, and other resilience upgrades. The update also directed pre-event MOUs with Continuum-of-Care partners to secure transportation, shelter surge capacity, and targeted emergency messaging for people experiencing homelessness.

A similar process for input and plan development was used to update the 2025 LMS. The steering committee was used to gain input and complete review. Housing and growth management departments as well as electric utilities were included in the review. The process for adoption of the LMS 2025 update by resolution remains the same.

Analysis:

The 2025 update is intended to reflect the community's public sector strategy to mitigate and respond to natural hazards. The components of the LMS accomplish this by assessing and identifying hazards in the community and identifying and prioritizing potential mitigation projects for critical infrastructure. The potential mitigation projects prioritized and endorsed by the LMS steering committee in turn provide opportunities for funding through HMGP and other grants for the community.

The 2025 LMS Update was prepared consistent with LMS Steering Committee bylaws, the proposed mitigation initiatives in the existing plan, and updated direction and requirements from the Federal Emergency Management Agency. The LMS also considered the County Strategic Plan and after-action reports from hazards experienced through the update period including those in 2024 for the Bicentennial Storms, the May 10th tornadoes, and Hurricane Helene.

The LMS Steering Committee led a comprehensive update to the Local Mitigation Strategy (LMS), addressing outdated information from previous versions by reorganizing the report and removing redundant content. As part of the update, the committee also voted to amend its list of non-voting members to include the Florida Forest Service, Leon County School District, City of Tallahassee Housing and Community Resilience, Talquin Electric Cooperative, and Big Bend Continuum of Care. The proposed bylaw changes are included as Attachment #3. The update reflects input from key City and County departments, nonprofit and private sector partners, and community representatives, all of whom have reviewed and recommended adoption of the revised LMS.

The following is a summary of the revisions to the 2025 Update to the Tallahassee-Leon County LMS:

- Process: The planning process information that was in Chapter 1 is now in Chapter 4, so all process-related details are comprehensively presented in one place.

- Duplication Removal: Over time and through multiple updates, some information in the LMS became repetitive. To improve readability and streamline the document, this content has been consolidated and duplicates removed where necessary.
- Modeling Update: Several different modeling efforts have been included in the LMS throughout the years, with the HAZUS model being the latest method. Those outdated model references have been removed and replaced with the Community Vulnerability section.
- Hazards Identification: Several natural hazards in the Tallahassee-Leon County LMS were renamed to align with the Florida Enhanced State Hazard Mitigation Plan—Hurricanes and Tropical Storms became Tropical Cyclone, Severe Storms became Severe Thunderstorm, and Extreme Temperatures became Extreme Heat. Flood, Wildfire, Sinkholes, and Drought remain unchanged, while Erosion and Winter Weather were added. Tsunamis and Earthquakes were excluded due to their extremely low risk in the area. All human-caused and technological hazards from the previous LMS—except Dam Failure—were removed, as they are addressed in other plans and programs (e.g., Department of Homeland Security, U.S. Department of Transportation, etc.) and fall outside FEMA's natural hazard focus. Dam Failure was retained due to FEMA grant eligibility for high hazard potential dam rehabilitation.
- Priorities: The LMS Steering Committee incorporated changes in local government and other stakeholder priorities since the last plan update as part of evaluating the goals, objectives, initiatives, and projects. The goals and objectives have been streamlined to better capture the LMS's historical priorities in a more concise format. Initiatives—specific programs or policies—and projects—which focus on reducing hazard vulnerabilities through physical infrastructure mitigation—were reviewed and updated to remove those no longer pursued by implementing agencies or related to human-caused and technological hazards.

The LMS project list remains an important component of the proposed LMS update. The LMS has provided significant community benefits through project prioritization and endorsement for grant funding. Since 2017, the LMS Committee has endorsed a total of 17 local hazard mitigation projects that have received approximately $8.3 million in federal grant funding from FEMA and administered through FDEM. Additional dollars for hazard mitigation and resilience projects have been available in the last five years given the significant number of tropical and severe weather events, and all counties in Florida have received some degree of allocated HMGP funds.

HMGP funds generally provide 75 percent of a project's total estimated cost with 25 percent being a local match. Local experience applying for and receiving funding has improved awareness, understanding, and efficiency in securing HMGP funds. Previously funded entities included Leon County Public Works, Leon County Sheriff's Department, City public works (UUPI), City Parks and Recreation, Tallahassee Fire Department, City Fleet Management, Talquin Electric, and Big Bend 211.

The 2025 update to the Tallahassee-Leon County LMS has successfully met all federal requirements for its mandatory five-year review. As a result, the Florida Division of Emergency Management, on behalf of FEMA, has issued an Approved Pending Adoption letter to Leon County and the City of Tallahassee—an important milestone in the review process. This achievement reflects the substantial progress made toward final approval. The final step is the formal adoption of the updated plan by the Board and the Tallahassee City Commission. The City Commission is expected to adopt the updated LMS at its upcoming meeting on June 11, 2025.

Options:

1. Adopt by Resolution (Attachment #1) the 2025 Update to the Tallahassee-Leon County Local Mitigation Strategy and approve the amended LMS Steering Committee bylaws (Attachment #3).
2. Do not adopt by Resolution (Attachment #1) the 2025 Update to the Tallahassee-Leon County Local Mitigation Strategy (LMS) and do not approve the amended LMS Steering Committee bylaws (Attachment #3).
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Resolution Adopting 2025 Update to the Tallahassee-Leon County Local Mitigation Strategy (LMS)
2. Tallahassee-Leon County Local Mitigation Strategy (LMS) 2025 Update
3. Amended bylaws for the LMS Steering Committee

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA ADOPTING THE UPDATED 2025 TALLAHASSEE – LEON COUNTY LOCAL HAZARD MITIGATION STRATEGY

WHEREAS, Leon County is subject to natural hazards, such as floods, hurricanes, sinkholes, and wildfires and these hazards affect the health and property of the citizens of the County as well as its economic viability; and

WHEREAS, businesses lose revenue when damaged or isolated by storms and homeowners are subject to evacuation, lower home values, and higher insurance premiums; and

WHEREAS, disasters also impact local government when community infrastructure such as roads, water systems and wastewater treatment plants are subject to damage and costly repair; and

WHEREAS, hazard mitigation consists of actions, such as structural enhancements, planning, code enforcement, and responsible development, taken to permanently reduce or eliminate the long-term risks to people and property from the effects of hazards; and

WHEREAS, a "Local Mitigation Strategy" can minimize the effects of hazards by the following:

1. Identifying hazards to which the County is vulnerable;
2. Determining where the county is vulnerable to these hazards;
3. Assessing facilities and structures vulnerable to hazards;
4. Preparing a prioritized list of mitigation projects;
5. Identifying sources of funding; and
6. Making hazard awareness a community goal.

WHEREAS, the City and the County participate in the development and maintenance of the Local Mitigation Strategy under an interlocal agreement; and

WHEREAS, a Local Mitigation Strategy was originally adopted by the Board of County Commissioners in September 2000, and the last update approved in April 2020; and

WHEREAS, Federal and State rules require that each local government participating in a Local Mitigation Strategy must adopt and maintain the document individually; and

WHEREAS, a Local Mitigation Strategy has been prepared for the County by the Tallahassee – Leon County Planning Department.

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

1. The Leon County Board of County Commissioners adopts the 2025 update to the Local Mitigation Strategy, attached hereto and incorporated herein.
2. The Board supports the following local hazard mitigation goals of the strategy:
   a. Protect human health, safety and welfare,
   b. Protect economic activities within the community,
   c. Enhance regional mitigation efforts,
   d. Protect community, environmental, recreational, and historic resources, and
   e. Promote the community's ability to respond to a disaster in a timely manner.
3. The Local Mitigation Strategy represents a set of goals and does not require the Board to affirmatively act unless and until the Board identifies and commits the resources necessary to act.
4. As resources permit, the Board of County Commissioners will pursue federal, state, and other financial and technical resources and incentives with which to implement the Local Mitigation Strategy in a cost-effective manner.
5. This resolution shall become effective immediately upon its adoption.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, this 10th day of June, 2025.

LEON COUNTY, FLORIDA

By: _____
Brian Welch, Chairman
Board of County Commissioners

Date:_____

APPROVED AS TO FORM:
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: _____

Tallahassee-Leon County Local Mitigation Strategy 2025 Update — Draft

CITY OF TALLAHASSEE

LEON

Posted on June 2, 2025

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Executive Summary

Plan Structure

The Tallahassee-Leon County Local Mitigation Strategy (LMS) is a plan intended to identify and reduce the community's long-term vulnerability to natural and technological hazards through various forms of mitigation. The Plan is organized into four chapters:

- **Chapter 1 (Introduction)** describes the purpose of mitigation planning and the role of the LMS Committee in developing the overall mitigation strategy.

- **Chapter 2 (Risk Assessment and Vulnerability Analysis)** identifies the hazards that could potentially impact Tallahassee-Leon County and assesses the community's vulnerability to these hazards. This section provides an overview of the types of natural hazards that have impacted the area and a history of their effects. Technological, or man-made, hazards are not considered.

- **Chapter 3 (Mitigation Strategy)** proposes mitigation initiatives and projects that have been endorsed by the LMS Committee. These include program and policy initiatives such as ordinances or updates to existing codes and capital improvements such as infrastructure upgrades or replacements.

- **Chapter 4 (Planning Process and Plan Maintenance)** outlines the process to monitor, evaluate, and update the plan over the next five years. This section also describes procedures intended to keep the public actively involved in local hazard mitigation planning, and how the LMS will be consistent and incorporated into other local planning mechanisms where appropriate.

The Florida Division of Emergency Management (FDEM) requires local mitigation strategy plans be adopted by resolution by participating local governments. Adoption of the LMS allows Leon County, the City of Tallahassee, and other qualified stakeholders to apply for hazard mitigation and disaster recovery grant funding from state and federal sources. As such, the Steering Committee has developed a series of mitigation initiatives and projects intended to mitigate the impacts of the natural hazards identified in the plan that represent the priorities for funding when these state and federal grants become available. For mitigation projects to be considered eligible for the grant funding, an endorsement letter from the LMS Committee is typically required to be submitted with the application to show alignment with the LMS goals and objectives.

Significant Plan Revisions

The most apparent revision from the 2020 Tallahassee-Leon County LMS is the format of the document. This included shifting and removing some information that has been included in previous iterations of the LMS. All of the planning process information that was previously included in Chapter 1 has been moved to Chapter 4 to provide a comprehensive overview of all process-related information in one place in the plan. Over the years of updates, some information throughout the LMS has been repetitive and duplicative. In order to improve readability and streamline the document, this information has been consolidated and removed where necessary. Several different modeling efforts have been included in the LMS throughout the years, with the HAZUS model being the latest method. Those models have been removed and replaced with the Community Vulnerability section.

Several natural hazards identified in the Tallahassee-Leon County LMS were renamed to be consistent with the Florida Enhanced State Hazard Mitigation Plan. Hurricanes and Tropical Storms was renamed Tropical Cyclone, Severe Storms was renamed Severe Thunderstorm, and Extreme Temperatures was renamed Extreme Heat. Flood, Wildfire, Sinkholes, and Drought remain as stand-alone hazards. Erosion and Winter Weather were added as natural hazards. Tsunamis and Earthquakes were excluded from the list of natural hazards given their extremely unlikely probability of occurrence in Tallahassee-Leon County. All Human-Caused and Technological Hazards from the previous LMS, with the exception of Dam Failure, were excluded from the current list of hazards. The reason for this is that these hazards are already addressed by other existing plans and funding programs (e.g., Department of Homeland Security, U.S. Department of Transportation, etc.), and because the FEMA Local Mitigation Policy Guide only addresses natural hazards. Dam Failure was added to the list of hazards given FEMA's provision of grant funding to address the rehabilitation of high hazard potential dams.

The LMS Steering Committee incorporated changes in local government and other stakeholder priorities since the last plan update as part of the evaluation of the goals, objectives, initiatives, and projects. The goals and objectives have been streamlined to incorporate most of the historical priorities of the LMS in a more concise package. The initiatives and projects have also been updated to remove those that are no longer being pursued by the implementing agency and those that are related to human-caused and technological hazards. Initiatives tend to be specific programs or policies while projects are intended to address hazard vulnerabilities though physical infrastructure mitigation.

Chapter 1
Introduction

1.1 History of the Tallahassee-Leon County Local Mitigation Strategy

In the summer of 1998, the Florida Department of Community Affairs (DCA) provided funding to all Florida counties and municipalities to assist them in preparing a comprehensive Local Mitigation Strategy (LMS). The original goals of the LMS were to help local officials identify and assess the various potential disasters that could impact Tallahassee-Leon County and to identify locally developed strategies to reduce the impact of future disasters. Utilizing this DCA funding, the City of Tallahassee and Leon County at that time entered into an interlocal agreement to jointly develop an LMS that would benefit both of the local governments.

The original LMS stakeholder committee was assembled by the Apalachee Regional Planning Council to create the first edition of the LMS in 1999. All local government departments and divisions with a role in hazard mitigation, disaster response, or public safety were invited to participate. Major employers, including the area hospitals, the universities and schools, were also included, in addition to organizations such as the Tallahassee Builder's Association, the Chamber of Commerce, the Council of Neighborhood Associations (CONA), and the Florida Division of Emergency Management (FDEM).

Following an advertised public workshop on September 19, 2000, the first edition of the LMS was adopted by the Leon County Board of County Commissioners on September 26, 2000, and by the Tallahassee City Commission on October 11, 2000.

Building upon the 1998 interlocal agreement between the City of Tallahassee and Leon County, a set of bylaws for the Tallahassee-Leon County Local Mitigation Strategy Steering Committee were adopted and ratified by both local governments on November 26, 2002. Steering Committee bylaws were approved at advertised meetings of both commissions. All meetings of the Steering Committee have and continue to be publicly advertised as per State of Florida statutory requirements for local government meetings.

The LMS has been updated every five years consistent with federal requirements and with input provided by the Steering Committee, the Apalachee Regional Planning Council, and the Capital Area Chapter of the American Red Cross, with oversight review by FDEM and the Federal Emergency Management Agency (FEMA). All updates were provided to the public and adopted by resolution by both the Leon County Board of County Commissioners and the Tallahassee City Commission at their regularly advertised public meetings.

1.2 Jurisdiction

The Tallahassee-Leon County Local Mitigation Strategy is a joint product of the City of Tallahassee and Leon County Government with input provided by various public and private stakeholders. The LMS represents a comprehensive set of goals, objectives, programs, and other projects intended to reduce risks for the citizens of both the unincorporated areas of Leon County as well as those residing in the City of Tallahassee. This document also serves as the City of Tallahassee's Floodplain Management Plan and is advisory to the Community Rating System updates. Since the initial adoption of the LMS, the Steering Committee has met on a regular basis and has endorsed projects for funding disaster assistance programs. Since 2017, the LMS Committee has endorsed grant requests for approximately $20.4 million dollars in federal matching funds for local hazard mitigation projects, and awarded projects have received $5.9 million.

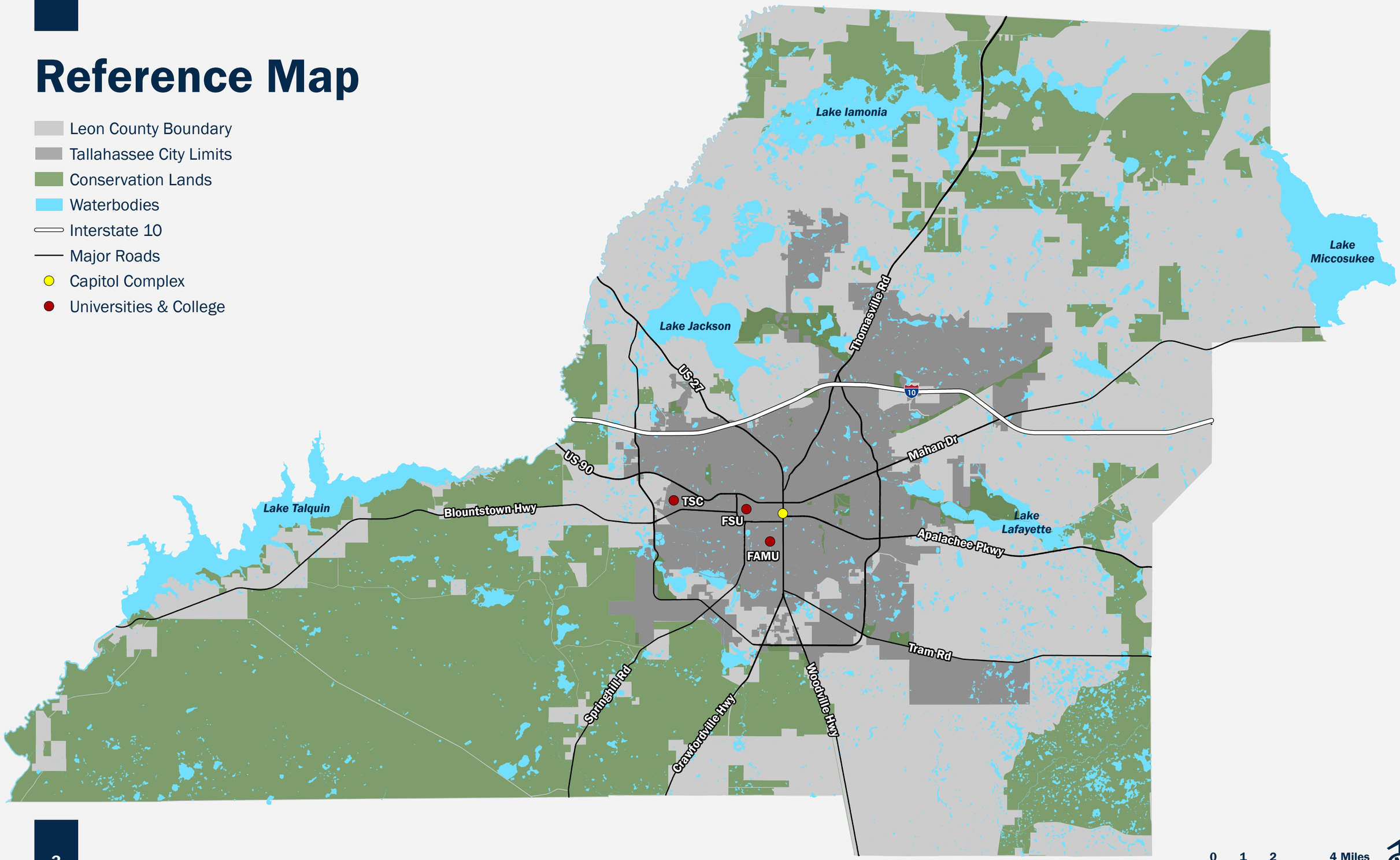
Although the LMS is a planning document for both jurisdictions, data and analyses developed specifically for the participating local governments are provided separately where necessary. Capital projects are also listed independently for these two governments because their budgets and implementing agencies are independent of each other. Other initiatives or policies unique to either local government are also identified where appropriate. For the purposes of this plan, Tallahassee-Leon County refers to Leon County and its jurisdictions. This includes the City of Tallahassee and Leon County Government. Talquin Electric Cooperative, which operates within unincorporated Leon County providing electric, water, and wastewater services, previously adopted the 2020 LMS.

1.3 Purpose of Hazard Mitigation

Hazard mitigation is any action taken to permanently reduce or eliminate long-term risk to people and their property from the effects of hazards. Some examples of hazard mitigation include land use planning that limits infrastructure in high hazard areas, retrofitting existing structures to meet new building codes and standards, and acquiring existing structures in a high hazard area. Disruption of the community's infrastructure can also hamper the local economy, impacting the tax base and making recovery more difficult. In addition, critical facilities such as hospitals, schools, airports, and major government buildings located in high hazard areas are often subject to damaging conditions just when they are needed the most. Communities can minimize the effects of future hazards through a mix of planning, code enforcement, and responsible development.

Reference Map

- Leon County Boundary
- Tallahassee City Limits
- Conservation Lands
- Waterbodies
- Interstate 10
- Major Roads
- Capitol Complex
- Universities & College



A Local Mitigation Strategy is a community-based plan to make cities and counties safer and more resistant to natural hazards. Every community is exposed to some level of risk from various hazards. Hurricanes, tornados, floods, extreme temperatures, drought, wildfires, and sinkholes are some of the hazards experienced by many communities in Florida. Hazards cannot always be eliminated, but exposure to these hazards and their potential effects can be reduced through proper planning. The local mitigation strategy does this by accomplishing the following:

1) *Identifying natural hazards to which the county is vulnerable, such as hurricanes, severe thunderstorms, tornados, floods, extreme heat, and wildfires*

2) *Determining where the community is most vulnerable to these natural hazards*

3) *Assessing the facilities and structures that are most vulnerable to natural hazards*

4) *Preparing a prioritized list of hazard mitigation initiatives and projects to take advantage of available funding*

5) *Identifying potential funding sources for the hazard mitigation initiatives and projects*

6) *Making natural hazard awareness and education a community priority*

A strategy to mitigate hazards benefits the community by not only reducing risks, but also by conserving valuable economic, natural, and other resources. Businesses in high hazard areas lose valuable revenue when damaged by storms and are unable to operate for an extended period of time. Because disasters cost local governments money and time, a plan to address hazards can help stretch and save often scarce revenues and the time necessary to rebuild critical facilities and infrastructure. The Tallahassee-Leon County Local Mitigation Strategy is intended to enable county and municipal officials, the business community, and local citizens can help reduce risks and costs by including hazard mitigation as part of everyday planning, rather than limiting it to the measures taken immediately before or after a disaster strikes.

1.4 LMS Steering Committee

The Tallahassee-Leon County Local Mitigation Strategy was developed by the LMS Committee, a working group created in late 1998 by an interlocal agreement between the City of Tallahassee and Leon County to undertake long-range mitigation planning and implementation of the LMS. Comprised of selected representatives from various private, public, and non-profit sector interests, the Committee met numerous times to identify and evaluate the hazards facing Tallahassee-Leon County. The LMS Committee has been divided into two groups for efficiency: (1) the Steering Committee, whose function was to direct the course of the local mitigation strategy development; and (2) the Working Group, who provided much of the data that went into the Hazard Identification and Vulnerability Assessment, as well as identifying many of the proposed mitigation initiatives and projects.

The leadership of the Steering Committee includes several department-level directors to help ensure that hazard mitigation issues and priorities can be addressed more directly at the higher levels of administration within both the City and the County. For the 2025 LMS update, there have been 5 members added to the committee as non-voting members: Florida Forest Service, Leon County School District, City of Tallahassee Department of Housing and Community Resilience, Talquin Electric Cooperative, and Big Bend Continuum of Care. Under the LMS Committee bylaws, the LMS coordinator is a designated staff of the Tallahassee-Leon County Planning Department. The Committee Chair, Vice-Chair, and Coordinator are listed below, and the committee membership is shown on the next page. The organizational representatives on the committee are included in Appendix D.

Committee Chair:
Andrew Platt — *Andrew.Platt@talgov.com*
City of Tallahassee Underground Utilities and Public Infrastructure

Committee Vice-Chair:
Brent Pell — *PellB@leoncountyfl.gov*
Leon County Public Works

Committee Coordinator:
Tyler Maldonado — *Tyler.Maldonado@talgov.com*
Tallahassee-Leon County Planning Department

LMS Committee Members & Voting Status	Status
Leon County Department of Development Services & Environmental Management	Voting
Leon County Department of Public Works	Voting
Leon County Emergency Management	Voting
Leon County Sheriff's Office	Voting
Leon County Emergency Medical Services	Voting
City of Tallahassee Department of Underground Utilities & Public Infrastructure	Voting
City of Tallahassee Fire Department	Voting
City of Tallahassee Police Department	Voting
Tallahassee-Leon County Planning Department	Voting
Tallahassee-Leon County Geographic Information Systems	Voting
Blueprint Intergovernmental Agency	Voting
American Red Cross—Capital Area Section	Voting
Florida Division of Emergency Management	Non-voting
Florida Department of Health in Leon County	Non-voting
Florida Forest Service	Non-voting
Apalachee Regional Planning Council	Non-voting
Leon County School District	Non-voting
City of Tallahassee Department of Housing & Community Resilience	Non-voting
City of Tallahassee Electric & Gas Utility	Non-voting
Talquin Electric Cooperative (Talquin)	Non-voting
Tallahassee Memorial Hospital	Non-voting
HCA Florida Capital Hospital	Non-voting
Florida State University	Non-voting
Florida Agricultural and Mechanical University	Non-voting
Tallahassee State College	Non-voting
Council of Neighborhood Associations	Non-voting
Tallahassee Area Chamber of Commerce	Non-voting
Big Bend Continuum of Care	Non-voting

1.5 Tallahassee-Leon County Demographics

Leon County is in the northwest region of Florida, traditionally known as the Florida Panhandle. Leon County covers approximately 702 square miles and is bordered by Georgia to the north, Jefferson County to the east, and Wakulla County to the south. The Ochlockonee River runs along the entire western edge separating Leon County from Gadsden and Liberty Counties. The City of Tallahassee is the only incorporated municipality in Leon County and is the state capitol of Florida. The Capitol Complex shown on the Reference Map is also the location of City Hall and the County Courthouse. Tallahassee is also home to Florida State University (FSU), Florida Agricultural and Mechanical University (FAMU), and Tallahassee State College (TSC). According to the University of Florida Bureau of Economic and Business Research[1], the Tallahassee-Leon County population is expected to experience steady population growth rates for the next 25 years. Population growth over the past 10 years has been approximately 8%, and medium population growth over the next 10 years is projected to be another 8%. These population projections shown in the table below represent new residents that will stimulate the land use and development changes discussed in Section 2.4. While Tallahassee-Leon County is expected to grow, the growth is not expected to be the type of rapid growth that would change the overall vulnerability of the population to the natural hazards that will be discussed in Chapter 2.

Year	City Population	County Population	Total Population
2013	183,727	94,650	278,377
2014	185,784	95,508	281,292
2015	187,996	96,447	284,443
2016	189,675	97,996	287,671
2017	189,625	98,274	287,899
2018	192,381	99,951	292,332
2019	195,713	100,786	296,499
2020	198,627	100,857	299,484
2021	198,371	97,550	295,921
2022	200,289	98,841	299,130
2023	201,833	99,891	301,724
Est. 2025	205,400	101,200	306,600
Est. 2030	212,600	104,600	317,200
Est. 2035	218,500	107,600	326,100

Chapter 2
Risk Assessment & Vulnerability Analysis

2.1 Hazards Identification & Risk Probability

FEMA categorizes hazards as natural or human-caused[2]. The hazards assessed in this LMS will only be natural hazards, with the exception of dam failure. According to FEMA, natural hazards as natural events that threaten lives, property, and other assets. In addition to assessing the history of natural hazards in Tallahassee-Leon County, risk and vulnerabilities will also be analyzed. Based on FEMA definitions, vulnerability is a description of how susceptible an asset is to damage, and risk is the possibility of loss or injury. Estimating hazard vulnerability involves variables including but not limited to the type, severity, and geographic spread of hazard events, historical hazard occurrences, value of potentially affected properties, affected individuals, and topography.

Leon County has experienced numerous disasters associated with various natural hazard events since 1985. The majority of these federally declared disasters have resulted from hurricane and severe storm events. The 2020 LMS previously provided a thorough examination of the historic impact, documented damages, vulnerable populations and potential economic impact associated with each hazard. These hazards data have been updated by the LMS Update Committee as part of the 2025 LMS update process.

Risks are rated to help prioritize mitigation objectives. Ratings normally incorporate the magnitude or severity of risk by hazard and its likelihood of occurrence. Additional information can also be incorporated into risk assessments such as expected changes in occurrences, increasing severity of risk or vulnerability, and other variables.

This updated and modified list of hazards reflects the lessons of past natural hazard events, the increases in development in Leon County and the City of Tallahassee, the record of impacts from particular hazards, and the anticipated effects of global climate change on the natural and built environment of the local area. The risk and vulnerability to these hazards in turn have been reflected in the updated list of hazard mitigation initiatives and projects. Where specific data are available, these have been used to update various sections of LMS based on existing development, particularly that which has occurred over the last five years.

The table below lists the federal disaster declarations that have been issued for Leon County dating back to 1985. These federal declarations include Leon County as at least one of the declared counties in the disaster area[3].

FEMA Declaration	Declaration Date	Incident Type	Declaration Title
DR-756-FL	1985-12-03	Hurricane	Hurricane Kate
DR-982-FL	1993-03-13	Tornado	Tornadoes, Flooding, High Winds & Tides, Freezing
DR-1223-FL	1998-06-18	Fire	Extreme Fire Hazard
FM-2257-FL	1999-04-19	Fire	FL-Fires 04/13/99
DR-1344-FL	2000-10-03	Severe Storm	Tropical Storm Helene
DR-1381-FL	2001-06-17	Severe Storm	Tropical Storm Allison
DR-1539-FL	2004-08-13	Hurricane	Tropical Storm Bonnie & Hurricane Charley
DR-1545-FL	2004-09-04	Hurricane	Hurricane Frances
DR-1551-FL	2004-09-16	Hurricane	Hurricane Ivan
DR-1561-FL	2004-09-26	Hurricane	Hurricane Jeanne
DR-1595-FL	2005-07-10	Hurricane	Hurricane Dennis
EM-3220-FL	2005-09-05	Hurricane	Hurricane Katrina Evacuation
DR-1785-FL	2008-08-24	Severe Storm	Tropical Storm Fay
DR-1831-FL	2009-04-21	Severe Storm	Flooding, Tornadoes, Straight-Line Winds
DR-4280-FL	2016-09-28	Hurricane	Hurricane Hermine
DR-4337-FL	2017-09-10	Hurricane	Hurricane Irma
DR-4399-FL	2018-10-11	Hurricane	Hurricane Michael
EM-3419-FL	2019-08-30	Hurricane	Hurricane Dorian
EM-3562-FL	2021-08-16	Hurricane	Tropical Storm Fred
EM-3584-FL	2022-09-24	Hurricane	Tropical Storm Ian
DR-4673-FL	2022-09-29	Hurricane	Hurricane Ian
DR-4680-FL	2022-12-13	Hurricane	Hurricane Nicole
DR-4734-FL	2023-08-31	Hurricane	Hurricane Idalia
DR-4794-FL	2024-06-17	Severe Storm	Severe Storms, Straight-Line Winds, Tornadoes
DR-4806-FL	2024-08-10	Hurricane	Hurricane Debby
DR-48-28-FL	2024-09-23	Hurricane	Hurricane Helene

The LMS Committee has decided to continue a relative rating of hazard risks based on occurrences and expert knowledge of local hazards and historical events. This is a simple risk classification system for estimating the risk to the residents of Leon County and the City of Tallahassee from potential hazards into the following categories:

High:	Highly likely probability of occurrence & probable property damage or loss of life
Medium:	Likely to occasional probability of occurrence & possible property damage or loss of life
Low:	Unlikely probability of occurrence & low chance of property damage or loss of life

The probability of occurrence is based on records of historical occurrence. The probability of occurrence will be summarized for each hazard. Where specific data is minimal or is not available, professional judgement and institutional knowledge has been utilized to estimate the probability of occurrence. These probabilities are classified as follows:

Highly Likely:	Annually
Likely:	Once in less than 10 years
Occasional:	Once per 11-100 years
Unlikely:	Once in greater than 100 years

The table below summarizes the natural hazards and associated risks that have been identified for Tallahassee-Leon County. All Technological and Societal Hazards, outside of dam failure, were excluded from the list of hazards addressed by the LMS because these hazards are addressed by other existing plans and funding programs.

High Risk	Medium Risk	Low Risk
Tropical Cyclone	Extreme Heat	Erosion
Severe Thunderstorm	Drought	Sinkhole
Flood	Wildfire	Dam Failure
		Winter Weather

Physiographic Regions

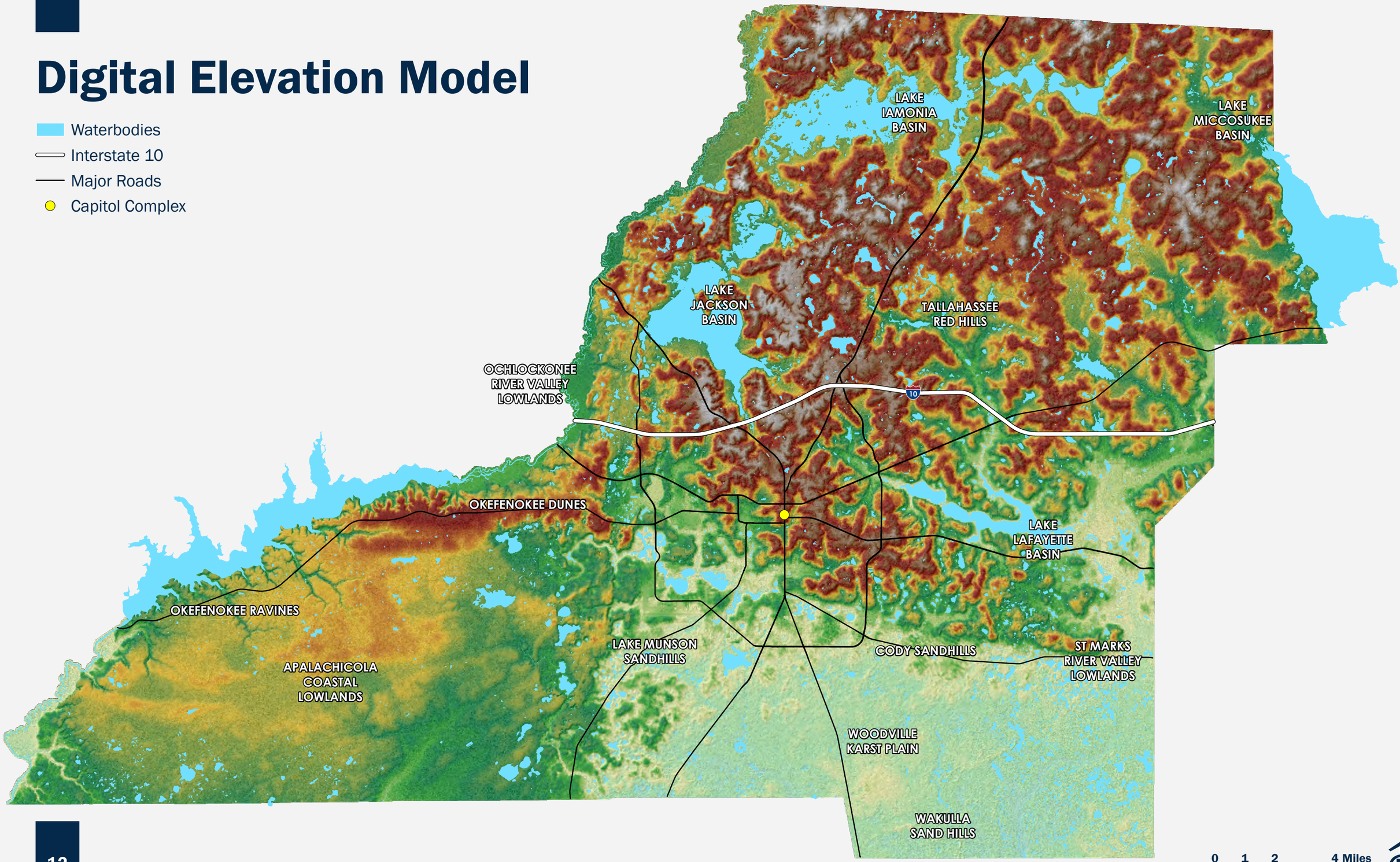
Leon County is comprised of three main physiographic regions that have implications for how natural hazard impact the area. The Northern Highlands include the Tallahassee Red Hills of the central and northern half of the county. The Tallahassee Red Hills are the county's largest physiographic region, constituting over 40 percent of total county land area, including the City of Tallahassee. Areas of higher elevation, while less susceptible to flooding, may experience more intense winds, especially from severe storms. Abundant rainfall and loamy soils support an abundance of vegetation, even within urban areas. The resulting forest cover provides an abundant source of potential storm debris and fuel source for wildfires. The sloped terrain and clay-rich upland soils within this region can increase stormwater flow, including volume and rate. Additionally, karst features are common and may threaten property through sinkhole development, or many provide a conduit between the surface and groundwater. These conditions, combined with the fact that the Tallahassee Hills contain the county's most intense land uses, present serious challenges to managing stormwater and flooding associated with development.

The Gulf Coastal Lowlands encompass the southern half of the county. The western portion of this division is characterized by a water table perched near the surface. The southeastern portion of the county includes a mix of sandhills and karst plain with well-drained soils and numerous sinkhole lakes and springs. Abundant rainfall and sandy soils also support an abundance of vegetation in this area, including approximately 100,000 acres of the Apalachicola National Forest and extensive private forested lands. This forest cover provides an abundant source of potential storm debris and fuel source for wildfires. There are also extensive flood prone areas within this region. The combination of high water tables and karst topography presents specially challenges for managing concentrated volumes of stormwater associated with development.

The River Valley Lowlands comprise the county's two rivers and their associated floodplains. These include the St. Marks River in the southeast portion of the county, and the Ochlockonee River in the west area of the county. Notably, hurricane surge modeling reveals the St. Marks River as one of the few areas with the potential to experience storm surge flooding. These regions are less densely populated than the Tallahassee Hills, although they do contain the Tallahassee International Airport and southern portions of urban Tallahassee. The map on the next page illustrates these regions and others on a digital elevation model showing the topography of Leon County.

Digital Elevation Model

- Waterbodies
- Interstate 10
- Major Roads
- Capitol Complex



0 1 2 4 Miles

Credit: TLCGIS, Dewberry Engineers, USGS

2.2 Hazard Impacts & Vulnerability

This next section assesses all natural hazards that could impact Tallahassee-Leon County, which refers to Leon County and its jurisdictions. Each natural hazard is described in order of the risk and probability of occurrence. The assessments will include the general locations that may be more susceptible to a given natural hazard. Given the unlikely probability of occurrence, tsunamis and earthquakes are not included as hazards.

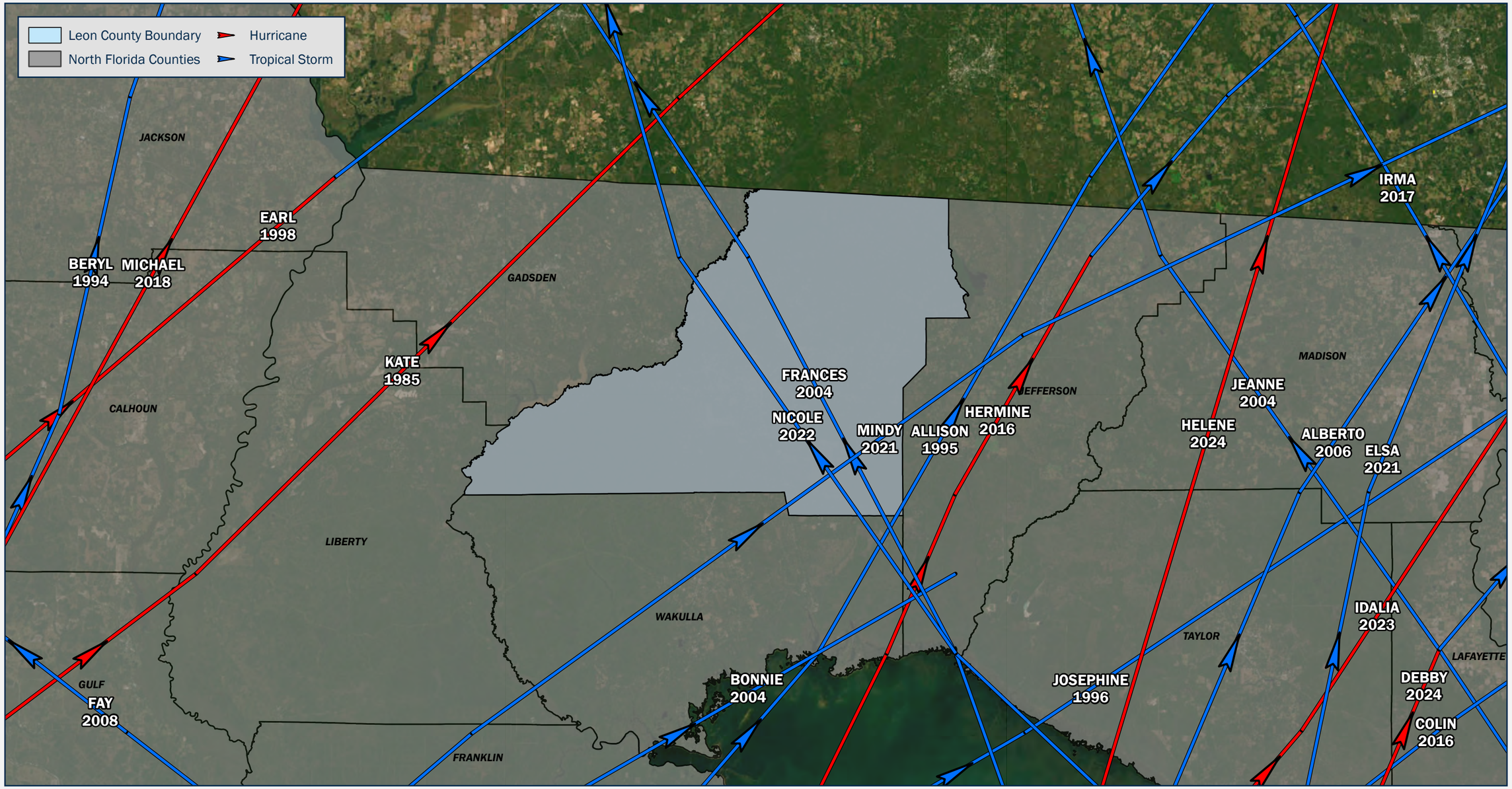
Tropical Cyclone: High Risk

Tropical storms and hurricanes are both types of tropical cyclones, which is the generic term for a non-frontal synoptic scale low-pressure system over tropical or sub-tropical waters with organized convection (i.e. thunderstorm activity) and definite cyclonic surface wind circulation. A tropical storm is defined as a tropical cyclone in which the maximum sustained surface wind speed ranges from 39 mph to 73 mph, and a hurricane is a tropical cyclone with maximum sustained surface wind speeds over 74 mph. Hurricane season lasts from June 1st to November 30th of each year, with August and September being the peak months of tropical storm and hurricane activity. The map below shows the storms that have impacted Leon County and its jurisdictions since 1985.

A wide variety of residential, commercial, and public buildings, as well as critical facilities may be damaged or destroyed by several of the impacts associated with tropical storms and hurricanes. Wind and water are the most common hazards, and both can be tremendously destructive and deadly. These hazards include tornados, heavy rainfall, waves in coastal areas, and flooding. Flooding can occur in mapped flood prone areas as well as upland areas depending on the amount, rate, and duration of rainfall. High winds can topple trees, which can damage structures and infrastructure. Given these factors, storms at relatively low intensities can create significant damage.

Because many areas within Tallahassee-Leon County have a moderate to heavy tree cover and a majority of electric lines are above ground, these is a high likelihood of power outages due to high winds and heavy rain. Blocked roads and limited access from fallen trees and tree limbs also affect response time and debris management. Following a major storm event, there is usually significant public pressure to reinstate electrical power as quickly as possible. Air conditioning, lights, refrigeration, and cell phones charging are increasingly essential infrastructure and services in an emergency situation.

Tropical Cyclone Map



0 10 20 Miles

Credit: IBTrACS

According to International Best Track Archive for Climate Stewardship (IBTrACS)[4], there have been 20 tropical cyclones (7 hurricanes and 13 tropical storms) within a 65-mile radius of Leon County since 1985. The list below shows the hurricanes and the year of landfall according to the category of intensity.

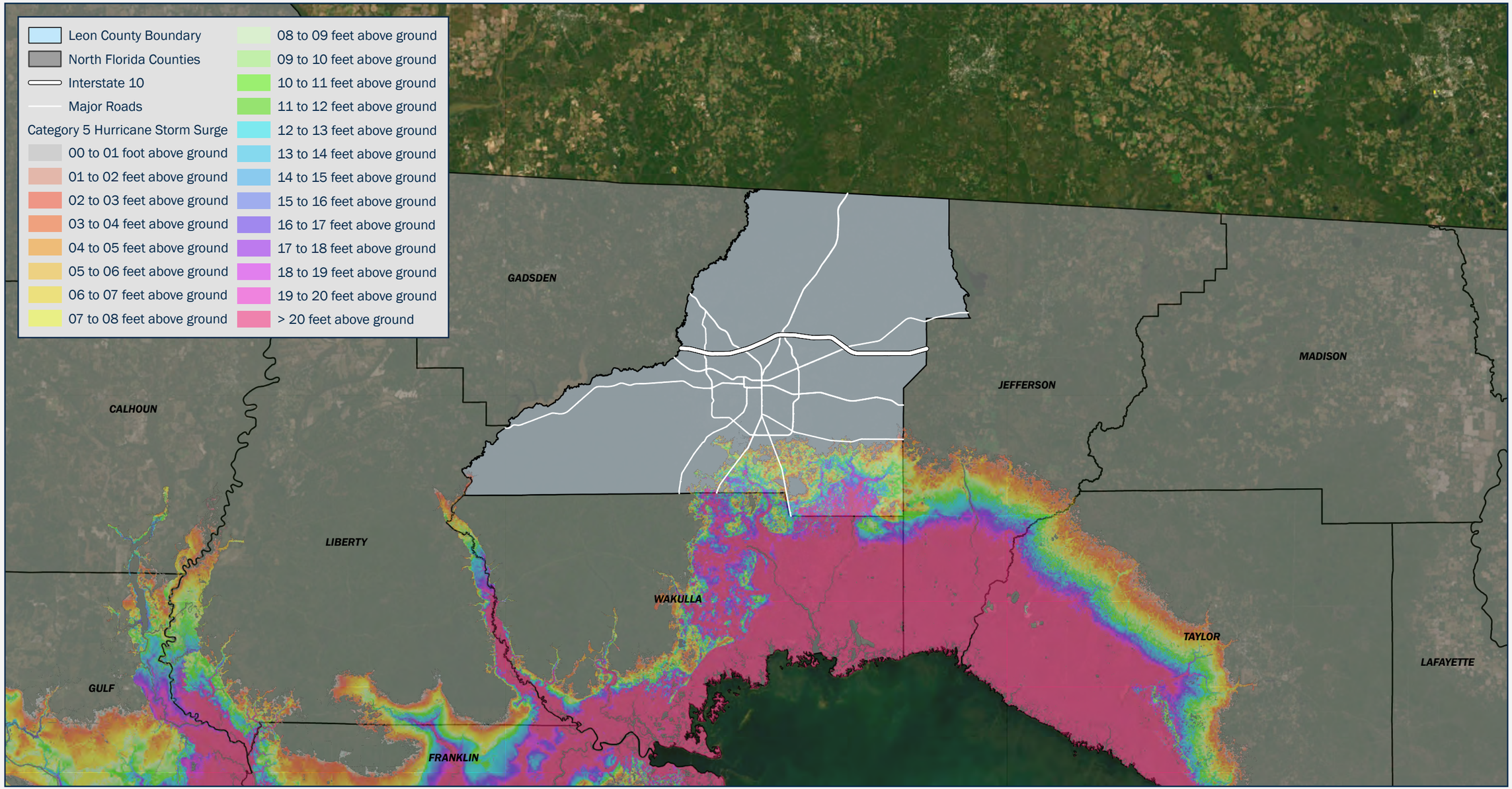
- Michael (2018): Category 4
- Helene (2024): Category 4
- Idalia (2023): Category 3
- Kate (1985): Category 2
- Earl (1998): Category 1
- Hermine (2016): Category 1
- Debby (2024): Category 1

Saffir-Simpson Hurricane Scale	
Category	Wind (mph)
1	74-95
2	96-110
3	111-129
4	130-156
5	>156

A storm surge is defined as an abnormal rise in sea level accompanying a tropical cyclone. The height of the surge is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge heights are usually estimated by subtracting the normal or astronomic high tide from the observed storm tide. Storm surges are evaluated separately from rain-driven flooding. Storm generated waves on top of the storm surge will create an even greater high-water mark. The map on the next page shows projected storm surge from a Category 5 hurricane.

Storm surges can affect river and stream valleys and adjacent low-lying lands along the southern and southeastern borders of Leon County. High water, particularly moving water commonly associated with tsunamis, can damage structures and other property, and sweep away people, livestock, and other living beings and materials. A storm surge appears in Leon County beginning at a Category 3 storm with affected areas including the southern portion of Leon County just north of Munson Slough and the St. Marks River. This level of storm surge would reach the southernmost areas of Leon County within the 100-year flood prone areas south of Oak Ridge Road and within the lowlands surrounding the St. Marks River in the extreme southeast corner of Leon County. The storm surge from a Category 5 hurricane is projected to reach almost all the way to Tram Road and Capital Circle. The level of expected flooding from a storm surge depends on many factors, but for a Category 5 hurricane, storm surges could reach 24 feet in depth in Leon County, as occurred during Hurricane Camille in 1969 in Mississippi. The impacts of flooding from storm surge would affect residential structures, associated infrastructure such as septic tanks, and key transportation roadways within these areas.

Storm Surge Map



0 10 20 Miles

Credit: NOAA, NWS

Given the size of these hazards, Leon County and its jurisdictions are equally vulnerable to infrastructure and property damage from wind, water, and flooding resulting from tropical cyclones. Due to Leon County's inland location, a majority of damage will be caused from high winds. Critical facilities related to electricity generation and transmission are particularly vulnerable to the high winds from hurricanes. Besides the damage these events can produce, high winds can also create significant quantities of debris from downed trees, branches and damaged buildings. This debris can impede emergency management efforts and present a safety hazard for emergency response and residents.

Actions that can be taken to mitigate the potential impact of debris on local transportation and power distribution systems include the replacement of aboveground lines with buried lines, and the trimming of trees around above-ground electrical infrastructure such as poles and power lines. However, burying power lines in existing developed areas can be time-consuming and expensive, as well as impact existing trees. Additionally, underground lines may cost more to service than above ground lines, although the rate of required service may be less. Trimming trees is regularly conducted throughout Leon County and its jurisdictions. Many homeowners also trim trees on their property for the same reasons. Keeping trees trimmed and healthy is one of the single best actions homeowners and other property owners can take to mitigate the effects of major storms.

According to the Intergovernmental Panel on Climate Change Sixth Assessment Report and the Florida Enhanced State Hazard Mitigation Plan, the effect of climate change on tropical cyclones can be difficult to quantify. However, it can be expected that increase oceanic and atmospheric temperatures could influence the frequency and intensity of major hurricane events. In addition, these potential stronger and more frequent events may also include higher intensity rainfall that will like result in increased flooding. In the Flood section of this chapter, the FEMA Flood Zone Map highlights areas in Leon County and its jurisdictions that are most susceptible to flooding.

Severe Thunderstorm: High Risk

According to the National Oceanic and Atmospheric Administration (NOAA), a thunderstorm is a rain shower during which thunder is heard. Because thunder comes from lightning, all thunderstorms have lightning. A thunderstorm is classified as severe when it produces one or more of the following: hail one inch in diameter or greater, winds gusting in excess of 58 mph, and/or a tornado is possible in the area[5].

Thunderstorms typically produce heavy rain for a brief period, anywhere from 15 minutes to 2 hours. Thunderstorms are most likely to occur in the spring and summer months and during the afternoon and evening hours but can occur at any time in the day or night. Along the Gulf Coast and across the southeastern and western states, most thunderstorms occur during the afternoon. The impacts of thunderstorms vary greatly based on the presence and degree of high winds, rain, hail, and the specific area affected by a storm. Recorded local impacts of thunderstorms include high winds breaking branches and topple trees, which have affected structures, roadways, vehicles, power lines, cable, and other critical infrastructure. High winds have brought down traffic lights, blown out windows in tall buildings, and grounded emergency services aircraft.

A tornado is a violently rotating column of air extending between a cloud and the surface of the earth. The most violent tornadoes are capable of tremendous destruction with wind speeds in excess of 250 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. The most powerful tornadoes are produced by super cell thunderstorms. These storms are affected by horizontal wind shears (winds moving in different directions at different altitudes) that begin to rotate the storm. This horizontal rotation can be tilted vertically by violent updrafts, and the rotation radius can shrink, forming a vertical column of quickly swirling air. Tornados are classified by their wind speed and destructiveness. The Enhanced Fujita Scale is used to rate the intensity of a tornado by examining the damage caused by the tornado after it has passed over a man-made structure. The EF list below shows the scale of intensity with mph in 3-second bursts.

Enhanced Fujita (EF) Scale	
EF0: 65-85 mph	Minor damage: Peels surfaces off some roofs; damage to gutters
EF1: 96-110 mph	Moderate damage: Roofs severely stripped; mobile homes overturned
EF2: 111-135 mph	Considerable damage: Roofs torn off well-constructed homes
EF3: 136-165 mph	Severe damage: Entire stories of well-constructed homes destroyed
EF4: 166-200 mph	Devasting damage: Well-constructed homes completely leveled
EF5: Over 200 mph	Incredible damage: Strong-framed, well-built homes swept off foundation

National Weather Service advisories issued in relation to the severe thunderstorm hazard include severe thunderstorm watches/warnings, tornado watches/warnings and flash flood watches/warnings.

Severe Thunderstorm Watch
Issued when severe thunderstorms are possible in and near the watch area. It does not mean that they will occur; it only means they are possible. Severe thunderstorms are defined as follows: Winds of 58 mph or higher and/or hail one inch in diameter or larger.

Severe Thunderstorm Warning
Issued when severe thunderstorms are occurring or imminent in the warning area.

Tornado Watch
Issued when severe thunderstorms and tornadoes are possible in and near the watch area. It does not mean that they will occur. It only means they are possible.

Tornado Warning
Issued when a tornado is imminent. When issued, seek safe shelter immediately.

Flash Flood Watch
Issued when conditions are favorable for flash flooding. It does not mean that flash flooding will occur, but it is possible.

Flash Flood Warning
Issued when flash flooding is imminent or occurring.

Extensive damage to critical infrastructure and private property can be expected from tornados. The area affected by tornados is relatively small, depending on their speed, size, and height above ground, but these effects can be significant. According to the National Weather Service Tornado Database for Tallahassee-Leon County[6], there have been 23 reported touch downs of tornados since 1985, and there have been 13 tornadoes reported in the past 10 years. The most recent event occurred on May 10, 2024 when straight-line winds swept through Tallahassee-Leon County spawning 2 EF2 tornados and another EF1. These 3 tornadoes caused massive destruction to areas near downtown, Lake Talquin, and Lake Lafayette. Estimates of the damage totaled over $50 million[7]. The list below shows the 13 tornados over the last 10 years:

- April 19, 2015 **EF1:** Southern Lake Jackson to Ox Bottom Road
- March 3, 2019 **EF3:** US-90 & Crump Road to County Line
- April 19, 2019 **EF0:** Apalachicola National Forest
- April 23, 2020 **EF1:** Western Lake Jackson to Bradfordville Road
- January 27, 2021 **EF1:** Tallahassee International Airport
- January 27, 2021 **EF1:** Blountstown Highway & Seabs Road
- April 10, 2021 **EF0:** Apalachicola National Forest
- January 25, 2023 **EF1:** Apalachicola National Forest
- January 9, 2024 **EF0:** Bloxham Cutoff to Blountstown Highway
- March 9, 2024 **EF1:** Moccasin Gap Road & Alberta Lake Road
- May 10, 2024 **EF2:** Lake Talquin State Forest to Capital City Country Club
- May 10, 2024 **EF2:** South Magnolia Drive to WW Kelley Road
- May 10, 2024 **EF1:** Oak Ridge Road to Old Plank Road

In addition to heavy rain and potential tornados, lightning can cause injuries, fatalities, structure fires, and wildfires. Lightning can damage electrical systems and other infrastructure, kill trees, and physically damage structures. Florida continues to be the most lightning prone state in the US. The Vaisala 2023 Annual Lightning Report[8] shows that while Texas has the highest number of lightning counts, Florida has the highest density of lightning events. Southeast Florida tends to have the most cloud-to-ground strikes, but areas in North Florida including Tallahassee-Leon County are also highly susceptible. According to the NOAA National Center for Environmental Information[9], there have been 6 lightning strike events that caused property damage in Leon County since 2014. Although no fatalities were recorded in these events, these events caused fires resulting in approximately $423,000 in damages.

Leon County and its jurisdictions have a record of county-wide vulnerability to property damage from severe thunderstorms and their associated flooding, tornados, and lightning. Areas and features specifically vulnerable to flooding from severe thunderstorms include parcels wholly or partially located within the 100-year floodplain, poorly graded lots, properties in low-lying areas, and those within closed basins. Citizens in Leon County and the City of Tallahassee who work outside and transient populations are also particularly vulnerable to severe thunderstorms. The homeless, especially those who are unsheltered from the elements, are particularly vulnerable to severe storms and related events such as tornados. Residents living in manufactured housing, including single structures and clusters, are more vulnerable than those living in permanent structures.

Any structure, infrastructure component, or other facility that is adjacent to large trees may have additional vulnerability to high winds associated with severe thunderstorms and tornadoes. These include many residential subdivisions in Tallahassee-Leon County that have a high density of tree canopy. Similar to the impacts of high winds from tropical cyclones, the electrical grid is particularly vulnerable to severe thunderstorms that produce high winds and tornados. Overhead powerlines can be torn down by falling debris and trees, which can impact other critical facilities that rely on electricity.

Most electric power failures or disruptions are resolved relatively quickly and are considered nuisance events rather than life-threatening. They can affect a few houses, hundreds of houses, or even whole parts of town. The lack of traffic lights can be life-threatening if drivers fail to stop and yield, but local police and sheriff's deputies are assigned to provide traffic control if necessary. Larger electrical outage events caused by high winds and tornados can present significant impacts to residents if facilities do not have backup generators. The lack of electricity can render buildings uninhabitable if exterior temperatures are high and can create conditions under which mold and mildew can flourish. It can also bring cable and internet systems down, which can restrict the flow of information and impede emergency response.

Because of the extensive tree canopy present throughout the region, Leon County and its jurisdictions are vulnerable to electrical outages caused by hazards that produce high winds such as severe thunderstorms and tropical cyclones. Mitigating the impacts of losing electricity is why many critical facilities such as hospitals, emergency operations centers, and nursing homes install industrial-scale back-up generators. Mitigation measures employed by utility providers in Tallahassee-Leon County have reduced the vulnerability of water, wastewater, and natural gas systems.

Flood: High Risk

A flood is an overflow of water that submerges land which is usually dry. Flooding can occur in either floodplains (low-lying lands around rivers and streams, lakes, and wetlands), or in other low-lying, poorly drained areas. Flooding in Florida typically is caused by heavy or prolonged rainfall from tropical storms and hurricanes. FEMA estimates[10] about 41% of Florida is prone to flooding, which is the highest percentage of all 50 states. Impacts from flooding includes damage or destruction of property and infrastructure, road washouts and closures, energy infrastructure disruption, downed trees, and potential loss of life.

The annual rainfall in Tallahassee is approximately 59 inches/year[11], but this rainfall tends to be seasonal. Flooding has been an issue historically within Leon County and its jurisdictions, and because of this, both the City of Tallahassee and Leon County have stormwater management programs funded by stormwater fees levied on property owners. Local flooding can vary widely based on variables such as soil composition, saturation, and slope; depth to aquifer; land use; location, type, size, and elevation of structures; depth, width, and peak discharge of floodways; presence of vegetation; size and type of watershed; and extent of impervious area within a watershed. Primary variables include the length of a rain event, the amount of rainfall, and the frequency between storms.

The extent is dependent upon the location of property or structure within identified flood prone areas, special flood hazard areas, and other areas prone to flood hazards or damage from flooding. In urban areas, stormwater systems can become overwhelmed or blocked with debris, leaving no space for excess water to enter the system. When stormwater is unable to enter the stormwater system, it can cause localized flooding, standing water, block roadways, or cause sheetflow or overland flow. Flood zones are geographic areas that FEMA has defined according to varying levels of flood risk. These zones are depicted on a community's Flood Insurance Rate Map (FIRM) and each zone reflects the severity or type of flooding in the area. The FIRM zones are represented on the next map.

The 100-year floodplain is the land that is predicted to flood during a 100-year storm, which has a 1% chance of occurring in any given year. The 100-year floodplain is also sometimes called the 1% annual chance floodplain or base flood. The 100-year floodplain is used by FEMA to administer the National Flood Insurance Program. According to Property Appraiser data, there are 112,334 total parcels in Tallahassee-Leon, and of those total parcels, 15,883 parcels (14%) intersect with a 100-year floodplain. Over the past 10 years, 633 structures have been built on these parcels, and 294 have been built since 2020.

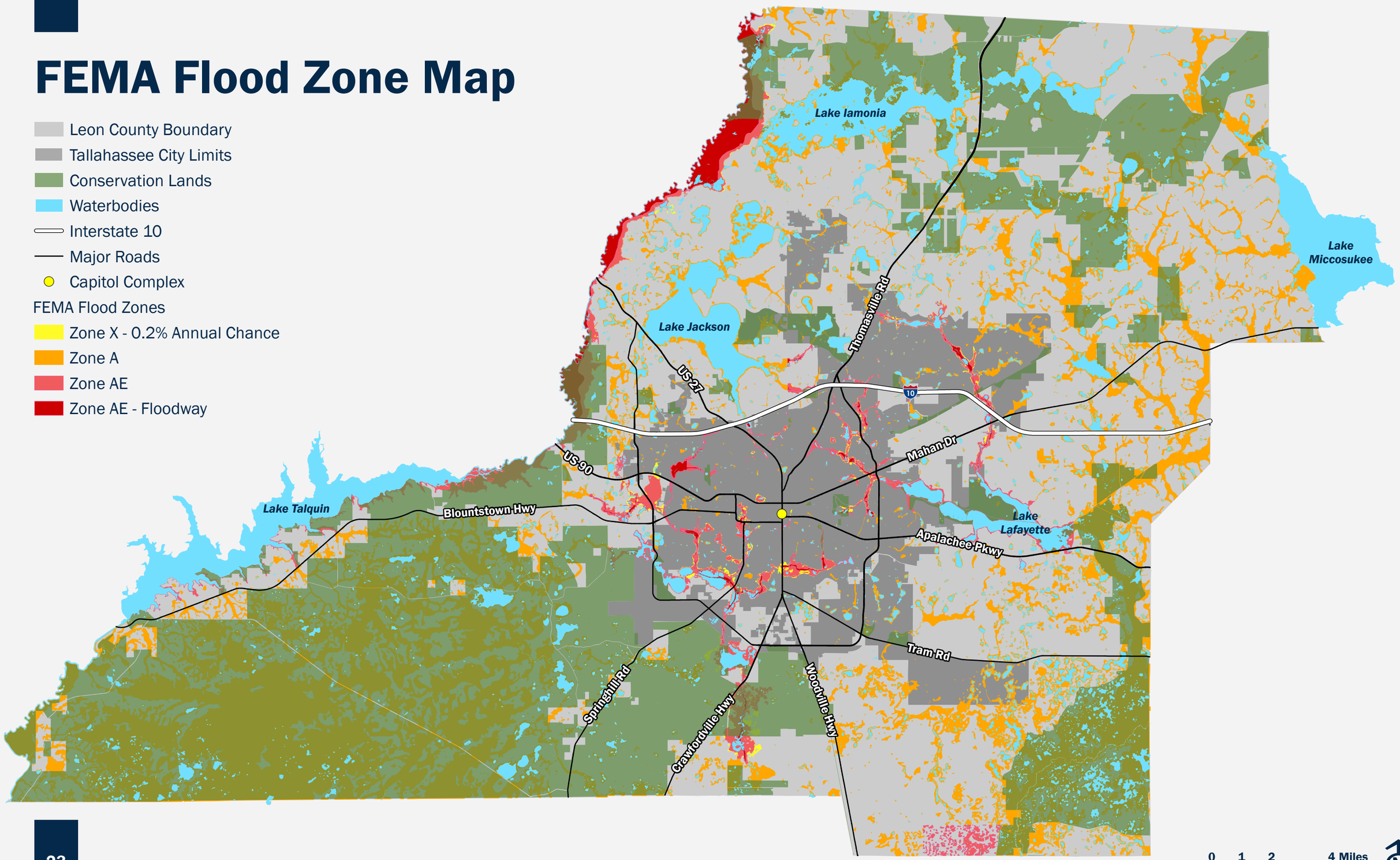
FIRM Zone	Definition
X	An area that is determined to be outside the 100 and 500-year floodplains
A	An area inundated by 100-year flooding, for which no Base Flood Elevations (BFE) have been established. Areas with a 1% annual chance of flooding.
AE	An area inundated by 100-year flooding, for which Base Flood Elevations (BFE) have been determined. Includes Zone AE-Floodway.

FEMA Flood Zone Map

- Leon County Boundary
- Tallahassee City Limits
- Conservation Lands
- Waterbodies
- Interstate 10
- Major Roads
- Capitol Complex

FEMA Flood Zones

- Zone X - 0.2% Annual Chance
- Zone A
- Zone AE
- Zone AE - Floodway



0 1 2 4 Miles

Flooding is one of the most common natural hazards encountered in Leon County and the City of Tallahassee. Leon County and the City of Tallahassee has compiled information on known flood problem areas from field reports and damage assessments. The City has mapped nuisance and hazard flooding areas throughout the incorporated area. Both City and County public works departments responsible for addressing stormwater flooding issues maintain lists of flooded structures and properties. Each jurisdiction charges a monthly stormwater fee for property owners, the proceeds of which help fund stormwater management capital improvements and maintenance programs. The local extra penny sales tax also funds a significant amount of public stormwater infrastructure.

Because of the risk it presents to local property owners and others, Leon County and the City of Tallahassee both participate in the National Flood Insurance Program (NFIP). In addition, the City and the County also participate in the Community Rating System (CRS). The CRS is a federal incentive program for communities which exceed the minimum NFIP requirements. Depending on a home's location, flood insurance may be a required purchase as a condition of a mortgage. Because the ability to buy or rent a home is critical to the economic and social stability of most communities, the NFIP was developed by the federal government to assist homeowners and renters with flood insurance if their community participates in the program. The goals of this program are to decrease the risk of future flood losses, reduce the costs and adverse consequences of flooding, reduce the demands for disaster assistance, and preserve the natural benefits of floodplains.

The City of Tallahassee has been a member of the NFIP since 1976 and Leon County has been a member since 2015. Both the City and the County are currently Class V CRS communities. The NFIP program is primarily regulated through land development codes and the Florida Building Code. The table below shows the number of NFIP policies currently in-force and the number of losses since 1976.

Jurisdiction	Policies In-Force	Total NFIP Losses	Total Payments
City of Tallahassee	1,873	600	$6,866,196
Leon County	1,617	528	$5,920,934
Total	3,490	1,128	$12,787,130

Leon County and its jurisdictions will continue to participate in the NFIP program by continuing the following programs and actions: restricting new development in flood-prone areas through existing floodplain management ordinances that meet minimum NFIP criteria; requiring elevation certificates for all new construction and substantial improvements when a property is located below the flood protection elevation; mitigating existing development through land and structure acquisition; protecting, reinforcing, or relocating infrastructure and critical facilities; maintaining FIRM maps and data and making these data available to the public; and continuing participation in CRS program

Floodplain management responsibilities are shared among federal, state, regional, and local governments. Local governments have the most direct control in floodplain management through land use planning and regulation, land acquisition and management, and as sponsors for the flood insurance program administered by FEMA. Water Management Districts (WMDs) and the Florida Department of Environmental Planning also regulate development activities in floodplains and flood prone areas. The Tallahassee-Leon County Comprehensive Plan has several policies that address development within flood prone areas. Both Leon County and the City of Tallahassee have adopted and continue to enforce floodplain management policies and regulations that helps mitigate the effects of flooding on new and improved structures. These include the following: By 2014, land development regulations will include standards for the regulation of future land use categories, subdivision, signage, and areas subject to seasonal or periodic flooding and areas of known hazards. Regulations concerning areas subject to seasonal or periodic flooding shall be consistent with all applicable state and federal regulations (Land Use Element Policy 1.4.6); and Prohibit residential development where physical constraints or hazards exist or require the density and design to be adjusted accordingly. Such constraints or hazards include but are not limited to flood, storm or slope hazards and unstable soil or geologic conditions (Land Use Element Policy 2.1.2).

Local land development codes developed to implement these policies address stormwater runoff rates in open basins, and runoff rates and volume in closed basins. These codes prohibit post-development discharge rates from exceeding predevelopment conditions for storms with recurrence frequencies up to a 25-year event. Providing rate control for the 25-year storm, controlling the 100-year flows, and mitigating known downstream flooding problems are required by land development code. Implementation of local floodplain regulations is through the City of Tallahassee Growth Management Department and the Leon County Department of Development Services and Environmental Management.

In coordination with the Leon County and City of Tallahassee Floodplain Administrators, substantial damage assessments are carried out by each jurisdiction's Building Official and their licensed Building Inspectors in accordance with the Florida Building Code, Land Development Codes, and NFIP. Substantial damage is defined as structural damage where the cost of restoring the structure would be greater than or equal to 50% of the market value of the structure before the damage occurred. The determination of substantial damage is based on the estimated cost of the building value as indicated on the Leon County Property Appraiser website. The owner may produce an appraisal that has been completed within the last year if the Leon County Property Appraiser's value is perceived to be low by the owner. Property owners are notified during the permitting process that substantial damage forms will need to be submitted. When these forms are submitted, the determination is made by a plans examiner as a designee of the Building Official. The Land Development Codes for both the City of Tallahassee and Leon County require a finished floor elevation that is higher than the Florida Building Code, which requires 1 foot above the base flood elevation. For more information on these processes, see Appendix C.

In addition, Leon County and its jurisdictions maintain a list of properties identified as repetitive loss properties located in areas subject to periodic flooding. The owners of these properties may approach the local government to try to remedy the flooding or to request the buy-out of these properties. The local government can then apply for flood mitigation funding to purchase these properties. A Repetitive Loss (RL) property is any insurable building for which the NFIP paid two or more claims of more than $1,000 within any rolling ten-year period. At least two of the claims must be more than 10-days apart but within ten years of each other. Severe Repetitive Loss (SRL) properties are defined as single-family and NFIP-insured buildings that have had four or more separate claims payments under flood insurance coverage or at least two separate claims payments have been made. There is 1 SRL properties in Leon County and its jurisdictions.

Number of Repetitive Loss Properties			
Building Type	Leon County	City of Tallahassee	Total
Single-Family	20	42	62
Multi-Family	0	10	10
Non-Residential	0	17	17

Heavy rain from hurricanes, tropical storms, and severe thunderstorms has historically caused localized flooding throughout Leon County and its jurisdictions. Over the past 10 years, the National Storm Events Database has recorded 13 flash flooding events in Tallahassee-Leon County. Several of these 13 events had flooding reported in multiple locations as a result of heavy rains that occurred in the same time frame. The list below shows the 13 flash flooding events since 2014:

- **April 15, 2014:** Multiple rounds of moderate to heavy rain
- **October 14, 2014:** Unseasonably heavy rain and tornados
- **December 23, 2014:** Airport measured 7.44 inches of rain
- **June 6, 2016:** Tropical Storm Colin causes 10 inches of rain
- **August 10, 2016:** Isolated flooding with 1-5 inches of rain
- **June 7, 2017:** Periods of heavy rainfall with some flash flooding
- **September 16, 2020:** Heavy rain from Hurricane Sally in Gulf Shores, AL
- **July 18, 2021:** Slow moving thunderstorms producing 2-3 inches of rain
- **September 9, 2021:** Tropical Storm Mindy causes heavy rain and wind
- **September 21, 2021:** Heavy rainfall resulting in flash flooding
- **December 2, 2023:** Band of thunderstorms with 5-8 inches of rain
- **April 11, 2024:** Major flash flood with upward of 6-10 inches of rain
- **September 27, 2024:** Hurricane Helene causes significant rainfall

An entire range of mitigation activities to include regulations, public information, structural control of runoff, nonstructural programs including stormwater regulations, and protection of sensitive areas. Some regulation and nonstructural programs are included in the Hazard Mitigation Initiatives Appendix. Additional infrastructure related projects to address flooding are included in the Prioritized Project List Appendix. Structural controls and acquisitions are implemented through the capital improvements program. Protections of sensitive areas are fulfilled through conservation easements requirements and permit conditions. Nuisance Flooding Maps identify problem areas to be addressed for future projects. Additional stormwater management projects are identified in Appendix C.

The City of Tallahassee and Leon County developed and adopted Minimum Countywide Environmental Regulations in May 2012, establishing minimum standards, procedures, requirements, and regulations, including protection of conservation and preservation features. The County's Greenspace Reservation Area Credit Exchange (GRACE) program is aimed at keeping new development from high-risk floodplain areas within Leon County.

The program allows certain non-residential development to meet a portion of the landscape area requirements off-site by purchasing flood-prone properties, identified by Leon County, and conveying the property to Leon County. The flood-prone properties conveyed to Leon County are then maintained as open space. There are several stormwater facility master plans that cover future conditions for major developments such as Southwood and Canopy. These plans analyze existing conditions and identify potential future needs, including detailed assessments of stormwater. Large-scale planned development such as these maintain and manage individual stormwater master plans.

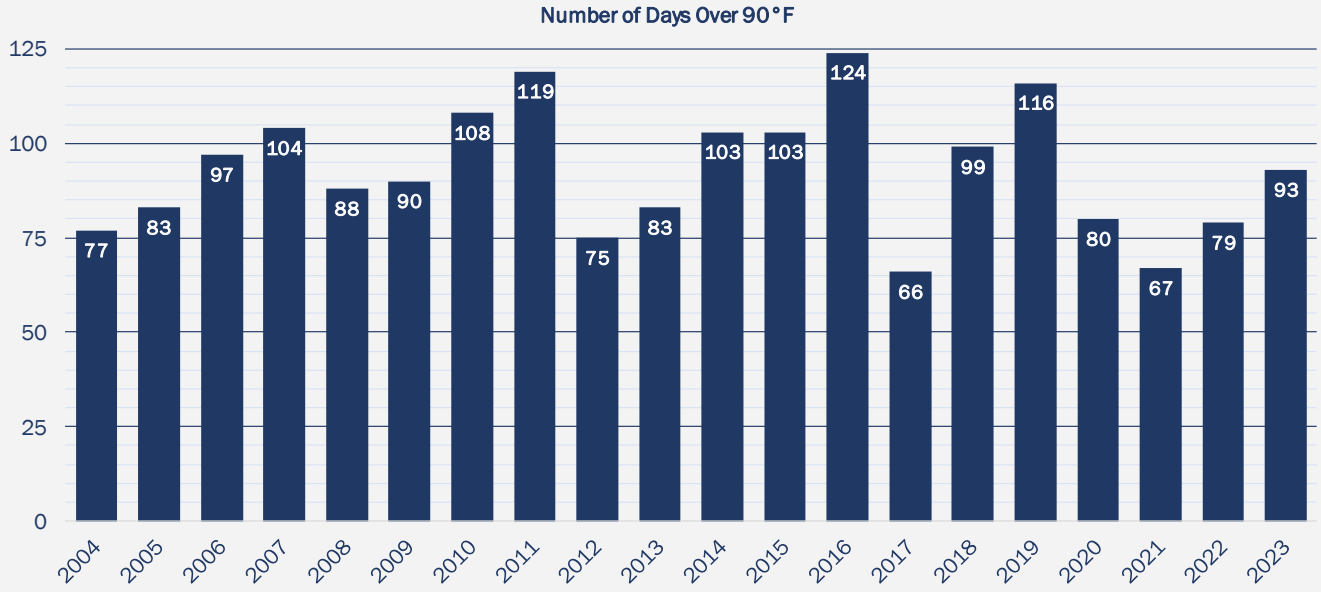
The United States Geological Survey and NOAA provide forecasts for the impact of future conditions, climate change, and long duration storms. Flood scenarios for the 100-year and 500-year storms under current, 2040, and 2070 conditions have been reviewed. Projected future rainfall depths based on a combination of NOAA Atlas 14 rainfall depths and rainfall change factors are shown below. These potential future rainfall depths are used to assess areas most likely to be impacted by increased rain events, which would include wetlands, low-lying areas, flood zones, and drainage channels. Another prediction is that the speed at which a tropical cyclone moves is expected to slow, which potentially means longer periods of storm-related rainfall that could cause additional inland flooding events. A warmer atmosphere can hold more moisture, which can result in rainfall events that are longer in duration. As conditions change, risk may be increasingly felt outside of the areas that are depicted on the FEMA Flood Zone maps.

Rainfall Change Factors and Future Conditions Rainfall Depths					
Storm Event	NOAA Atlas 14 Rainfall Depth (in inches)	2040 Change Factor	2040 Rainfall Depth (in inches)	2070 Change Factor	2070 Rainfall Depth (in inches)
100-year/8-hour	10.2	1.1	11.22	1.11	11.32
100-year/24 hour	13.4	1.1	14.74	1.11	14.87
500-year/8-hour	13.9	1.08	15.01	1.12	15.57
500-year/24 hour	18.7	1.08	20.2	1.12	20.94

Extreme Heat: Medium Risk

Impacting all of Leon County and its jurisdictions, extreme heat is defined as weather that is substantially hotter or more humid than average for a location at that time of year. The Heat Index, which measures the apparent temperature when considering both air temperature and humidity, is used to identify extreme heat days. According to FEMA[12], extreme heat is a long period (2 to 3 days) of high heat and humidity with temperatures above 90°F. The chart below[13] shows the number of days over 90°F since 2004. Over the past 20 years, the average number of days over 90°F is approximately 93 days per year.

According to the National Weather Service, heat stress is a leading cause of weather-related deaths in the United States each year. Different tools are used to measure heat and the potential for heat stress, usually measuring a combination of temperature and humidity. One of the more common techniques is the heat index. The Heat Index is a measure of how hot the temperature feels when humidity is factored in with the actual temperature. Alerts will be issued when the heat index is expected to exceed 105-110°F for at least two consecutive days. At a heat index of 105°F, even healthy adults are at risk of heat-related illness with prolonged exposure. The greatest threat for infrastructure damage is through the loss of electrical power generating capacity. During times of excessive heat, air conditioning units demand a lot more electricity. Brownouts and blackouts are possible when electricity demand exceeds the generation capacity.



Extreme heat can also create the conditions for drought and can exacerbate the impacts of drought by putting additional stress on available water supplies. It can also contribute to the spread of wildfires. Extreme heat is often influenced by urban development, which can exacerbate high temperatures. An urban heat island effect refers to an urban area or metropolitan area that is significantly warmer than its surrounding rural areas due to impervious surfaces. The temperature difference is usually larger at night than during the day and is most apparent when winds are weak. The urban heat island effect is most noticeable during the summer and winter. The main cause of the urban heat island effect is from the modification of land surfaces. Waste heat generated by energy usage is a secondary contributor. As a population center grows, it tends to expand its area and increase its average temperature. Monthly rainfall is greater downwind of cities, partially due to the urban heat island. Increases in heat within urban centers increases the length of growing seasons and decreases the occurrence of weak tornadoes.

Global climate change is affecting Florida and other parts of the U.S. Global climate change has already had observable effects on the environment. Glaciers are shrinking, ice on rivers and lakes is breaking up earlier, plant and animal ranges have shifted, and trees are flowering sooner. Effects that scientists had predicted in the past would result from global climate change are now occurring: loss of sea ice, accelerated sea level rise, and longer, more intense heat waves.

Scientists have high confidence that global temperatures will continue to rise for decades to come, largely due to greenhouse gases produced by human activities. The Intergovernmental Panel on Climate Change (IPCC), which includes more than 1,300 scientists from the United States and other countries, forecasts a temperature rise of 2.5 to 10°F over the next century. According to the IPCC, the extent of climate change effects on individual regions will vary over time and with the ability of different societal and environmental systems to mitigate or adapt to change.

As global temperatures continue to rise and as areas of the country stay hotter for longer, Leon County has created an Extreme Heat Action Plan. The County's plan focuses on outdoor activities in the heat, when air conditioning fails in a group living situation, or directing the public to readily available relief at County facilities. In excessive heat situations, the County's plan also includes opening dedicated relief stations at all County libraries. During an extended excessive heat warning, cooling stations would be available every day at all County library locations and staffed by County employees.

Drought: Medium Risk

Drought is typically defined as a prolonged period when there is a precipitation deficit from normal values. Drought events can impact drinking water wells, surface water bodies and water courses, increase the risk of wildfire, contribute to sinkhole development, and impede agricultural productivity in all of Leon County and its jurisdictions. The Northwest Florida Water Management District (NWFWMD) issued Water Shortage Warnings during two periods of drought conditions in 2000 and 2007. The Water Shortage Warning provides for voluntary water conservation actions, during which all users are encouraged to reduce water use and to conserve water to the maximum extent possible. However, no water shortages were reported since then.

Drought can also dramatically affect local natural lake levels. As the water table responds to the lack of rain by a decrease in the level of the potentiometric surface of the Floridan aquifer, many natural lakes that have karst connections to the aquifer respond by draining into the aquifer and therefore drying out. This is a natural process can interfere with recreational uses of these lakes, and it can increase fire danger through the many terrestrial plants that move into the dry lake beds over time. Drought also affects timber productivity in Leon County, and can increase risk of wildfire in upland areas as well.

The US Drought Monitor[14] was developed to show the location and intensity of drought. This monitoring system uses five categories of dryness shown below. For the past 25 years, Tallahassee-Leon County is typically in a period of no drought or the lowest D0 category. There have only been sporadic occasions when D3 or higher droughts have been registered, which occurred in mid 2000, mid 2007, and late 2012 to early 2013. January 2019 and October 2019 saw instances of D2 drought. Another D2 drought occurred in late 2022 through early 2023. There have been no additional droughts. While other regions of the US with larger amounts of agricultural productivity tend to use these drought monitors for crop production, droughts tend to impact Florida by increasing the risk of wildfire.

- **D0: Abnormally Dry** Increased landscape irrigation is needed
- **D1: Moderate Drought** Water supply decreases
- **D2: Severe Drought** Air and water quality are poor
- **D3: Extreme Drought** Groundwater declines
- **D4: Exceptional Drought** Groundwater declines rapidly

Leon County and its jurisdictions have limited vulnerability to the negative effects of drought. Although drought can exacerbate demand for potable water, the City of Tallahassee's water needs account for less than 7% of the water available for local withdrawal in the Floridan Aquifer. It should be noted that Leon County has not experienced extended drought conditions in excess of several months. However, the City believes that extended droughts would still not pose serious problems to critical needs such as potable water supplies and firefighting needs.

Although public supplies tend to be drawn from much deeper wells that are not normally affected by drought conditions, drought can dry up surficial and other shallow water wells. Therefore, residents who depend upon private water wells are vulnerable to drought, as well as those who live in areas where wildfires are a hazard in dry conditions.

An assessment of potential dollar costs was not performed due to the fact that droughts are not expected to damage existing or future structures or critical facilities within Leon County. Although agricultural production is limited in Leon County and therefore monetary damages incurred during a drought are expected to be minimal, drought is nevertheless ranked as a medium risk to the residents of Leon County based on the impacts an extended drought can have on wildfire and potable water supplies.

Wildfire: Medium Risk

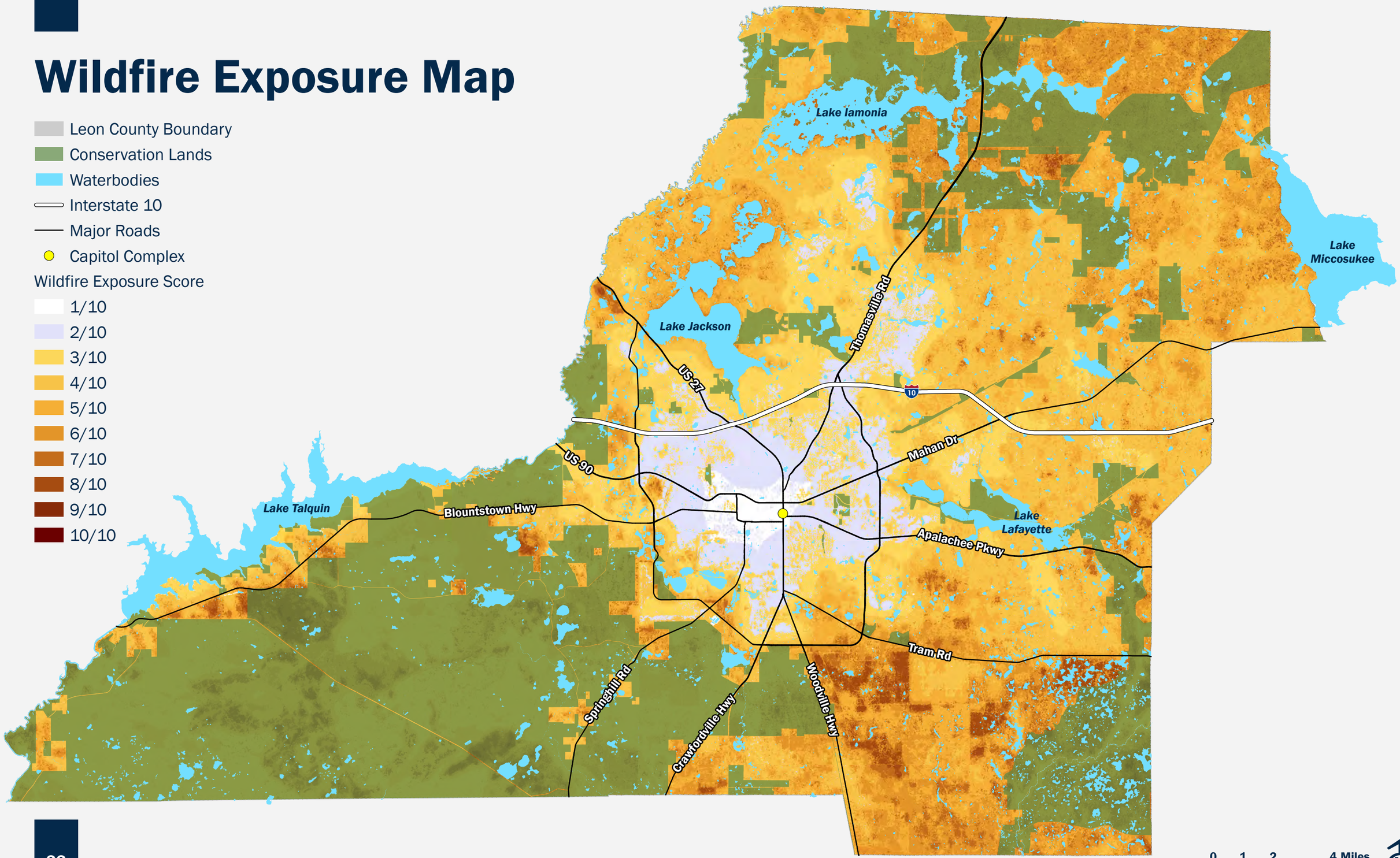
FEMA defines a wildfire as an unplanned, unwanted fire burning in a natural area, such as a forest, grassland, or prairie. Wildfires can start from natural causes, such as lightning, or can caused by humans, either accidentally or intentionally. The extent to which wildfires are measured is according to the number of acres burned. Although wildfires near forested residential areas provide a tangible threat, the impacts of wildfire within the city limits are minimal. However, the potential impact of wildfires in the Wildland Urban Interface (WUI) mostly located in unincorporated Leon County is considerable. The WUI is an area where forested areas are adjacent to residential areas and reflects housing density depicting where humans and their structures meet or intermix with wildland fuels. In addition to the WUI, Wildfire Exposure Scores combine the chance of a wildfire (Burn Probability) with the potential damage to homes (Damage Potential). Burn probability is defined as the likelihood of wildfire burning a specific location within a calendar year or wildfire season, and the damage potential is defined as an estimate of damage that a wildfire could cause to homes considering both fire intensity and embers from nearby fuel.

Wildfire Exposure Map

- Leon County Boundary
- Conservation Lands
- Waterbodies
- Interstate 10
- Major Roads
- Capitol Complex

Wildfire Exposure Score

- 1/10
- 2/10
- 3/10
- 4/10
- 5/10
- 6/10
- 7/10
- 8/10
- 9/10
- 10/10



0 1 2 4 Miles

Credit: Southern Group of State Foresters

The map above illustrates the wildfire exposure scores for Tallahassee-Leon County. Wildfire exposure scores are estimated from data generated by the Southern Wildfire Risk Assessment (SWRA)[15]. The SWRA reflects the latest wildfire analysis and regional risk assessment efforts that provide a foundation for mitigation planning. The SWRA can also be used to locate areas where interagency planning may be of value to effectively manage wildfire risk. According to the SWRA, approximately 272,877 acres within Leon County are located in the WUI and are at the highest risk of burning. The WUI Risk Index is a rating of the potential impact of a wildfire on people and their homes. According to this index, approximately 23% of the WUI acreage may experience elevated to major impacts to people and their homes should wildfire occur. The remaining 77% of the WUI acreage is considered to be at moderate to low impact on people and their homes.

The areas with higher wildfire exposure scores are more susceptible to property damage from wildfires. Large fires within this interface area can impact residential areas and other structures, as well as critical facilities and systems. Even smoke from wildfires can present a hazard to citizens, particularly the elderly and those with respiratory medical conditions. Many of these areas are residential neighborhoods or subdivisions with heavily forested parcels or open space areas. These parcels and areas are seldom subject to prescribed burning, and so are vulnerable to fire due to crowding of trees and heavy fuel buildup. However, these areas also have fire protection provided by the Tallahassee Fire Department, which also provides services to the County through an interlocal agreement.

According to the National Interagency Fire Center's Wildland Fire Incident data, there have been 128 wildfires in Leon County since 2014. The total number of acres burned in that time period has been 17,234 acres. However, of those 128 wildfires, 104 occurred on Apalachicola National Forest property located in southwestern Leon County. In addition, nearly 80% of the total acres burned were accounted for in 3 wildfires that occurred in the national forest. These 3 fires totaled 13,488 combined. Overall, 72 wildfires were reported to have an incident size of less than 1.5 acres. Since 2020, there have been 62 wildfires.

The Florida Forest Service (FFS) responds to wildfire events outside the city limits. Of the five counties in Fire District Four (Leon, Gadsden, Jefferson, Wakulla and Franklin Counties) Leon has produced the least number of fires requiring an FFS response. This may be largely due to a lower concentration of combustible fuel types and the significant amount of controlled burning that takes place on a regular basis. Large areas in the north and northeast frequently utilize fire as a land management tool.

A significant portion of the southwestern area of the county is within the Apalachicola National Forest. There is no significant habitation within its borders and the area immediately surrounding the forest contains limited development. The regular use of prescribed burns by the Florida Forest Service personnel reduces the risk of wildfire in the areas like Fort Braden and Woodville that are adjacent to the national forest.

Wildfires can affect many areas of Leon County and its jurisdictions, but it is particularly a hazard on vacant, undeveloped lands around the urban fringe area where individuals are building homes, particularly in areas with heavy concentrations of trees and vegetation, and where existing fire services or facilities are few or nonexistent. Large amounts of dry underbrush require only an ignition source which can come from various sources such as escape yard debris burn piles, lightning or even the wheels of a passing train. Due to the concentration of residents in rural wooded areas of the county, additional threats to life and property exist, therefore requiring increased mitigation efforts.

Generally, the risk to humans and their property from wildfires increases with population and the development that accompanies population growth. The threat of such fires is low because of extensive prescriptive burning and comprehensive fire protection, yet there is a potential for wildfire in areas of the county adjacent to residential areas and roadways that may increase over time if these areas are not properly managed to reduce the potential for wildfires, particularly if hotter summer temperatures become more common as a result of climate change, which was described in the section addressing extreme heat.

Erosion: Low Risk

The Florida Enhanced State Hazard Mitigation Plan (SHMP)[16] outlines three types of erosion that could potentially impact the state, which include soil erosion, riverine erosion, and coastal erosion. Given that Tallahassee-Leon County is not a coastal community, this type of erosion does not apply to Leon County and its jurisdictions. Soil erosion is a naturally occurring process where the impact of water or wind wears down soil and transports it over time. Soil erosion may be a slow and relatively unnoticed process, or it could occur at an alarming rate causing a sudden loss of topsoil. Riverine erosion is similar to soil erosion and occurs when the land is worn away along the riverbed and riverbanks when water travels downstream and when water levels rise and fall. As the loose sediments is moved along the river, sediment deposits can form along the streambed or are deposited further down the waterway through the process of sedimentation.

Soil erosion and riverine erosion are measured by cubic feet or tons of missing soil or sediment. Soil erosion impacts can be generally experienced in all jurisdictions, while riverine erosion is limited to the areas in unincorporated Leon County that are adjacent to the Ochlockonee River, Lake Talquin, and the St. Marks River. General impacts from erosion include settling or damage to property and infrastructure that could lead to failure or destruction. Significant erosion events have not impacted any critical facilities, and there have been no recorded incidents associated with either of these types of erosion. Although it can be typically associated with agricultural activities, soil erosion can impact Tallahassee-Leon County given the relative steep slopes that are found throughout the Red Hills physiographic region. Large amounts of rain from seasonal storms or from natural hazard events can exacerbate erosive processes in areas of severe slopes and open conveyance systems, causing foundational settlement or potential structure collapse.

Riverine erosion is another potential erosive hazard that could impact the area to a lesser degree when compared to generalized soil erosion. The Ochlockonee River forms the western boundary of Leon County and has been dammed to form Lake Talquin. The Fort Braden community is located in this area between the lake and the Apalachicola National Forest. The lake forms deep slope ravines where low-density residential properties are located, which could cause structures to collapse into the ravine as riverine erosion slowly wears down and washes away sediment. Outside of Fort Braden, the Ochlockonee River is adjacent to conservation lands and large undeveloped tracts of land. The St. Marks River in the eastern portion of the county is also largely protected by conservation lands.

The City of Tallahassee Land Development Code and the Leon County Land Development Code regulate slope grades in order to maintain topography, prevent erosion, protect water quality, and maintain existing vegetation. The land development codes define significant grade as a 10% to 20% slope while severe grade is greater than 20% slope. In addition, the land development codes for both jurisdictions outline instances where these steep grades should be preserved by a conservation easement and where grade change alterations will be restricted near flood zones. According to the codes, a minimum of 50 percent of significant grade areas must be left undisturbed if located adjacent to or within 100 feet of wetlands, waterbodies, watercourses, floodways, floodplains, karst features or special development zones. In addition, severe grade areas shall remain undisturbed if located within 100 feet of the same features delineated in the requirements for significant grade areas. These land development code regulations are intended to mitigate any developmental impacts on erosion as the population of Tallahassee-Leon County grows.

Sinkhole: Low Risk

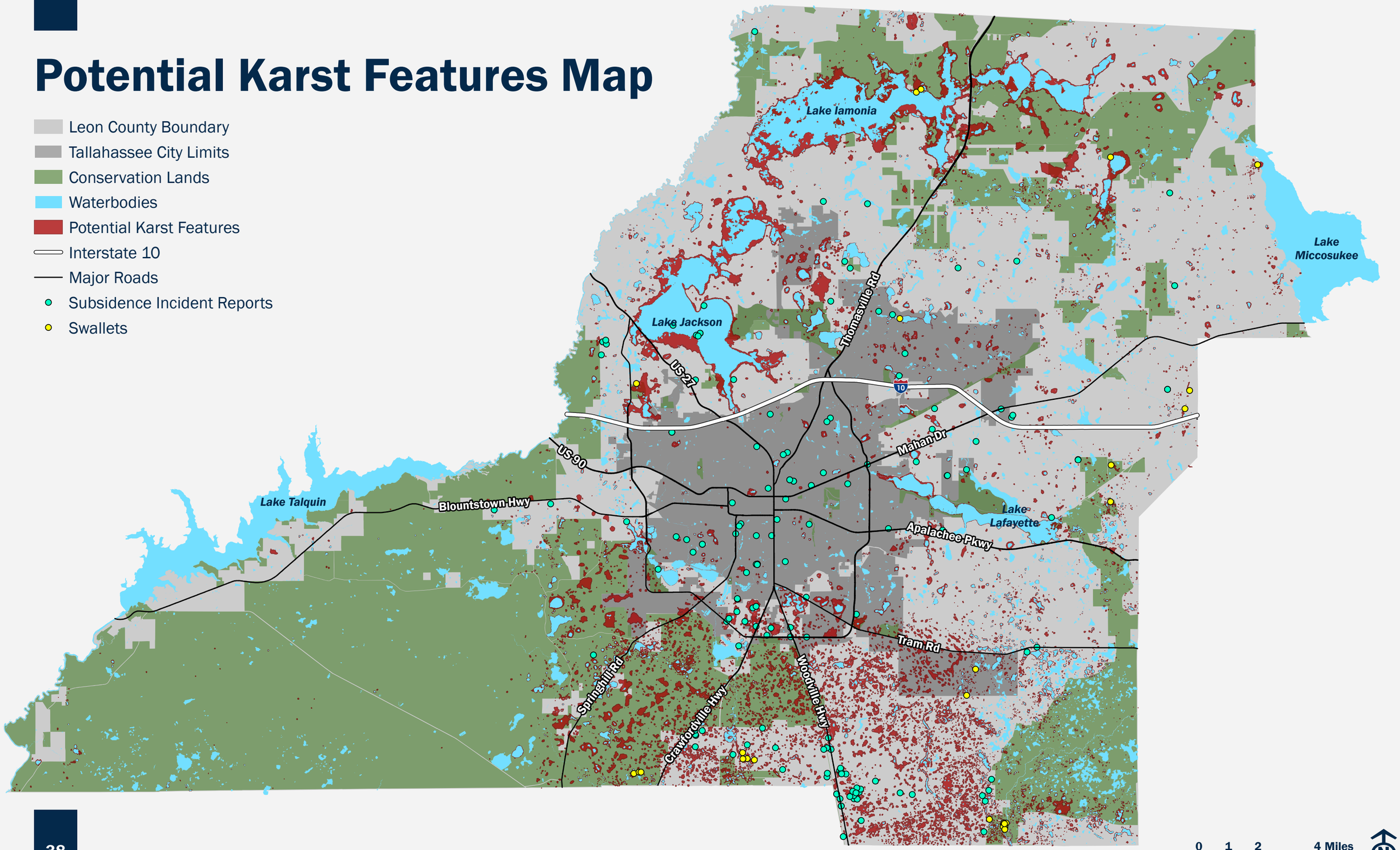
Sinkholes are a common feature of Florida's landscape. They are only one of many kinds of karst landforms, which include caves, disappearing streams, springs, and underground drainage systems, all of which occur in Florida. Karst is a generic term which refers to the characteristic terrain produced by erosional processes associated with the chemical weathering and dissolution of limestone or dolomite, the two most common carbonate rocks in Florida. As defined by the Florida Department of Environmental Protection[17], a swallet is a stream to sink feature, meaning there is a contribution area that concentrates runoff into identifiable streams that disappear underground at a specific point through a sinkhole. The streams may be either intermittent or continuously flowing.

There is currently no agency with responsibility and authority for sinkhole inspections in Florida. However, the Florida Geological Survey (FGS) receives calls from property owners all over the state who have had sinkholes develop on their property. Although sinkholes can result in property damage, the location, impacts, probability, and extent are difficult to predict. Ground Penetrating Radar (GPR) surveys are increasingly used at the site level to locate karst depressions, which may indicate zones of subsidence. These areas can then be checked with a Cone Penetrometer Test (CPT) sounding. The extent of sinkholes is measured in the deep and the width of the occurrence. The most common types of sinkholes in Florida are dissolution sinkholes, cover-collapse sinkholes, and cover-subsidence sinkholes. These types of sinkholes can be triggered by a decline of water levels, disturbance of soil, point-sources of water, concentration of water flow, water impoundments, or heavy loads on the ground surface. Definitions for these sinkhole type are found in the SHMP’s Sinkhole Profile.

The SHMP provides a state-wide Sinkhole Susceptibility Map. The Sinkhole Susceptibility Map includes 4 zones to classify areas by sinkhole type. Zone 1 consists of exposed or thinly covered carbonate rocks. Broad and shallow sinkholes are common in this area. Zone 2 has permeable sand that varies in thickness from 20 to 200 feet. It mainly consists of small cover subsidence. Zone 3 has cohesive, low-permeable soil that forms abrupt collapse sinkholes. Zone 4 consists of deeply inter-bedded carbonate rocks and cohesive clayey sands. Sinkholes are uncommon in this region but collapse and small subsidence sinkholes can occur in shallow beds. Leon County and its jurisdictions are included in Zone 1, Zone 3, and Zone 4. Zone 3 is the most prevalent, with Zone 1 occurring in southeastern Leon County and Zone 4 occurring in the Lake Talquin portion of the County.

Potential Karst Features Map

- Leon County Boundary
- Tallahassee City Limits
- Conservation Lands
- Waterbodies
- Potential Karst Features
- Interstate 10
- Major Roads
- Subsidence Incident Reports
- Swallets



0 1 2 4 Miles

Credit: FGS, FDEP

The Karst Features Map represents previously reported subsidence events, swallets, and potential karst features with data gathered by the FGS and the Florida Department of Environmental Protection. Based on the map, the southern portion of unincorporated Leon County is the most vulnerable to sinkholes. Additional areas of the county having shallow soils overlying limestone, including low areas and waterbodies, are more vulnerable than other areas of the county. Development in those areas of the County where sinkholes are prevalent is potentially more vulnerable, because sinkholes can open up into larger caverns or tunnels. Structures and critical facilities built in these areas that do not have ground penetrating radar studies conducted prior to development to establish the presence or lack of sinkholes or karst depressions are also more vulnerable to sinkholes.

Other subterranean events can cause holes, depressions or subsidence of the land surface that may mimic sinkhole activity. These include subsurface expansive clay or organic layers which compress as water is removed, collapsed or broken sewer and drain pipes or broken septic tanks, improperly compacted soil after excavation work, and even buried trash, logs and other debris. Often a depression is not verified by a licensed professional geologist or engineer to be a true sinkhole, and the cause of subsidence is not known. There have been 8 subsidence events since 2020, with 7 occurring in unincorporated Leon County.

While sinkholes threaten property, a related hazard is the potential impacts on groundwater quality. The local landscape is dotted with sinkholes. Sinkholes are responsible for the periodic dramatic drawdown of several local waterbodies, including Lake Jackson and Lake Lafayette. Because sinkholes have a direct or semi-direct conduit to groundwater reservoirs, the possibility of drinking water degradation is a significant concern. Groundwater vulnerability is most evident within the Woodville Karst and Munson Hills regions, where karst features are prevalent and the aquifer is unconfined by a sedimentary barrier between the surficial and Floridan Aquifers. The maintenance of drinking water quality has been addressed by the implementation of several policies including the Leon County Aquifer and Wellhead Protection Ordinance.

Sinkholes open up every year mostly within the urban and southern areas of Leon County. They are likely to occur in the Red Hills portions of Leon County, including the urban area of Tallahassee, and within the southern parts of the county east of the Apalachicola National Forest. Because the area affected by sinkholes includes the urban area of Tallahassee and developed areas outside of the Apalachicola National Forest, all citizens, structures, and critical facilities and systems within these areas may be potentially affected.

Additional areas of the county having shallow soils overlying limestone, including low areas and waterbodies, are more vulnerable than other areas of the county. Development in areas south of Capital Circle and east of Springhill Road in unincorporated Leon County can be more vulnerable due to the prevalence of potential karst features. Structures and critical facilities built in these areas that do not have ground penetrating radar studies conducted prior to development to establish the presence or lack of sinkholes or karst depressions are also more vulnerable to sinkholes. The degree of vulnerability increases in times of drought as the natural water table decreases in response to the lack of rainfall. An increase in sinkhole activity as a result of climate change has the potential to occur in times of prolonged periods of drought.

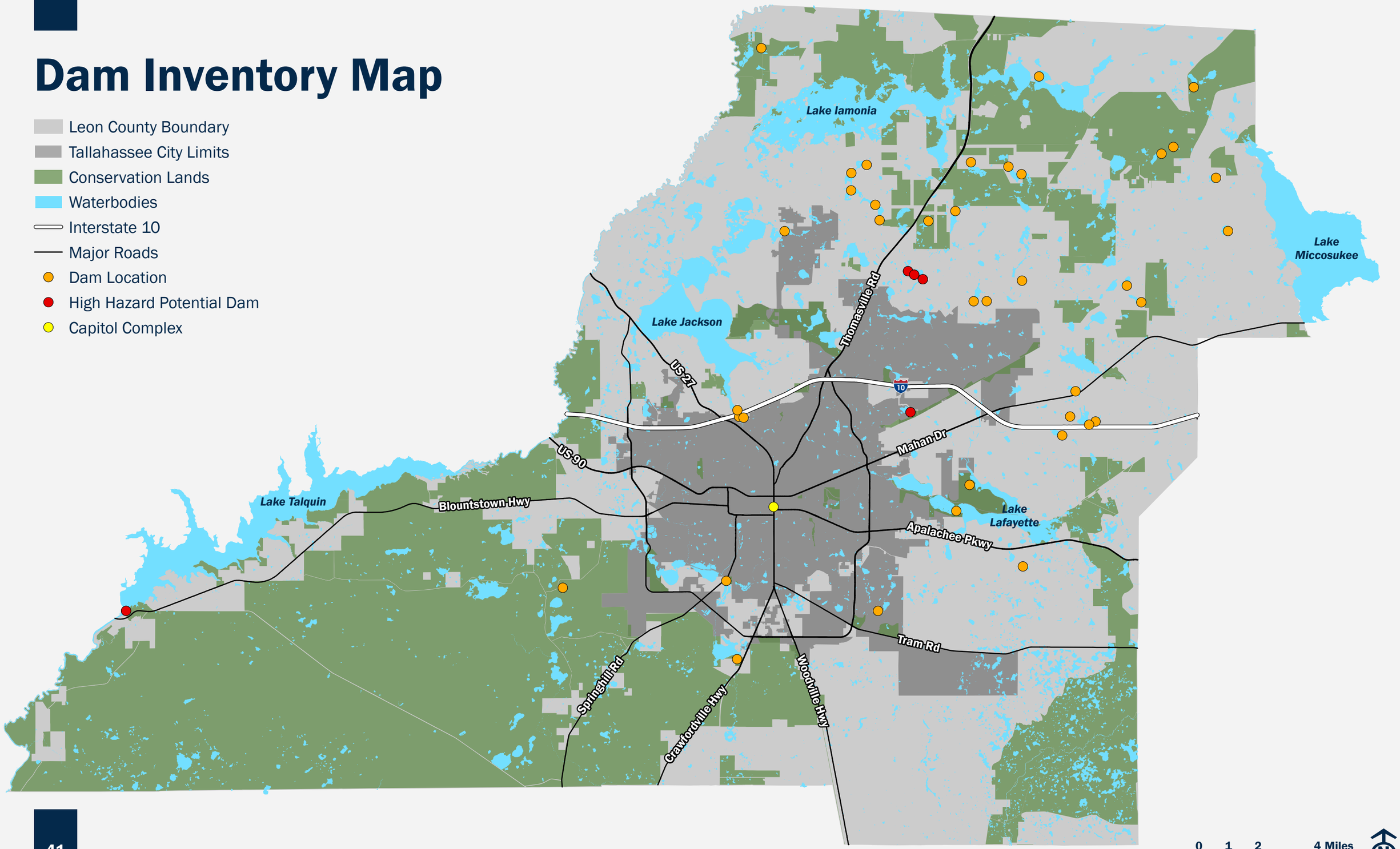
Dam Failure: Low Risk

A dam is defined as an artificial barrier with the ability to impound water, wastewater, or any liquid-borne material, for the purpose of storage or control of water. A dam failure is a catastrophic type of failure, characterized by the sudden, rapid, and uncontrolled release of impounded water or the likelihood of such an uncontrolled release. Dam failures are usually a secondary effect of massive rainfall and flooding, and failures occur when too much water enters the spillway system. Severe thunderstorms and heavy rainfall are contributory factors. Additionally, inadequate maintenance may also cause dam failures. The hazard potential varies for individual earthen dams, and generally depends upon the volume of water supported by the dam along with the proximity to homes or other vulnerable structures downstream of the waterbody created by the dam.

Because many dams are not subject to regular inspection, the data record is not sufficient to assess the hazard potential of many earthen dams. Nevertheless, dam safety is a shared responsibility among the Northwest Florida Water Management District, the Florida Department of Environmental Protection, the US Army Corps of Engineers, local governments and private dam owners. These efforts are coordinated under the Florida Dam Safety Program. The State Dam Safety Officer identifies dams throughout Florida and collaborates with the water management districts and dam owners. The national database for dam information, managed by the US Army Corps of Engineers, is called the National Inventory of Dams (NID). The water management districts and State Dam Safety Officer work to find uncategorized dams and update the database with dams that meet the NID criteria. The map on the next page uses the NID to identify the inventory of dams that rae located within Leon County and its jurisdictions.

Dam Inventory Map

- Leon County Boundary
- Tallahassee City Limits
- Conservation Lands
- Waterbodies
- Interstate 10
- Major Roads
- Dam Location
- High Hazard Potential Dam
- Capitol Complex



Credit: USACE

According to the NID, there are 43 dams in Leon County and its jurisdictions. Of these dams, 5 are classified as High Hazard Potential Dams (HHPD), The High Hazard Potential definition states that the loss of one or more human life is probable if the dam fails. This compares to Significant Hazard Potential, which states that there is no probable loss of human life if the dam fails but economic or environmental damage is possible. To date, no dam failures have been recorded in Leon County and its jurisdictions since 1957. The 5 dams classified as HHPD are Dove Pond Dam, Lake Jean/Gilbert Pond Dam, Lake Warner Dam, Lake Carolyn Dam, and the Jackson Bluff Dam. Outside of the Jackson Bluff dam, each of the other 4 dams are privately owned, and 3 out of the 5 dams have established an emergency action plan (EAP) according to the NID. Officials from Leon County Public Work and City of Tallahassee Underground Utilities and Public Infrastructure coordinate with private dam owners and the state authorities as needed.

Risks from dam failures vary, but vulnerable populations including socioeconomically disadvantaged. minority populations, the elderly, and individuals with disabilities will likely be unable to prepare, respond, and recover as quickly. Older homes that are not elevated are at increased risk to damage or destruction since the homes were built before stronger building codes were implemented. First responders are also more at-risk given the difficulty in accessing flooded areas and the potential for downed powerlines underwater.

The Jackson Bluff dam, previously known as the C.H. Corn Hydroelectric Power plant, was formerly leased by the City for power generation but has since been decommissioned as a power plant and management was turned over to the State of Florida in 2019. The Florida Department of Environmental Protection (FDEP) assumed control of the dam and reservoir for the state, and FDEP coordinates with emergency management personnel from potentially impacted counties (Leon, Liberty, Gadsden, Wakulla and Franklin) during any high-water events to ensure that they are aware of the operations and can coordinate as necessary in the event of a dam failure.

Downstream from Jackson Bluff Dam, the Ochlockonee River travels through four counties before entering into the Gulf of Mexico. In the event of a breach of the dam, the main impact will occur on Crooked Road in unincorporated Leon County. A camping area, a mobile home park, and a road with 45 unelevated homes are about a half mile downstream from the dam. These recreational areas and residential developments are in relatively low-lying areas that would be impacted by flooding from a failure at the dam. Given the definition of HHPD, impacts could include possible loss of life and property.

FEMA states that dam failures can be attributed overtopping caused by floods that exceed the capacity of the dam, structural failure of the foundation, erosion or settlement of embankments, inadequate maintenance, and deliberate acts of sabotage. According to the FDEP Florida Dam Safety Program, owners of HHPDs are strongly encouraged to develop EAPs to implement in the event of a catastrophic dam failures. New dam construction or alteration to an existing dam requires the development of an EAP. In Northwest Florida, including Leon County, permits for the construction, alteration, repairs or abandonment of most dams are issued through the Environmental Resource Permitting Program, which is administered jointly between the Northwest Florida Water Management District and FDEP. Owners of existing dams that need to be repaired or rebuilt may need a permit to authorize the work. An individual Environmental Resource Permit is required for the construction, alteration, repair, or abandonment of dams.

Through these permitting and dam safety programs administered by the state, Leon County and its jurisdictions will continue to coordinate with the Northwest Florida Water Management District and the FDEP State Dam Safety Officer to encourage the development of EAPs for private dam owners. According to Section 119.071 of the Florida Statutes, only redacted EAPs can be released from the FDEM State Dam Safety Officer. Redacted EAP components include interior pictures and data, dam plans, and inundation maps. As such, the pertinent information in EAPs for HHPDs is considered confidential, and the EAPs for those dams will not be included in the Tallahassee-Leon County LMS. The redacted EAPs have been obtained from FDEP for LMS Committee coordination.

The frequency of dam failure in Leon County and its jurisdictions is unknown, and climate change has little impact on dam failure given its categorization as a human-caused hazard. Further, most local dams are small and located in rural areas, and the downstream impacts of their failure would be relatively limited. In addition, development is not expanding in the areas downstream from the identified HHPDs. Based on these data, Leon County and its jurisdictions have limited vulnerability to dam failure. All hazard mitigation initiatives, including those related to HHPDs, are prioritized as described in Section 3.2.

Winter Weather: Low Risk

The National Weather Service defines a winter weather event as a winter weather phenomenon that impacts public safety, transportation, or commerce and includes extreme cold, snowfall, ice storms, winter storms, or strong winds.

Although Florida in general does not experience winter weather temperatures at the same extreme as much colder parts of the United States, there are periodically seasonal fluctuations in low temperatures that can be impactful to Leon County and its jurisdictions. Winter weather is measured by wind chill and the number of days below 32°F. As defined by the National Weather Service, wind chill is used to describe what the air temperature feels like to the skin due to the combination of cold temperatures and wind blowing on exposed skin. The National Weather Service issues advisories for Winter Storm Watches/ Warnings, Winter Weather Advisories, Freeze Watches/Warnings, and Frost Advisories. Those advisories are defined as shown below.

Winter Storm Watch
Issued when conditions are favorable for a winter storm event in the next 24 to 72 hours. A watch is generally issued when the risk of a hazardous winter weather event has increased and is intended to give lead time for people to make plans.

Winter Storm Warning
Issued when a winter storm event is expected to meet or exceed local winter storm warning criteria in the next 12 to 36 hours. A warning is generally issued when a hazardous winter weather event is occurring, is imminent, or has a very high probability of occurrence, and is used when conditions pose a threat to life or property.

Winter Weather Advisory
Issued when a winter storm event is expected to meet or exceed local winter weather advisory criteria in the next 12 to 36 hours but stay below warning criteria. An advisory is for less serious conditions that cause significant inconvenience.

Freeze Watch
Issued when there is a potential for significant, widespread freezing temperatures within the next 24 to 36 hours.

Freeze Warning
Issued when significant, widespread freezing temperatures are expected.

Frost Advisory
Issued when the minimum temperature is forecast to be 33 to 36 degrees on clear and calm nights during the growing season.

Within Florida, Leon County and the northern counties in the panhandle can have comparatively colder winters than central and southern Florida counties. As shown in the Florida SHMP, while southern and central Florida could experience less than 5 days of extreme cold below 32 degrees, Leon County can be subject to between 20 and 37 days of these extreme cold temperatures. Given the relative lack of agricultural industry in Leon County and its jurisdictions, this does not impact economic activities as much as it impacts property, residents, and the delivery of public services.

An arctic blast impacted a majority of the United States in December of 2022. In Tallahassee-Leon County, temperatures were below 20°F for several days, and a hard freeze warning was in effect[19]. In addition, Leon County and its jurisdictions experienced a historic snowstorm in January of 2025 that resulted in over 2 inches of snow. This once in a generation event resulted in public facilities and critical infrastructure being impacted for days as the snow melted and refroze overnight. Damaged electric transmissions lines disrupted power distribution, and Interstate 10 was closed due to freezing roads.

When these type of extreme cold snaps occur, low-income populations that include the elderly and unsheltered individuals are most at risk from potential impacts. Those without centralized heating systems may not have the capabilities to warm their living spaces or may rely on space heaters, which could result in space heater-related fires from overloading a residential electric system. This is potentially exacerbated by older housing stock with electrical components that no longer meet code requirements for safety. While potentially less hazardous to public health, these cold temperatures and hard freezes also impact plumbing and can cause property damage if appropriate precautions are not taken.

Given the observable historic data and climate change projections, it should be anticipated that extreme temperature swings in Tallahassee-Leon County will continue to increase. Residents help mitigate this increasing vulnerability, but there are limits to what can be mitigated locally. For those experiencing homelessness, the Big Bend Continuum of Care assists with cold weather sheltering in coordination with Leon County Emergency Management. On nights where the temperatures are expected to be at or below 35°F, the Kearney Center will open to provide overnight shelter. There are also housing programs such as free Energy Audits that can assist with residents in identifying ways to improve weatherization and winterization of homes. In addition, the City of Tallahassee and Leon County have committed to addressing the impacts of climate change through adopted plans related to resiliency, sustainability, and energy.

2.3 Impacts of Climate Change

Over the last several decades and particularly since the first Tallahassee-Leon County LMS was adopted, global climate change has been increasingly disruptive to Florida in general. According to the Florida Climate Center[20], since 1950, Florida's average annual temperature has risen by 3.5°F while the global temperature has risen by 2.7°F. Additionally, it is projected that the panhandle of Florida will experience between 30-40 more days of extreme heat per year. As shown in the extreme heat section of the hazard impacts and vulnerability chapter, Tallahassee-Leon County had 93 days of 90°F or higher in 2023. Conversely, while it is expected to continue to get hotter, it is also expected to get wetter. The 2023 National Climate Assessment[21] projects that extreme precipitation events are projected to increase, which will increase the vulnerability of currently flood prone areas. The warming of the Gulf of Mexico has resulted in tropical storms and hurricanes that rapidly intensify into major storm categories before landfall.

These increasing impacts of climate change will further exacerbate the natural hazards currently experienced in Leon County and its jurisdictions. A mismatch of extreme heat and extreme precipitation throughout the seasonal weather patterns could mean more drought and risk of wildfire at some times in the year, with more flooding and severe thunderstorms at other times. Hurricane season has historically been a precarious time of the year for the region and increased threats will continue to necessitate mitigation and response efforts.

It is expected that climate change will increase instability in the atmosphere, especially given the predictions of higher temperatures and increased humidity. The combination of the increased atmospheric instability and weakening vertical wind shear may increase the probability of more severe thunderstorm events, including straight-line winds and tornadoes. Although hail is possible with severe thunderstorms, Leon County and its jurisdictions tend to be more impacted by lightning, high winds, floods, and tornadoes.

In addition, a warmer atmosphere can hold more moisture, and this can result in rainfall events that last longer in duration and cause more instances of flooding. With the effects of climate change, risk from flooding could increased for areas outside of currently mapped flood zones. Given that Leon County and its jurisdictions are inland communities, the risk of coastal flooding and sea level rise as a result of climate change is limited. However, storm surge from larger, stronger, and potentially slower-moving tropical storms could impact communities in the low-lying areas of southern Leon County.

Although it is generally thought that the effects of climate change will bring more wet weather storm events, a lack of precipitation could trigger the onset of drought. These periods of drought may be experienced seasonally. Even though it is not typically as impactful given the availability of groundwater from the Floridan aquifer, drought is a persistent climate threat that could result in water supply reductions, disruptions to agriculture, and increased risk of wildfires. Higher temperatures from climate change will increase the rate of soil moisture loss, which could lead to more intense droughts. Population growth and development have the potential to exacerbate periods of drought.

Additionally, it can be expected that climate change will increase the frequency and intensity of both extreme precipitation and droughts events, which would lead to destabilizing soils throughout inland areas. When drought causes soil to lose its moisture and dry out, extreme precipitation that occurs thereafter then washes away the loose soil and causes erosion. As previously stated, increased tropical storm events are expected, which would have the potential to cause massive amounts of erosion.

Climate change is not expected to increase the occurrences of winter weather events. However, as seen with the January 2025 snow storm, climate variability will continue to influence weather patterns, and isolated winter freeze events in Leon County and its jurisdictions are expected to continue to occur in the future.

There have been several initiatives at the local level that acknowledge these realities and seek to plan accordingly. In 2023, Leon County passed a resolution endorsing the declaration of a climate emergency that recognized the environmental and social threat associated with climate change[22]. Prior to that resolution, in 2019, Leon County adopted the Integrated Sustainability Action Plan[23] and the City of Tallahassee adopted the Clean Energy Plan and the Community Resilience Plan[24].

The Leon County Integrated Sustainability Action Plan lays out specific goals and action items reflecting sustainability priorities and responsibilities across the government with the ultimate aim to reduce greenhouse gas emissions from County operations. Similarly, the City of Tallahassee Clean Energy Plan commits to transitioning to 100% renewable energy by 2050 community-wide. As a benchmark for this transition, the plan calls to achieve 100% renewable energy in City operations by 2035. Along with the City of Tallahassee Community Resilience Plan goal to equip residents for shocks and stressors, these plans work together with the LMS to make Tallahassee-Leon County stronger for all residents.

2.4 Community Vulnerability

While it is important to consider the physical locations that could be impacted by natural hazards, it is essential to remember the human element associated with hazard vulnerability. Given that climate change and natural hazard impacts tend to exacerbate existing societal inequities, mitigation efforts should focus on areas of high social vulnerability. In addition, the funding sources that will be discussed in the hazard mitigation projects section below prioritize projects that will be completed in these areas of social vulnerability. Tools such as the Social Vulnerability Index, Climate and Economic Justice Screening Tool, and National Risk Index have all been developed to provide a snapshot of the areas throughout the country with high levels of vulnerability.

Social Vulnerability Index

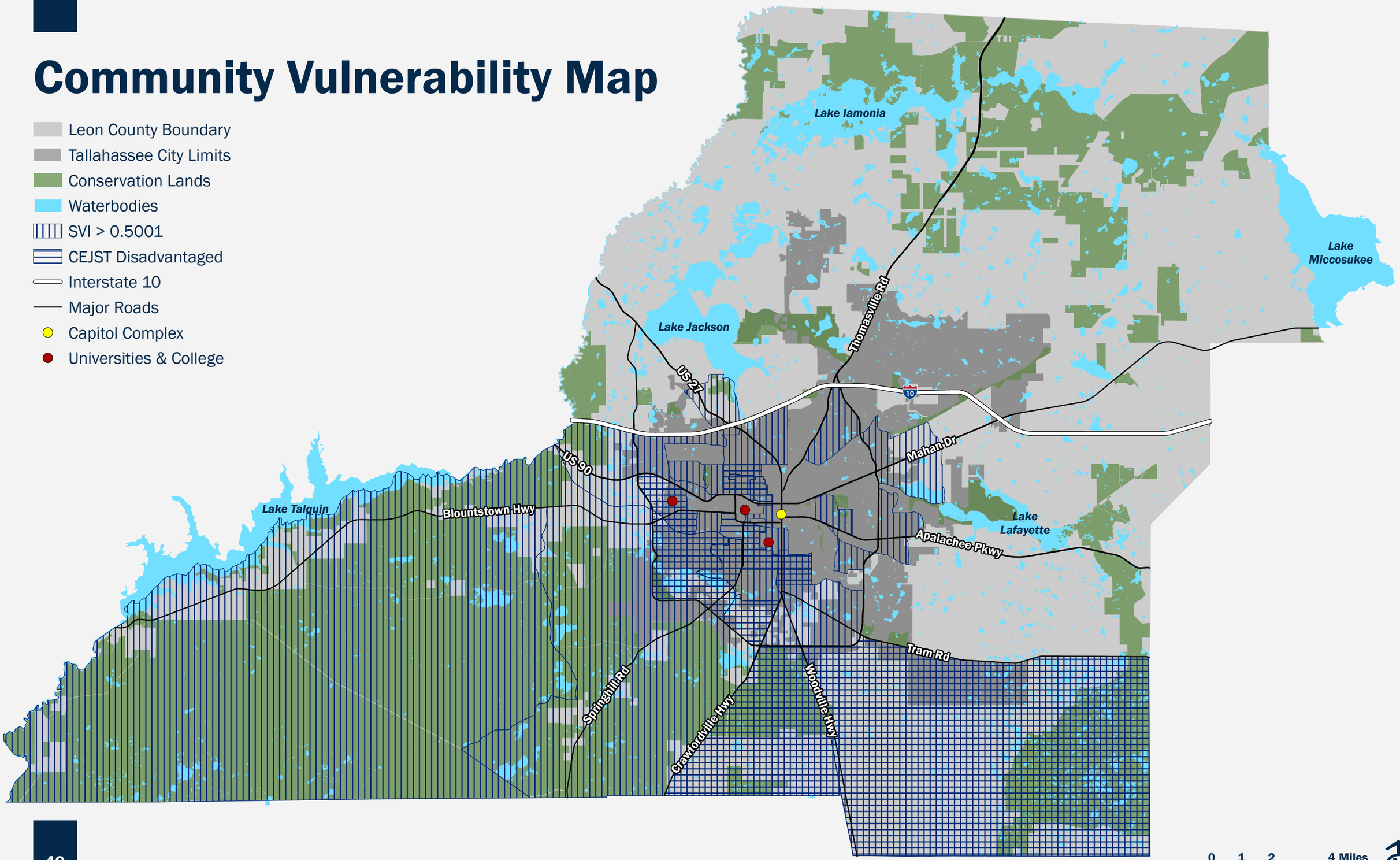
The Social Vulnerability Index (SVI) was developed by the US Center for Disease Control and Prevention's (CDC) Agency for Toxic Substances and Disease Registry (ATSDR) to help communities identify and map the areas that will be most likely to need support before, during, and after a hazardous event[25]. The SVI uses Census tract data to measure four categories: (1) socioeconomic status, (2) household characteristics, (3) racial and ethnic minority status, and (4) housing type and transportation. These categories included 16 factors that are analyzed to calculate the overall social vulnerability index rank. Scores on a scale from 0 to 1 can be calculated individually for each of the four categories or can be applied as an overall score for Census tracts. Grant programs such as the FEMA Flood Mitigation Assistance program use SVI scores over 0.5001 for cost share options.

Climate and Economic Justice Screening Tool

Developed by the Council on Environmental Quality (CEQ), the Climate and Economic Justice Screening Tool (CEJST) is used to implement the Justice40 Initiative by identifying disadvantaged communities[26]. This identification is based on categories of burden that include climate change, energy, health, housing, legacy pollution, water and wastewater, transportation, and workforce development. Grant programs such as the FEMA Building Resilient Infrastructure and Communities program use the CEJST tool to establish priority for projects occurring in Census tracts that have been identified as disadvantaged. The map below shows the overlap of areas in Tallahassee-Leon County with SVI scores greater than 0.5001 and classified as disadvantaged.

Community Vulnerability Map

- Leon County Boundary
- Tallahassee City Limits
- Conservation Lands
- Waterbodies
- SVI > 0.5001
- CEJST Disadvantaged
- Interstate 10
- Major Roads
- Capitol Complex
- Universities & College



0 1 2 4 Miles

Credit: CDC/ATSDR, CEQ

Posted on June 2, 2025

National Risk Index

The National Risk Index (NRI) was developed by FEMA to provide a view of the likelihood and consequences of natural hazards[27]. An overall risk index score is calculated using three components: (1) expected annual loss, (2) social vulnerability, and (3) community resilience. The expected annual loss is the average economic loss in dollars resulting from natural hazards each year. Social vulnerability is the susceptibility of social groups to adverse impacts. Community resilience represents the ability to adapt to changing conditions and recover rapidly from disruptions.

The NRI score for Leon County is 94.56. The score is ranked by percentile, which means that 95% of counties in the US have a lower risk index score than Leon County. This is typical for Florida counties in general because Florida tends to be more prone to hazards than most of the country. In contrast, within Florida, 54% of counties have a lower risk index score. This means that Leon County tends to be less hazard prone than the rest of Florida, which is most likely due to it being an inland rather than coastal county. The NRI shows Leon County with relatively high levels for both social vulnerability and community resilience with relatively moderate levels of expected annual loss. The map on the next page breaks down the risk score by census tract.

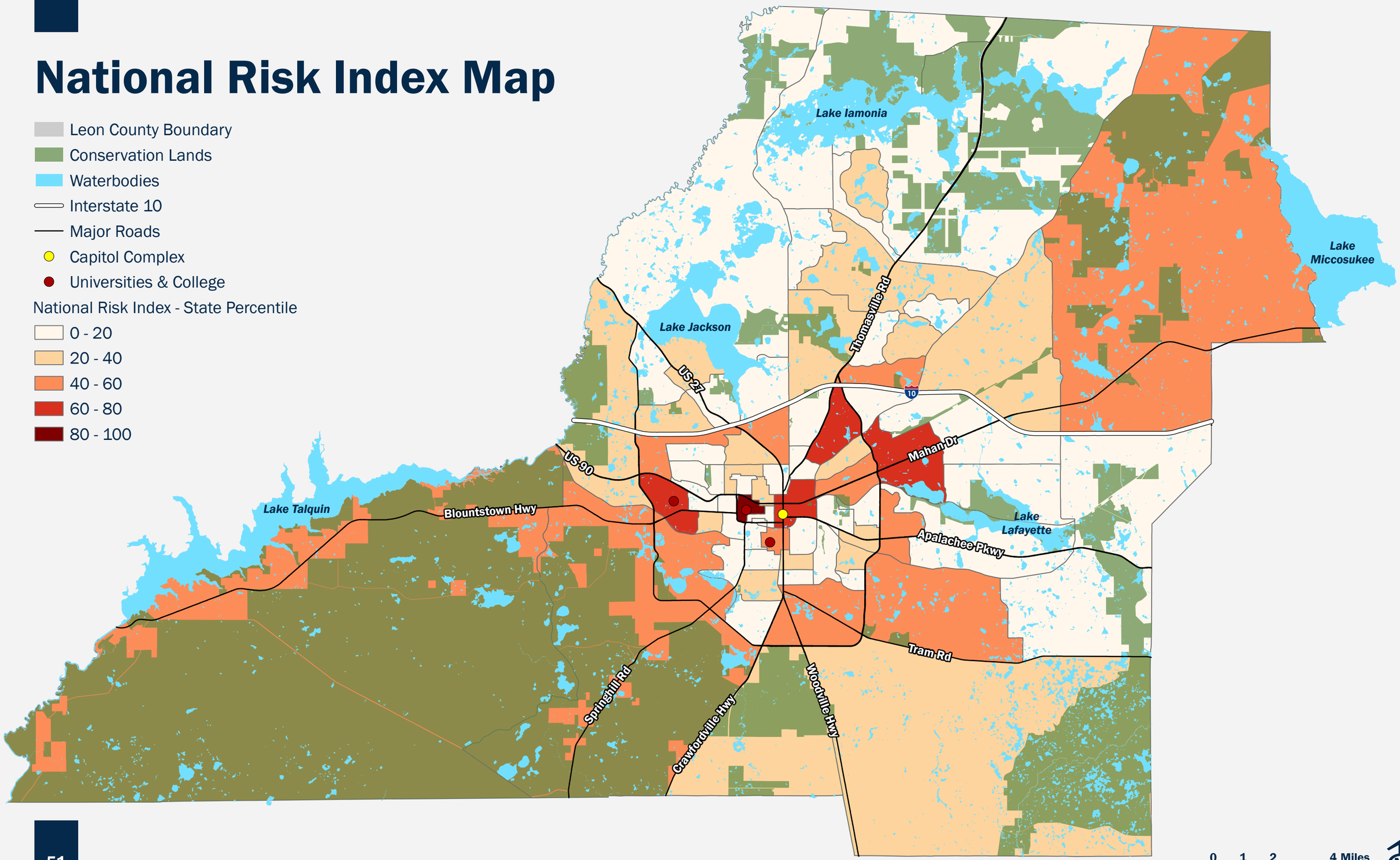
Tallahassee-Leon County Expected Annual Loss (EAL) for Hazard Types		
Natural Hazard	**EAL Rating**	**EAL Value**
Hurricane	Relatively High	$54,574,019
Severe Thunderstorm	Relatively High	$16,590,790
Wildfire	Relatively Moderate	$4,114,675
Flooding	Relatively Moderate	$3,215,896
Extreme Heat	Relatively Moderate	$1,068,465
Erosion (Landslide)	Relatively Moderate	$122,400
Winter Weather	Relatively Moderate	$84,759
Drought	Relatively Low	$35,058

National Risk Index Map

- Leon County Boundary
- Conservation Lands
- Waterbodies
- Interstate 10
- Major Roads
- Capitol Complex
- Universities & College

National Risk Index - State Percentile

- 0 - 20
- 20 - 40
- 40 - 60
- 60 - 80
- 80 - 100



0 1 2 4 Miles

Credit: FEMA

Vulnerable Populations

Each of these three vulnerability tools are encouraged to be used when applying for federal hazard mitigation grant funding and each assesses risk but from a slightly different perspective. For example, the NRI is calculated by multiplying the expected annual loss by the CDC's SVI index and then dividing the result by the community resilience score. Given that the expected annual loss takes into account property values, areas with higher property values tend to score higher on the NRI. The community resilience score is at the county scale so each of the Census tracts receives the same score. When combined with older populations and areas in flood zones, generally higher income areas like downtown and northeast Tallahassee south of I-10 can be identified with high-risk index scores.

In comparison, the SVI and CEJST tend to de-emphasis property values by prioritizing socioeconomic and environmental factors. Each of these tools uses Census tracts as the geographic unit of measurement. There are 79 census tracts in Tallahassee-Leon County. Of these census tracts, 33 have been classified with a SVI score of greater than 0.5001 and 14 have been identified as disadvantaged by the CEJST. The areas of overlap between these two indices consist of 13 census tracts in southeast Leon County and southwest Tallahassee. Most of these areas have high levels of housing cost burden, single-parent households, multi-unit or manufactured housing, and lack of vehicle access. These areas tend to be racially and ethnically diverse, but the most consistent indicator is poverty rate.

In addition, specific populations are more vulnerable than the general population to all of the natural hazards described in this plan. These vulnerable populations are often more impacted by all natural hazards because they tend to lack the financial resources and logistical support to prepare, respond, and rebound from any natural hazard event. Certain vulnerable populations, such as elderly individuals in assisted living situations or individuals with severe medical conditions, are at a higher risk from prolonged periods of power outages caused by natural hazards such as tropical storms or severe thunderstorms. Homeless and unsheltered people are the most vulnerable, particularly if they are unaware of an incoming storm or if their campsite is in a low area that is vulnerable to flooding. Extreme heat and winter weather events are also increasingly hazardous for homeless individuals without access to shelter. Poverty and a lack of support resources can reduce the ability to prepare for and rebound from hazards like drought, wildfire, erosion, or sinkhole. First responders and emergency management personnel often put themselves in harm's way to protect these vulnerable populations.

Land Use and Development Impacts

The Structures Age Map on the next page uses Leon County Property Appraiser data to show development patterns throughout Leon County and its jurisdictions. Out of the total number of parcels, there are 34,057 parcels with structures that were built prior to 1980 and another 21,189 were built prior to 1990. This represents nearly 50% of all properties in Tallahassee-Leon County, which is significant given that the Florida Building Code (FBC) was entirely overhauled following the destruction experienced by Hurricane Andrew in 1992. Following a lengthy commission and recommendation process, a new FBC was adopted in 2002 to improve the hazard resilience of properties[28]. While nearly 50% of properties in Tallahassee-Leon County were built prior to Hurricane Andrew, there have been 20,610 structures (18%) built since 2003 and 3,694 (3%) built since 2020. The year that a structure was built is important when considering hazard vulnerability, particularly for hazards involving high winds such as tropical cyclones and severe thunderstorms.

In addition to the year that a structure was built, the building materials and location of the structure also contribute to property vulnerability. Manufactured homes tend to be more impacted by hazards that include high winds and flooding such as tropical storms, severe thunderstorms, and flooding. According to Leon County Property Appraiser data, there are 6,826 total parcels that include a manufactured home, and 194 of those structures were built since 2020. Given that 764 of these parcels are located within the City limits, the vast majority of these properties are located in unincorporated Leon County. In addition to being susceptible to high winds and flooding, the manufactured homes located in unincorporated Leon County are also in areas with the highest wildfire exposure scores.

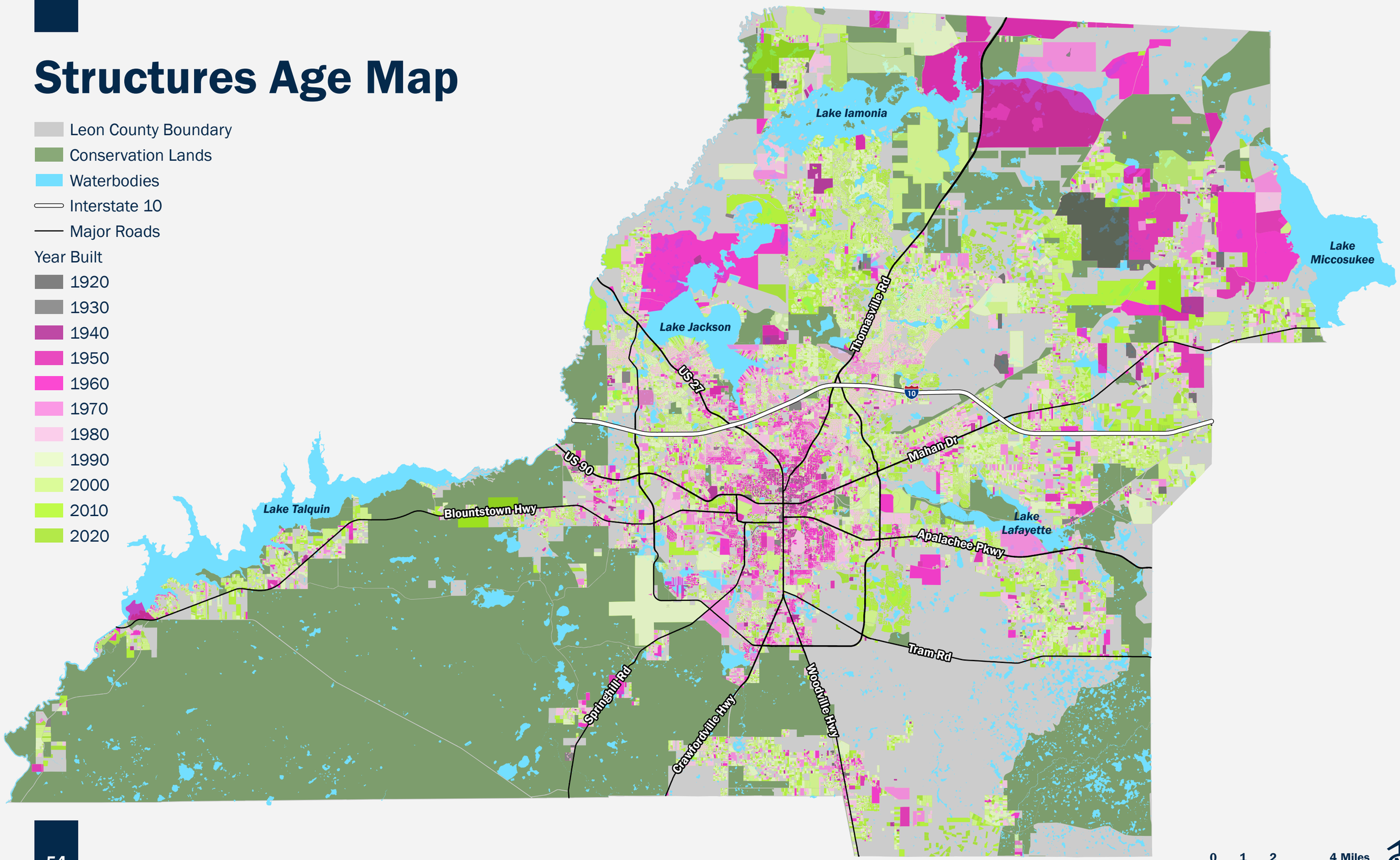
Larger developments are required by land development regulations to ensure that newly built stormwater infrastructure is suitable to prevent flooding onto adjacent properties. The areas with the highest amount of impervious area, such as those in the urban core around downtown or near the university campuses, are served by larger stormwater management systems that are designed to compensate for a large influx of water. Other areas outside of the urban core such as Southwood, Welaunee, and Bradfordville have experienced continued growth and development that require multi-family projects and single-family subdivisions to meet these modern stormwater infrastructure policies to mitigate flooding from natural hazards. In addition to these stormwater requirements, new subdivision developments are also required to underground electrical distribution lines, which helps to mitigate impacts from tropical cyclones, severe thunderstorms, and flooding .

Structures Age Map

- Leon County Boundary
- Conservation Lands
- Waterbodies
- Interstate 10
- Major Roads

Year Built

- 1920
- 1930
- 1940
- 1950
- 1960
- 1970
- 1980
- 1990
- 2000
- 2010
- 2020



Extreme heat events are often exacerbated in urbanized areas with large amounts of impervious surfaces. As described in the Extreme Heat section, this urban heat island effect causes urban areas to experience significantly higher temperatures than their surrounding rural areas. This is mostly due to the removal of vegetated areas that are replaced with impervious surfaces. Areas such as Downtown and Collegetown around the FSU campus may experience this impact more acutely given than these locations allow for the highest zoning densities and allow impervious lot coverage percentages of 90%. However, street tree and planting strip requirements are included in the land development regulations for these areas, which can mitigate the urban heat island effect. By contrast, established neighborhood subdivisions that were developed prior to the 1980s tend to have mature tree canopies that cool down the environment.

Outside of the student housing development trends around downtown and the university campuses, new residential subdivision developments are most prevalent in Southwood, Welaunee, and Bradfordville. The majority of Southwood has been developed, but there are still several hundred acres around the exterior of the planned community that have yet to be developed. Bradfordville is similarly mature in terms of new development, with new residential and commercial developments intended to be completed along Bannerman Road and Bradfordville Road. The Welaunee development, however, consists of several thousand acres of greenfield new development that will be constructed over the coming decades. These residential and mixed-use developments could impact erosion and extreme heat given that the native vegetation will be removed to build new housing units. Land development code requirements for lot grading and tree planting will help mitigate impacts from removing vegetation that holds soil in place and provides shade from heat.

Prolonged periods of drought could place a larger strain on the potable water supplies required in new development. However, the impact of drought will likely not impact development in any areas given groundwater availability. As noted in the Drought section, groundwater supplies are typically not impacted by drought conditions in Leon County and its jurisdictions. Similarly, new development will likely not be impacted by sinkholes hazards given that development proposals for large tracts of undeveloped land require a natural features inventory to account for any potential karst features on the property. There are no impacts on new development from winter weather given that residential projects have better construction materials and insulation to protect from winter weather events. Given that these changes in land use and development are expected to be gradual over time, the overall vulnerability of Leon County and its jurisdictions does not change.

Critical Facilities

FEMA encourages but does not require the mapping of critical facilities. Given this guidance and the security implications of mapping critical facilities, the Tallahassee-Leon County LMS uses the table below to show the types and numbers of existing high priority critical facilities. Specific locations and descriptions of critical facilities can only be obtained from Tallahassee-Leon County Geographic Information Systems by qualified personnel. Critical facilities are defined as providers of goods or services that are vital to local response functions in the event of a disaster. Critical facilities also play a vital recovery role during the aftermath of natural hazards. The following table summarizes the types and number of high priority critical facilities in Tallahassee-Leon County. The LMS Goals and Objectives highlight the importance of critical facilities.

Critical Facility Type	Total Number of Sites	City of Tallahassee	Unincorporated Leon County
Child Care Facilities	191	153	38
Communications Towers	163	93	70
Corrections	4	4	0
Electric Generation Facilities	41	22	19
Emergency Operations Centers	7	7	0
Emergency Shelters	68	57	11
Fire Stations	25	11	14
Government Center	7	7	0
Hazardous Materials Sites	282	190	92
Healthcare Facility	82	69	13
Higher Education Facilities	7	7	0
Hospitals	9	7	2
Hurricane Shelters	19	13	6
Key Resources (Aid Distribution)	18	11	7
Law Enforcement Facilities	14	14	0
Military Facilities	4	4	0
Public Water Supply (Wells)	63	30	33
Schools (K-12)	59	47	12
Sewage Treatment Facilities	6	2	4
Solid Waste Facilities	6	0	6
Total Number of Critical Facilities	**1,075**	**748**	**327**

Because natural disasters cost local governments significant resources, a plan to address hazards can help stretch and save often scarce revenues and the time necessary to rebuild critical facilities and infrastructure. Community infrastructure such as roads, drainage systems, water systems, and wastewater treatment plants built in high hazard areas are subject to frequent damage and costly repairs. These costs can put a significant strain on the budget of local governments. Keeping critical facilities out of high hazard areas or armoring these and other facilities where necessary can reduce the costs associated with damages to such infrastructure from natural hazard events.

Disruption to public infrastructure can also hamper the local economy, impacting the tax base and making recovery more difficult. But the public costs of a disaster are not related to infrastructure alone. Critical facilities such as hospitals, schools, airports, and major government buildings located in high hazard areas are often subject to damaging conditions just when they are needed the most. The costs to community health, safety, and welfare are often difficult to accurately calculate.

Based on experiences gained from previous natural hazard events, Leon County and its jurisdictions have learned which systems are vulnerable to particular hazards, and how to generally mitigate these hazards. The most significant impacts from natural hazards occur to critical facilities, including infrastructure such as electric transmission and distribution facilities, sewer lift stations, and traffic control facilities. Critical facilities that may be in flood zones place additional stresses on existing public infrastructure. According to Tallahassee-Leon County GIS data, there are 31 critical facilities located in a flood zone.

Hazard mitigation efforts for critical facilities include avoiding hazardous areas such as floodplains, reducing the potential effects of trees on electric utility distribution and transmission facilities, while also providing sufficient tree canopy cover to mitigate extreme temperatures and erosion. Other measures include the permanent installation of generators, rebuilding and upgrading building components, staging generators at major road intersections and critical facilities, trimming trees around power lines, prepositioning utility trucks, lowering water levels of major reservoirs and stormwater detention ponds, and arranging schedules of response personnel. The failure of public infrastructure from hazards can occur suddenly and affects different populations in different areas. Loss of electricity is perhaps the most significant cause of public infrastructure failure, followed by flooding. The projects that are proposed for hazard mitigation funding are often in response to these lessons learned from previous natural hazard events.

Chapter 3
Mitigation Strategy

3.1 Hazard Mitigation Goals & Objectives

Prior iterations of the Tallahassee-Leon County LMS have included an expansive list of goals, objectives, and initiatives. These have been largely carried through the subsequent updates from the original LMS that was adopted in 1999. Some revisions have been made throughout the years, but the changes have been relatively minor. In addition to the goals included in the original LMS, the objectives from the most recent 2020 LMS update are highly similar to the 1999 LMS objectives. These original objectives were intended to feed into the prioritized mitigation initiatives, which included 45 ranked initiatives for both policy change and capital projects. Over the years of updates, the number of initiatives has been reduced to include only non-capital projects, and a Prioritized Project List was added to identify infrastructure projects that support the goals of the LMS. The Hazard Mitigation Initiatives in Appendix A and the Prioritized Project List in Appendix B comprise the projects that are used to achieve the goals and objectives of the Tallahassee-Leon County LMS.

2025 LMS Goals and Objectives

This update has reimagined the goals and objectives for the Tallahassee-Leon County LMS using previous iterations as guidance. The goals have been streamlined while continuing to capture the spirit of the original LMS. Although economic activities are an important consideration for community resilience in general, the LMS Committee has determined that they are outside of the scope of hazard mitigation efforts. Mitigating critical facilities and infrastructure will continue to be a priority. As such, the goals of the Tallahassee-Leon County LMS are to support hazard mitigation efforts that achieve the following:

1) *Protect public safety by continuing to assess the potential impacts and prepare accordingly for natural hazards affecting Tallahassee-Leon County*

2) *Strengthen infrastructure and neighborhoods by continuing to invest resources in mitigating the impacts of natural hazards on critical facilities and community assets*

3) *Enhance community resilience by continuing to support public programs, especially those focused on providing assistance to the most vulnerable populations*

Protect Public Safety

The health, safety, and welfare of Tallahassee-Leon County residents are the most important considerations for hazard mitigation efforts. The role of the LMS for these objectives will be to support projects that ensure preparedness for the natural hazards that may impact the City and County. Objectives to protect public safety include:

1a) Continual assessment of natural hazards and their impacts

Learning from past experiences is a valuable process for hazard mitigation. Tallahassee-Leon County will continue to evaluate its preparedness and response to natural hazard events.

1b) Evaluate and update emergency notification systems as necessary

Automated text message systems and robust public notifications are currently in place for emergency preparedness, and the LMS will support efforts to update these communication systems as needed.

1c) Pursue additional training opportunities for emergency responders

Training programs beyond the required training will be encouraged to ensure that emergency responders and supplemental support staff are educated on the most up-to-date best practices.

1d) Strengthen partnerships for hazard training, planning, and response

Coordination with public, private, and non-profit stakeholders in Tallahassee-Leon County will be continued, and opportunities will be pursued to enhance regional mitigation efforts.

1e) Incorporate hazard mitigation into development review processes

Land development code regulations currently incorporate additional requirements for environmentally sensitive lands, and the best practices for managing development will continue to be pursued.

1f) Support mitigation activities in conservation lands throughout the County

Tallahassee-Leon County has a vast expanse of conservation lands that provide ecosystem services in the mitigation of hazards, and the LMS will support active management activities on these lands.

Strengthen Infrastructure

Following a natural hazard event, disruptions to critical facilities can affect the delivery of essential public services. While the goal should be that these public services operate continually without disruption after a natural hazard, these objectives will prioritize minimizing disruptive events. Objectives to strengthen infrastructure include:

2a) Enhance mitigation of critical facilities

Critical facilities for emergency responders such as airports, fire stations, hospitals, and other public safety facilities that are located in high-risk areas will be prioritized for mitigation efforts.

2b) Mitigate critical public infrastructure corridors as needed

Roads, drainage, water, wastewater, and electrical systems are the public infrastructure that are critical to mitigating the impacts of natural hazards and will be upgraded appropriately as needed.

2c) Improve disaster resistance of shelters and service provider facilities

Community centers, health care facilities, and other neighborhood services often supplement emergency response efforts. Projects to improve these types of facilities will be solicited and pursued.

2d) Utilize natural areas and green infrastructure for mitigation efforts

Combining naturalized elements with public infrastructure can provide additional mitigation of natural hazard impacts. These green infrastructure techniques will be adopted as appropriate.

2e) Invest in flood-related capital improvements projects

Flooding is a critical issue, and natural hazards tend to exacerbate the problem. Flood prone areas will be targeted for capital improvement, at-risk property acquisition, and grant-funded projects.

2f) Continually monitor and evaluate High Hazard Potential Dams (HHPDs)

The LMS supports continuing to coordinate with the Northwest Florida Water Management District and the Florida Department of Environmental Protection to evaluate appropriate action on HHPDs.

Enhance Community Resilience

As natural hazard events are projected to increase in the face of climate change, grassroots community resilience will need to be fostered to complement the role of public emergency response efforts. The objectives included are intended to facilitate citizen-led resilience and support local government programs:

3a) Continue participation in the NFIP and CRS

The City of Tallahassee and Leon County will continue to participate in the National Flood Insurance Program and Community Rating System to minimize premiums for flood insurance.

3b) Maintain programs to mitigate vulnerable and repetitive loss structures

There are currently programs in place to identify vulnerable structures and work with property owners that have been subject to repetitive losses. The LMS supports maintaining these programs to acquire at-risk properties as needed.

3c) Promote public awareness of natural hazards and high-risk areas

A key role of the LMS is to increase the awareness of residents on the natural hazards that may impact Tallahassee-Leon County, and public awareness campaigns should prioritize education for those who may be in high-risk areas.

3d) Encourage resilience improvements to existing residential housing

Thousands of properties throughout Tallahassee-Leon County were built prior to the current building code. Efforts will be made to encourage the implementation of disaster-resistant improvements for all properties.

3e) Support public education programs on resources for community resilience

Several programs currently exist to educate residents on topics such as energy conservation and rain gardens. The LMS supports the expansion of public education campaigns on available resources.

3f) Coordinate with community stakeholders to enhance mitigation efforts

Neighborhood association and community stakeholder support is often needed to implement public infrastructure projects, and the LMS supports enhanced coordination with these groups on awareness efforts.

3.2 Hazard Mitigation Initiatives & Projects

As part of developing the original LMS, the LMS Committee prioritized a set of mitigation initiatives and infrastructure projects. The Hazard Mitigation Initiatives and the Prioritized Project List represent local mitigation efforts that support public health and safety, protect property, and strengthen infrastructure in Leon County and its jurisdictions.

Hazard Mitigation Initiatives

Many of the mitigation initiatives identified by the LMS Committee are non-capital efforts such as policy changes and updates to existing codes and plans. Most of these efforts are ongoing, and there is no explicit timeline for completion in place. A general review of potential costs and benefits was conducted for the mitigation initiatives. However, given the requirements of FEMA's HMGP to require a full cost-benefit analysis as part of the grant application, cost was not included in the prioritization.

The Hazard Mitigation Initiatives were developed with a list of criteria and performance measures that were assigned points to weight the initiatives. Bonus points were awarded to those initiatives where the benefits extended beyond county boundaries, promoted public and private cooperation, promoted individual responsibility, and provided multi-hazard risk reduction. The criteria and performance measures were as follows:

- Support public heath and safety — Degree to which hazards are alleviated
- Protects people — Percentage of at-risk population to benefit
- Protects property — Percentage of at-risk structures to address damage
- Reduces risk of future damage — Degree to which future risks are mitigated
- Supports essential or critical services — Supports public vs. private services
- Ease of implementation — Length of time needed to implement

Based on the final scores that were calculated in prior updates to the LMS, the initiatives were grouped into high, medium, or low categories. The LMS Committee did not rescore these initiatives for this update and has maintained the list of initiatives from the 2020 LMS Update. In addition, the prioritization of these initiatives has also been maintained from the previous update. Given that the human-caused and technological hazards have been removed from this LMS update, initiatives #16 and #20 have been removed from the list in Appendix A as indicated with a strikethrough.

Potential Funding Sources

The most commonly pursued grant funding source in Tallahassee-Leon County has historically been the Hazard Mitigation Grant Program (HMGP). This grant is administered following a Presidential Disaster Declaration and is disbursed to impacted counties proportionally based on the scale of damages. The list below shows the approximate funding that was available to Leon County from previous natural disasters:

- Hurricane Helene (2025): $3.5 million
- Hurricane Debby (2025): $245,000
- May Tornadoes (2025): $11.2 million
- Hurricane Idalia (2024): $2.6 million
- Hurricane Nicole (2023): $76,000
- Hurricane Ian (2023): $2.2 million
- Hurricane Michael (2021): $8 million
- Hurricane Hermine (2017): $628,000

Eligible HMGP projects include acquisition of at-risk structures, floodproofing and elevation of structures, generators for critical facilities, facility retrofits, wildfire mitigation, and wind mitigation. Projects for HMGP funding tend to be smaller-scale structural and power redundancy retrofits of existing facilities. Ineligible projects include equipment purchases, stand-alone studies not directly related to design and implementation, tree and debris removal, and projects that are currently in progress. HMGP grant applications must include an endorsement letter from the respective LMS Chairperson and should indicate the priority of projects if more than one project is submitted.

For larger-scale projects with multi-year time horizons, the Flood Mitigation Assistance (FMA) and the Building Resilient Infrastructure and Communities (BRIC) grants should be pursued. Each of these annual grant opportunities can be implemented over a three-year period and can fund capacity building activities such as assessments and planning efforts. FMA grants are focused on flood mitigation projects that will benefit NFIP-insured properties, especially those that have been identified as Severe Repetitive Loss or Repetitive Loss. BRIC grants are focused on hazard mitigation projects that increase resilience. Addressing multiple hazards can result in higher prioritization, and grant applications that have been previously awarded with capacity building activities funding typically receive a higher evaluation score for implementation projects.

Prioritized Project List

Since its initial adoption, the LMS Committee has continued to meet on a regular basis to endorse specific projects for grant funding. The Prioritized Project List (PPL) is included in Appendix B and consists of projects intended to increase the resilience of public infrastructure and critical facilities. Projects are added to the PPL following endorsement by the LMS Committee and are prioritized annually as needed.

The LMS Committee prioritizes projects according to a rank order approach, where each project is ranked by the LMS Committee voting members from highest priority to lowest priority. Combined with their professional expertise, LMS Committee voting members consider criteria including if the project involves a critical facility, the number of people that would directly benefit, the impact the project will have on the natural environment, the potential to prevent loss of life, the life expectancy of the project, and if the project is located in a mapped hazard area. The ranks are averaged to determine the priority order, and the PPL reflects the projects that will seek grant funding for implementation. New projects will be considered, endorsed, and prioritized by the LMS Committee as necessary.

From 2017 to 2024, the LMS Committee has endorsed a total of 17 hazard mitigation projects that have received approximately $8.3 million in federal grant funding from FEMA administered through FDEM. In addition to these projects that have been funded, there are 2 pending projects currently working through the approval process, and the funding requested for those projects totals approximately $532,000. In 2025, approximately $14 million has been allocated by FDEM from the 2024 declared natural disasters, and 7 projects have been prioritized to pursue this grant funding.

Year Funded	Number of Projects Funded	Total Funded (Approximate)
2017	3	$828,000
2020	1	$346,000
2021	8	$4.3 million
2022	3	$2 million
2023	1	$118,000
2024	1	$742,000
Totals	**17**	**$8.3 million**

Chapter 4
Planning Process & Plan Maintenance

4.1 Planning Process

The federal rules that govern the local mitigation strategy process require that the LMS Committee meet regularly at least once a year to review the LMS and any proposed changes. The LMS Committee Bylaws are included in Appendix D and the minutes from the LMS Committee meetings are found in Appendix E. All Committee members and additional stakeholders are contacted via an email distribution list that is regularly updated by the LMS Coordinator. The Public Information Officers for both jurisdictions are also on this email distribution list, and all meetings are open to the public. The formal planning process to review and update the existing Tallahassee-Leon County Local Mitigation Strategy began in late 2023 with a meeting of the LMS Steering Committee and Working Group. Since that initial meeting, local staff and other community organizations have met several times as a subcommittee to share information and coordinate the update processes for policies and information included in the 2025 update.

Planning staff initiated a discussion of the required five-year update of the LMS, including the proposed timeline and the role of the Steering Committee and Working Group. The Steering Committee Chair suggested that a meeting in early 2024 be scheduled so that volunteers for a Working Group could meet on a more regular basis with Planning staff to review and update the LMS and then schedule a regular meeting of the Working Group to review these work products as the process moves forward. Quarterly meetings of the Working Group were proposed by the Chair for this purpose. The Working Group reviewed elements of the existing LMS, including hazards, new flood major mitigation and emergency management initiatives and projects, and the hazard rating system. The subcommittee at the November meeting discussed the goals and objectives in the LMS. Throughout 2024, staff collected supporting documents, researched new occurrences of hazards, analyzed the vulnerability of the community to these hazards, and gathered other relevant data as part of the update process. Staff reviewed the previous LMS update, reviewed new requirements, and noted data deficiencies.

A draft copy of the 2025 update was submitted to the Florida Division of Emergency Management for review in December 2024. A draft copy of this plan was added to the Tallahassee-Leon County Planning Department website. The public meeting to present the 2025 update was also advertised on this webpage. The advertised Leon County and City of Tallahassee commission meetings for adoption by resolution of the 2025 LMS update were scheduled respectively for May 2025.

4.2 Opportunity for Public Involvement

Soliciting effective public input and raising awareness about the potential hazards impacting Tallahassee-Leon County is a core objective of the LMS. To reach neighborhoods throughout the community, LMS Committee members work with the City's Neighborhood Affairs Division and the County's Neighborhood Services Division on outreach efforts that seek to engage underserved and vulnerable populations. These include programs such as Neighborhood PREP and Leon Ready, which help educate residents on how to prepare for natural disasters. In addition to these efforts, both traditional and new forms of communication, including social media, are used to encourage awareness of hazard preparedness. Through these outreach efforts, the most vulnerable populations in Leon County and its jurisdictions are encouraged to provide input and feedback.

To encourage public participation and increase community knowledge regarding the current LMS update, a draft copy of the 2025 LMS update was added to the Tallahassee-Leon County Planning Department LMS webpage for review. Documentation for this review is included in Appendix E. At any time, citizens can engage with staff on questions, concerns, or comments via the email address and phone number on the Planning Department LMS webpage. Comments and concerns expressed through public feedback are used to ensure compliance with federal and state requirements for the LMS. Through the public review process, comments are received by the LMS Coordinator and reviewed to determine if edits to the LMS update should be made. Comments received during this update cycle that were incorporated into the LMS were focused on including additional information about the planning process and future natural hazard risks.

Although there are a variety of means through which public engagement on the LMS is encouraged, the nature of the LMS can make it difficult to effectively engage with the general public at-large. A key component of the LMS is grant eligibility for projects that target increasing the resilience of critical facilities and public infrastructure. Through the PPL, these efforts tend to be on individual projects that are implemented by separate governmental departments, and it can be difficult to communicate how all of these separate projects and initiatives work together to achieve the goals and objectives of the LMS. As the LMS Committee considers future updates and opportunities for public involvement, additional in-person and online public meetings will be held to educate citizens on mitigation efforts and to solicit feedback on future projects and initiatives. All LMS information will be posted on the Planning Department's dedicated LMS webpage.

4.3 Coordination with Existing Plans & Policies

This section is intended to summarize existing authorities, policies, programs, and resources available to accomplish hazard mitigation in Leon County and its jurisdictions. The individual agencies and departments who manage the plans and policies described below are responsible for reviewing the LMS and coordinating with the LMS Committee to ensure that hazard mitigation goals and objectives are implemented appropriately. The role of the LMS Committee is to convene the respective entities engaged in natural hazard mitigation efforts, which are represented on page 6 in the Introduction. Through LMS Committee meetings, voting and non-voting members coordinate as needed to ensure plans and policies are consistent with the goals and objectives of the LMS. All LMS Committee members coordinate internally within their organizations to ensure consistency.

Authorities

The Leon County Division of Emergency Management and the Sheriff's Office are responsible for maintaining and updating plans necessary for disaster situations. These plans include the Leon County Comprehensive Emergency Management Plan and various Continuity of Operations Plans (COOPs). The Leon County Division of Emergency Management maintains an Emergency Operations Center. The City of Tallahassee formed a Division of Emergency Management in 1992. The Division of Emergency Management has a full-time Emergency Coordinator who works with city agencies on emergency preparedness, response, and recovery activities.

Tallahassee-Leon County Comprehensive Plan

The Comprehensive Plan is a joint plan that directs long range growth and development in Tallahassee-Leon County. The Future Land Use Element establishes goals, objectives, and policies governing land use. This element is based on the population projections of the community, as well as natural resource considerations and the distribution of infrastructure. Land uses are allocated on the Future Land Use Map based on these assumptions and the community's commitment to concentrate urban development in a compact form within the Urban Service Area (USA), which intended to minimize urban sprawl and focus growth where infrastructure currently exists. The element also includes incentives to direct growth to underutilized areas. These strategies are linked to how well the USA boundary is maintained, and a priority is placed on limiting expansions to the USA.

The Intergovernmental Coordination Element was amended to incorporate policies describing the role and function of the LMS Committee. The Intergovernmental Coordination Element states:

> *The Tallahassee-Leon County Local Hazard Mitigation Steering Committee shall review and update the adopted Leon County Local Mitigation Strategy as required by state law. The composition of the LMS Committee shall be comprised of a broad representation from governmental and private sector interests to ensure effective disaster mitigation coordination. The LMS Committee shall meet on a regular basis and provide an annual report to the City and County Commissions on the status of disaster mitigation efforts and recommendations for prioritization of disaster mitigation programs in the annual schedule of Capital Improvements. [Policy 1.3.5: [I] (EFF. 4/10/09)]*

The Conservation Element was amended to incorporate policies to increase wildfire mitigation efforts, as promoted through the LMS. Policies and objectives in the Land Use Element were amended to incorporate goals and actions prescribed in the LMS Prioritized Mitigation Initiatives List. Lastly, the Glossary was amended to add the terms 'hazard' and 'hazard mitigation' to the language and terms within the Comprehensive Plan.

If any amendments related to hazard identification and mitigation are identified by the LMS Committee, they will be transmitted to the Planning Department through the LMS coordinator. If specific text or map changes are recommended or by the elected officials, the Planning Department will file an amendment to the Comprehensive Plan.

Land Development Code

Floodplain management regulations have long been incorporated into the land development regulations for the City of Tallahassee and Leon County, based on policies in the Tallahassee-Leon County Comprehensive Plan. Mitigation initiatives included in the LMS will continue to be considered as part of amending existing ordinances and regulations and in the drafting of new ordinances and regulations for inclusion in the Code. Planning staff regularly meet with the City's Growth Management department and the County's Development Support and Environmental Management (DSEM) department on variety of issues, including hazard identification and mitigation. Planning Department staff also manage the Leon County Water Resources Committee.

Comprehensive Emergency Management Plan

The Leon County Comprehensive Emergency Management Plan (CEMP) establishes uniform policies and procedures to effectively coordinate resources in response to natural, man-made and technological emergencies. It outlines direction and control of emergency situations from the Board of County Commissioners to the FDEM. The Recovery Function of the CEMP outlines how the transition from response to recovery is managed and the activities conducted during the recovery phase. The Mitigation Function is a summation of the Leon County Local Mitigation Strategy and includes a brief discussion of concept of operations, pre-disaster mitigation planning and funding opportunities.

The LMS Committee will continue to coordinate with the Leon County Sheriff's Office and Leon County Division of Emergency Management to ensure policies, programs, and mitigation actions are consistent between the LMS and the Leon County Comprehensive Emergency Management Plan. Any updates to the CEMP will consider and incorporate or reference relevant hazards, proposed mitigation alternatives, and other related information. Planning Department staff are provided FEMA training and help staff the Emergency Operations Center during disaster and training events. This coordination extends to the LMS through the Steering Committee.

Tallahassee-Leon County Post-Disaster Redevelopment Plan

The PDRP identifies policies, operational strategies and roles and responsibilities for implementation that will guide decisions that affect long-term recovery and redevelopment of the community after a disaster. The PDRP emphasizes seizing opportunities for hazard mitigation and community improvement consistent with the goals of the Comprehensive Plan and the initiatives of the LMS. THE PDRP is updated every five years, and includes information on hazards, vulnerability, and risk also found in the LMS.

The 2012 Tallahassee - Leon County Post-Disaster Redevelopment Plan (PDRP) was developed as a tool to better prepare the community for long-term recovery and redevelopment after a disaster. The PDRP identifies policies, operational strategies, and roles and responsibilities for implementation that will guide decisions that affect long-term recovery and redevelopment of the community after a disaster. The PDRP emphasizes seizing opportunities for hazard mitigation and community improvement consistent with the goals of the Comprehensive Plan and the initiatives of the LMS.

City of Tallahassee Community Resilience Plan

The Tallahassee Community Resilience Plan is a comprehensive assessment of threats to social, economic, and environmental features and characteristics which influence the community's ability to be resilient and recover from a range of acute shocks and chronic stresses. This document is intended to address underlying chronic stresses that affect our community, such as job, food, and housing insecurity, as well as acute shocks that include flooding, extreme temperatures, and significant storm events, especially as they intensify with our changing climate. This Plan was developed following Hurricane Hermine (2016) based on community input where residents expressed the need to better prepare for hurricanes and other hazards that present an increasing threat to life, property, and the environment. The Tallahassee Community Resilience Plan includes a comprehensive set of recommendations that includes mitigation measures to address selected threats. The Resilience Plan is intended to be consistent with the LMS, and the LMS in turn recognizes the Resilience Plan. The Resilience Plan has a suite of recommendations for various City departments to implement, including the Comprehensive Plan and the LMS. Staff will be meeting to coordinate these recommendations at a policy level and will bring recommended changes as appropriate to the LMS Committee for consideration.

City of Tallahassee Urban Forest Management Plan

The City of Tallahassee, designated as a Tree City USA, is known for its abundance of trees and iconic canopy roads. At 55 percent tree canopy coverage, the City boasts one of the highest percentages in the nation. In September 2016, Hurricane Hermine highlighted some of the challenges the City faces related to its tree canopy. Subsequently, the City Commission voted in March 2017 to develop an Urban Forest Master Plan (UFMP) to help ensure the proper management of the urban tree canopy. Recent damage caused by Hurricane Michael further reinforced the importance of urban forest management for public safety and resilience. The UFMP is a long-term plan of action that guides proactive and effective urban forest management that will support the City’s efforts to balance the needs for storm hardening, infrastructure and growth, while ensuring that the City’s trees contribute to key Commission priorities. A healthy urban forest provides ecological and social value to the community, increasing an already high quality of life. Additionally, when properly managed, trees contribute to quality infrastructure and public safety rather than cause unnecessary expense. The latter includes managing the canopy to make the City’s electric transmission and distribution system more resilient to the effects of hurricanes.

Continuity of Operation Plans

A Continuity of Operation Plan (COOP) identifies essential functions and core responsibilities of the agency. It establishes backup plans and identifies alternate locations for agencies to function from if their facility is impacted during an emergency. COOPs assure that the essential functions continue without interruption. This is essential in assisting a community to return to normalcy after a catastrophic disaster. The City of Tallahassee maintains COOPs for the Fire Department, City Manager, Police Department, Growth Management, Housing and Community Resilience, Facilities Management, Parks and Recreation, and the City Commission. Leon County maintains COOPs for Emergency Management, Sheriff's Office, Emergency Medical Services, County Administration, County Attorney, Facilities Management, Growth and Environmental Management, Health Department, Management Information Services, Property Appraiser, Public Works, Tax Collector, Red Cross. Tallahassee Memorial Hospital, HCA Florida Capital Hospital, FSU, FAMU, and TSC have also created COOPs.

Community Rating System

The LMS will continue to contribute to the maintenance requirements for the Community Rating System (CRS) for both the City of Tallahassee and Leon County. The City's Public Infrastructure Engineering Division will also continue to produce an annual report on the status of the LMS and the list of prioritized mitigation initiatives. Division staff regularly coordinate on an annual basis with Planning staff on the production of the annual CRS report. They are also participants in the LMS Committee. The CRS annual report is also integrated into the LMS update. If projects are completed or deleted or if new projects are identified, the LMS is modified to reflect these changes.

Local Government Capital Improvement Projects

Previous LMS initiatives included current flood-related capital improvement projects as an important mitigation action for addressing flood-related hazards in the City of Tallahassee and Leon County. In the LMS updates, initiatives included identifying flood-related capital improvement projects as an important mitigation action for addressing flood-related hazards. Capital improvement projects identified by the City of Tallahassee and Leon County will continue to be incorporated into future updates to the LMS. The current list of flood-related capital improvement projects is found in Appendix C.

Departments Supporting Hazard Mitigation Programs and Resources

The Tallahassee-Leon County Public Safety Complex is a multi-purpose facility developed in partnership with the City of Tallahassee and Leon County and is a state-of-the-art facility is designed to withstand winds from a Category 3 hurricane or F4 tornado. This facility houses the City of Tallahassee Regional Transportation Management, the Leon County Emergency Operations Center, the Consolidated Dispatch Center, the Leon County Emergency Medical Services, and the Tallahassee Fire Department Administration. Most importantly, the public safety dispatchers for all services work together in the same facility. This ensures that when assistance is needed, the closest and most appropriate Fire, Police, Sheriff or EMS unit will be sent.

The Tallahassee Fire Department provides fire protection and Advanced life support first-response emergency medical services to the city of Tallahassee, Florida and Leon County. TFD presently has 16 Fire stations serving approximately 702 square miles of incorporated and unincorporated land with over 278,000 residents. The department is staffed by 267 certified firefighters and responds to over 22,000 incidents annually.

Leon County Emergency Medical Services provides emergency medical services to all citizens and visitors of Leon County regardless of social economic status. Leon County EMS is part of a comprehensive system operating through a cooperative agreement between the City of Tallahassee and Leon County.

The Leon County Department of Public Works maintains facilities such as County roads, stormwater facilities, mosquito control, conducts transportation and stormwater planning and permitting, and administers the permitting and inspection of water and sewer system construction. The Leon County Public Works Department consists of four major divisions: Administration/Transportation, Engineering Services, Operations, and Fleet Management.

The City of Tallahassee's Underground Utilities and Public Infrastructure department operates the City's water, wastewater, stormwater utility systems, as well as public works and transportation infrastructure. Major infrastructure includes a 26 million gallons per day wastewater treatment facility, 102 pump stations, 1,000 miles of sanitary sewers, 444 miles of storm drains, 310 miles of ditches and canals, 1,200 miles of water mains, 650 miles of streets, 8 water towers, and 27 water wells producing 10 billion gallons of water annually for residents and businesses in Tallahassee-Leon County.

The City of Tallahassee's Electric and Gas Utilities Department provides the generation, transmission, and distribution of electric energy to commercial and residential sectors, as well as providing potable water, wastewater treatment and sewer services, natural gas, and solid waste pickup services.

The Leon County Sheriff's Office provides police patrol, detective service, court protection, coroner service, and county prison operation for the unincorporated area of Leon County. The Tallahassee Police Department provides public safety services.

The Tallahassee-Leon County Planning Department's mission is to provide accurate information, creative and effective planning recommendations, and expertise in the areas of long-range land use, environmental, and transportation planning for the orderly growth of the Tallahassee community. The Department coordinates the LMS, including its five-year updates and adoption by both the City and County Commissions.

Planning Integration

Formal and informal coordination occurs on a daily basis within Leon County and its jurisdictions between LMS Committee members, organizations, stakeholders, and institutions that provide resources for natural hazard preparedness and emergency response. The various plans and programs previously described are constantly being evaluated and updated when necessary and required.

In addition to these actions, the executive leadership of the Leon County Government and the City of Tallahassee direct staff to continually review existing programs, plans, and other capabilities following a natural disaster. These were comprehensive reviews of the impacts of these disasters upon citizens, infrastructure, and property formalized into after action reports that included recommendations and other direction incorporated where appropriate into these existing plans, policies, and programs. Any updates that are needed will be considered by the appropriate agency and department.

Although these plans, policies, and programs will be continually refined and updated as necessary to accommodate the lessons learned from prior natural hazard events, there are no proposed changes or additional integration to plans or policies addressing natural hazard mitigation. Any proposed changes will be reviewed by the LMS Coordinator and presented to the LMS Committee for consideration and input.

4.4 Monitoring & Maintenance of the LMS

The Steering Committee, with the assistance of the LMS Coordinator, will meet annually to review the local mitigation strategy to ensure it is current, that the prioritization is still valid, and that it reflects changing conditions within the community. This will provide adequate time to incorporate any needed revisions prior to the next grant cycle. The Steering Committee will meet earlier on a more frequent basis if needed, such as in a post-disaster environment. To track the status of LMS projects, a GIS dashboard will be developed and will be updated quarterly to reflect the ongoing progress.

Additional stakeholders will also be invited to participate in the review. Changes recommended by the Steering Committee will be forwarded to the Tallahassee-Leon County Planning Department and to Leon County Emergency Management for consideration. The Tallahassee-Leon County Planning Department, as coordinator for the LMS process, will forward recommended revisions to the City and County Commissions for final review and determination of action as directed by the Committee Chair.

Additionally, an annual Status Report will be prepared by the City of Tallahassee's Public Infrastructure Engineering Division in coordination with Leon County. This report will contain a report on the status of each mitigation initiative, including progress towards the achievement of the initiatives purpose and new developments or programs impacting the implementation of the initiative. The Steering Committee will review these annual reports to monitor the progress in meeting the established goals and objectives, as well as monitoring the implementation of the mitigation initiatives.

The Tallahassee-Leon County Planning Department will be the lead agency for the required five-year update of the LMS. The LMS Coordinator, as shown on page 5, will start preparations for this update at least 18 months prior to the expiration of the LMS. This will include meeting with the LMS Committee to lay out the process, setting up a Planning Subcommittee composed of knowledgeable members of the Working Group to review the various parts of the plan, holding regular meetings as necessary with this subcommittee, and setting up public meetings for additional stakeholder input. The Coordinator will also put a draft copy of the updated LMS on the Planning Department's website along with a description of the process and write the agenda items for both the Leon County Board of County Commissioners and the Tallahassee City Commission to adopt the updated LMS by resolution at least one month prior to the expiration of the LMS.

Tallahassee-Leon County Local Mitigation Strategy Appendix A-F

Appendix A Hazard Mitigation Initiatives

Priority	Initiative	Project Name	Estimated Cost & Timeframe	Responsible Organization	Hazard	Potential Funding Sources	Benefits/Costs Review	Background & Status
1	Continue to identify needs for improving the disaster resistance of critical facilities	Improving Disaster Resistance of Critical Facilities	Estimated costs are based on 722 critical sites across all jurisdictions within the County. To mitigate all 722 sites within the jurisdiction the County would require ≥$750 million which averages $1,038,781 per site. Not every site would require this amount, but other sites would require more. Estimated Timeframe: Five Years	• City of Tallahassee (COT) • Leon County Emergency Management	• Flooding, • Hurricanes & Tropical Storms • Storm Surge	HMGP (Florida Division of Emergency Management (EM)) Community Development Block Grant (Department of Economic Opportunity (DEO)) Regional Domestic Security Task Force (RDSTF) (Department of Homeland Security (DHS))	High/High Discussion: Critical facilities include a mix of small and large installations. Larger facilities such as the EOC, fire stations, sewage treatment facilities, military facilities, the County jail, hospitals, and power generation stations benefit all citizens of Leon County.	Critical facilities provide essential services in the event of an emergency but may be housed in structures that require improvements to weather the impacts of a disaster. Improvements may include, but not be limited to, installing storm shutters, moving utilities underground, and acquiring or retrofitting generators, pumps, and associated appurtenances and/or connections for traffic signals, sewage pump stations, water well pump stations, and emergency shelters. Status: The Local Mitigation Strategy Steering Committee continues to work to identify additional security measures to protect critical facilities within the community. The City has installed extra security measures at certain critical facilities throughout the City. The North Florida Regional Domestic Security Task Force is provided funding to address K-12, Universities, Court houses and communications towers, funding is still needed to protect utilities. There is increased emphasis on identifying needs for improving critical facilities and monitoring since Hurricane Hermine on September 2, 2016 and Hurricane Michael October 10, 2018. Several sewage pump stations (#12, #74) have been replaced, some backup generators have been obtained, other electrical lines to critical facilities have been moved underground, a new water well is on line (#32), and redundant force mains have been installed. Additional funding needs have been identified for generators to operate, traffic signals, sewage pump stations, water well pump stations and emergency shelters such as schools, public community centers and libraries. There are approximately 150 key overhead main circuit lines, and these frequently serve medical, public safety and other critical facilities. A local committee outlines certain items to be purchased, and some funding is coordinated through the Regional Domestic Security Task Force (RDSTF). However, available funding for this initiative is decreasing.
2	Increase intergovernmental coordination of stormwater management	Create Project Manager Position	Administrative Services: Hire 1 Project Manager for Mitigation Services: $66,550 per year AND/OR Contract Services: 1 Mitigation Services Specialist $145 per hour: (160 hours: $23,200 per month, $69,600 per quarter or $278,400 per year). Estimated Timeframe: Five Years	• COT Underground Utilities & Public Infrastructure • Leon County Public Works • City and County Commissions	• Flooding	Local	High/Medium Discussion: The design, construction, and operation of stormwater mitigation and other treatment facilities can be very expensive. The hiring of a project manager to increase intergovernmental coordination will generally benefit most residents and property owners within both Leon County and the City of Tallahassee by mitigating flooding and enhancing the environmental quality of existing surface and subsurface water resources.	Stormwater does not follow jurisdictional boundaries. Land use activities in the City can affect drainage characteristics outside municipal boundaries and, to a lesser extent, vice versa. In the past, stormwater management opportunities have been constrained by fiscal concerns and the impacts of significant amounts of pre-code development. These factors necessitate strong intergovernmental coordination for stormwater management efforts to be effective. Status: Intergovernmental Stormwater management coordination is currently accomplished through several initiatives including countywide land development ordinance, Blueprint 2000 intergovernmental agency Stormwater improvement projects and Local Mitigation Strategy Steering Committee meetings. In addition, the City and County are currently working with the Northwest Florida Water Management District to improve the accuracy of the Flood Insurance Rate Maps through the Risk Map program, which is funded by FEMA. The City has shared stormwater model data with the Northwest Florida Water Management District (NWFWMD) to assist in the county wide Special Flood Hazard Area remapping effort.
3	Improve the disaster resistance of existing site-built housing stock	Create Project Manager Position	Administrative Services: Hire 1 Project Manager for Housing Services: $66,550 per year AND/OR Contract Management: 1 Housing Services Specialist $145 per hour: (160 hours: $23,200 per month, $69,600 per quarter or $278,400 per year). Estimated Timeframe: 10 Years	• COT Economic & Community Development • Leon County Housing and Human Services • Capital Area Red Cross	• All	CDBG Program SHIP HOME HMGP FMAP Repair and Restoration of Disaster Damaged Historic Properties (FEMA) National Flood Mitigation Fund (FEMA) Emergency Advance Measures for Flood Prevention (U.S. Army Corp of Engineers (COE)	Medium/Medium Discussion: Improving the disaster resistance of existing site-built housing stock varies from structure to structure, and the benefits depend on the number and type of improvements. The hiring of a project manager to increase intergovernmental coordination will benefit a limited number of residents and property owners within Leon County and the City of Tallahassee.	Build upon current CDBG, HOME and SHIP programs to improve the disaster resistance of existing site built housing stock, including elevating structures where feasible. Status: The Capital Area Chapter of the American Red Cross continues to provide educational programs to low income population on how they can be disaster resistant and be part of the Ready Rating Program. http://www.readyrating.org/

Priority	Initiative	Project Name	Estimated Cost & Timeframe	Responsible Organization	Hazard	Potential Funding Sources	Benefits/Costs Review	Background & Status
4	Advocate that FEMA modify its policies to accommodate local floodplain management program requirements so as to avoid the frequent necessity for duplicate, and sometimes conflicting, modeling for NFIP purposes	Create Project Manager Position	Administrative Services: Hire 1 Project Manager for Planning Manager: $66,550 per year (benefited) AND/OR Contract Management: 1 Housing Services Specialist $125 per hour: (160 hours: $20,000 per month, $60,000 per quarter or $240,00 per year). Estimated Timeframe: Two Years	• COT Underground Utilities & Public Infrastructure • Leon County Public Works • Leon County Development Support and Environmental Management (DSEM)	• Flooding	Local	Medium/Medium Discussion: The hiring of a project manager to increase coordination between FEMA and local floodplain managers regarding modeling and maps will benefit a limited number of residents and property owners within Leon County and the City of Tallahassee.	Tallahassee and Leon County have advanced stormwater regulations and require sophisticated digital modeling. FEMA is slow to review/approve new modeling software or even more current versions of previously approved software. As a result, local communities frequently are faced with having to do advanced modeling for design and local permitting and then duplicate modeling with the FEMA-approved software list for NFIP purposes. Status: The City of Tallahassee and Leon County continue to cooperate with the Northwest Florida Water Management District through a Cooperating Technical Partnership with FEMA, which will be instrumental in accomplishing this goal. The City and County attended the Apalachee Bay Saint Mark River Watershed Discovery Meeting for updating the FEMA flood maps for the Saint Marks Basin. The City of Tallahassee has provided a map of areas to be reviewed to FEMA. The City of Tallahassee has worked with stormwater model providers to endorse modeling programs that have been added to the list of FEMA accepted stormwater models.
5	Improve floodplain boundary identification and implementation of the FEMA map amendment process	Create GIS Specialist Position	Administrative Services: Hire 1 GIS Specialist trained in LiDAR or Hi-Resolution mapping: $56,049 (benefited) AND/OR Contract Management: 1 GIS Specialist $110 per hour (160 hours: $17,600: $52,800 per quarter or $211,200 per year). Estimated Timeframe: Two Years	• COT Growth Management • COT Underground Utilities & Public Infrastructure • DSEM • Leon County Public Works; Tallahassee-Leon MIS/GIS	• Flooding • Storm Surge	EMPA Trust Fund (DEM) Small Watershed Program (USDA) Emergency Advance Measures for Flood Prevention (COE) Resource Conservation and Development Program (USDA) Soil and Water Conservation Program (USDA) National Flood Mitigation Fund (FEMA)	Medium/Medium Discussion: The hiring of a project manager to increase coordination between FEMA and local floodplain managers regarding floodplain boundary identification and implementation of the FEMA map amendment process will benefit selected residents and property owners within Leon County and the City of Tallahassee.	Efforts would focus on correcting inaccuracies in FEMA flood hazard boundaries. These boundaries are used for insurance purposes and frequently increase rates for residents that are clearly not in the floodplain. Other citizens use this information to guide property purchases and find out they are susceptible to flooding despite lying outside the hazard areas of a FIRM. This initiative would require the hiring of sufficient personnel to identify and prepare map amendments and expand the existing floodplain database to include best available information, such as permitting models, for incorporation into a GIS. Besides providing better data that could reduce insurance rates and improve decisions regarding property purchases, this information could guide acquisition efforts. Status: The City and County are currently working with the Northwest Florida Water Management District to improve the accuracy of the Flood Insurance Rate Maps through the Risk Map program funded by FEMA. Once complete, it is expected that FEMA will issue updates to the FIRM, which will improve the accuracy of the depiction of Special Flood Hazard Areas for the community. The City has provided several stormwater models and highwater elevations to NWFWMD.
6	Explore methods to eliminate additional development in the 25-year floodplain	Update Existing and/or Create New Ordinance(s)	Land Acquisition Costs: The average parcel in Leon County $187,400 (Median value of owner -occupied unit). Estimated Timeframe: Five Years	• COT Growth Management • DSEM • Tallahassee-Leon County Planning	• Flooding	Local	Medium/Medium Discussion: This ongoing initiative utilizes existing staff and programs. This initiative will benefit a limited number of residents and property owners within Leon County and the City of Tallahassee.	This initiative aims at keeping new buildings from the highest risk area of the floodplain, and might include an acquisition effort targeting undeveloped lots. Status: The City of Tallahassee and Leon County growth management departments continue to consider new ordinance language to accomplish this goal.

Priority	Initiative	Project Name	Estimated Cost & Timeframe	Responsible Organization	Hazard	Potential Funding Sources	Benefits/Costs Review	Background & Status
7	Create a public education campaign and community program that promotes awareness of vulnerability to hazards in our community and encourage disaster preparation	Support and expansion of ongoing natural and manmade hazard awareness and mitigation public education programs for residents and property owners in Leon County and the City of Tallahassee	$125,000 for creating a primarily digitally driven campaign with some supplemental public relations to include distribution of material. Continue to utilize COT Utility billing educational inserts. Estimated Timeframe: Five Years	• COT • Leon County Emergency Management • Capital Area Red Cross	• All Hazards	EMPA Trust Fund (DEM)	High/Medium Discussion: This initiative will utilize existing staff and programs with the possible addition of PR consultants as necessary. This initiative will benefit all residents and property owners within Leon County and the City of Tallahassee.	Status: Capital Area Chapter of the American Red Cross has developed the “Ready Rating Program.” The program is designed to mitigate the impact of various disasters by educating residential and commercial property owners on personal actions they can take to reduce the effects of a disaster (such as removing dead limbs, putting up shutters / plywood, creating a safe room in your house/business, etc.). The City, Red Cross and County hosted an annual “Build a Bucket” disaster fair focusing on the community’s vulnerability to various disasters and possible mitigation techniques, including wildfire mitigation actions developed by the Florida Forest Service. The fair could be hosted annually as a stand-alone event and integrated into other community events throughout the year. This strategy would address creating a safe room within the home, general home protection procedures, etc. Leon County Emergency Management also supports NOAA's Weather Ready Nation initiative. NOAA’s Weather-Ready Nation initiative is first and foremost to save more lives and livelihoods. By increasing the nation’s weather-readiness, the country will be prepared to protect, mitigate, respond to and recover from weather-related disasters. As part of the Weather-Ready Nation initiative, NOAA, along with partners, wants to motivate individuals and communities to take actions that will prepare them in the event of a weather disaster and to share their preparedness steps with others. These actions can save lives anywhere - at home, in schools, and in the workplace before tornados, hurricanes, and other extreme types of weather strike.
8	Continue current efforts to remove dead, dying or diseased trees or branches next to roadways and power lines	Tree Removal	Tree Removal Costs: Contract Labor: Leaners: $108.5 per tree Hangers: $80.17 per tree Estimated Timeframe: Ongoing	• COT Underground Utilities & Public Infrastructure • Leon County Public Works • COT Electric Utilities • Talquin Electric	• Hurricanes & Tropical Storms, Severe Storms • Drought	Local	High/High Discussion: This ongoing program utilizes existing staff and contractors. This program benefits all residents and property owners within Leon County and the City of Tallahassee by providing dependable electric service.	Debris from storm events poses a hazard to overhead power lines and roads. Status: Existing City Electric utility tree trimming policy is to trim all vegetation back to 6 feet from existing power lines. The entire system is trimmed on an 18-month cycle. Commission approved policy allows neighborhoods with high rates of outages due to vegetation to request additional clearance up to 10 feet from existing power lines. In 2017, the City started an enhanced tree trimming program cutting 12’ above the electric lines. The City has been designated as a “Tree City” USA and “Tree City Growth” USA for 2018. Significant tree clearing has been done before, during and after Hurricane Michael on 10/10/18.
9	City of Tallahassee and Leon County flood-related capital improvement projects	Create Project Manager Position	Administrative Services: Hire 1 Project Manager for Mitigation Services: $66,550 per year AND/OR Contract Services: 1 Mitigation Services Specialist $145 per hour: (160 hours: $23,200 per month, $69,600 per quarter or $278,400 per year). Estimated Timeframe: Five Years	• COT Underground Utilities & Public Infrastructure • Leon County Public Works	• Hurricanes & Tropical Storms • Flooding • Storm Surge	CDBG (DEO) HMGP (DEM) Emergency Bank Protection (COE) STP (ISTEA) Sustainable Development Challenge Grants (EPA) National Flood Mitigation Fund (FEMA) Soil and Water Conservation (USDA) Resource Conservation and Development (USDA) Small Watershed Program (USDA)	Medium/Medium Discussion: The hiring of a project manager to increase coordination between City of Tallahassee and Leon County flood-related capital improvement projects will benefit selected residents and property owners within Leon County and the City of Tallahassee.	Status: Numerous stormwater projects have been identified as necessary to provide relief to existing flood problems. A complete list of projects for the City of Tallahassee and Leon County are included in Appendix D.

Priority	Initiative	Project Name	Estimated Cost & Timeframe	Responsible Organization	Hazard	Potential Funding Sources	Benefits/Costs Review	Background & Status
10	Acquire parcels subject to flooding in the 100-year floodplain	Land Acquisition of Parcels Vulnerable to Flooding in the 100-Year Floodplain	Land Acquisition Costs: The average parcel in Leon County $187,400 (Median value of owner-occupied unit). Estimated Timeframe: Ongoing	• City of Tallahassee Underground Utilities & Public Infrastructure • Leon County Public Works • Tallahassee - Leon County Planning	• Hurricanes & Tropical Storms • Flooding • Storm Surge	Florida Communities Trust HMGP	Medium/Medium Discussion: This ongoing program utilizes existing staff and contractors as necessary. This initiative benefits selected residents and property owners within Leon County and the City of Tallahassee.	This initiative builds on past City/County floodplain acquisition efforts and would be enhanced by improved information developed through Initiative #5. Acquisitions would target improved parcels with the most vulnerable structures. Status: The City and County continue to evaluate potential acquisition projects and possible funding sources for property acquisitions within the 100-year floodplain. Many parcels within the 100-year floodplain have been purchased by the City of Tallahassee and Leon County during previous years to provide flood relief to flood prone property owners. Some of these acquisition projects were entirely funded using local dollars. Others were funded through state and federal programs while also making use of local matching funds. Examples of these programs include the Flood Mitigation Assistance Program and the Hazard Mitigation Grant Program, both of which are FEMA programs administered by the Florida Division of Emergency Management. The City of Tallahassee has recently purchased and exchanged floodplain property near Texas Street.
11	Develop and maintain emergency notification systems for all hazards and critical facilities	Emergency Notification System	Per site costs can range from $25,000 to $150,000 per year depending on the size of the facility. Estimated Timeframe: Ongoing	• Leon County, City of Tallahassee, Emergency Management; Law Enforcement, Fire and Health; FSU; FAMU; TCC	• All Hazards	HMGP (DEM) National Flood Mitigation Fund (FEMA) U.S. Department of Homeland Security	High/Medium Discussion: Certain hazards affect all citizens of Leon County. Critical facilities include a mix of small and large installations. Larger facilities such as the EOC, fire stations, sewage treatment facilities, military facilities, the County jail, hospitals, and power generation stations benefit all citizens of Leon County.	Emergency notifications and warnings are essential to protecting lives and property. Immediate notification to a specific area is critical during rapidly developing situations such as tornados, hazardous material releases, pandemics, and flash and other flooding events. This system can also be used to inform residents, caregivers, and service providers of issues such as boil water notices, power outages, sewer issues, Amber Alerts and more. Status: Both the City of Tallahassee and Leon County have developed communications departments that also regularly send out public notifications via press releases, social media, and institutional websites. In addition to these capabilities, there are several warning systems already in place within Leon County and the City of Tallahassee. For instance, the Federal Emergency Management Agency, Federal Communications Commission, and the Wireless Communications Industry launched the Wireless Emergency Alert (WEA) system in 2013. This system sends concise, text-like messages to WEA capable mobile devices. Wireless providers, representing 97% of subscribers, are participating in distributing Wireless Emergency Alerts. Mobile users will not be charged for receiving these text-like alerts and are automatically enrolled to receive them. Wireless Emergency Alerts are a point-to-multipoint system, which means alert messages will be sent to those within a targeted warning area, unlike text messages which are not location aware. Wireless Emergency Alerts distributed by the National Weather Service include: Tornado warnings, Extreme Wind warnings, Flash Flood warnings, and Hurricane warnings. There are several flood-warning networks in place throughout the City and County, including a telephone-based warning system at the Lake Talquin Dam, and the Capital Area Flood Warning Network and the City of Tallahassee's Rainfall Data Telemetry System. The Capital Area Flood Warning Network and the City of Tallahassee Rainfall Data Telemetry System provide real-time rainfall totals and water levels at key points within the community. Emergency Management Officials can then use this information during major storm events to identify potential areas of flooding. Leon County Leon County utilizes the internet website http://cms.leoncountyfl.gov/ei/ to post all-hazards emergency public information for use by citizens and the media during emergency events. They also utilize a subscription service (powered by GovDelivery) available at the Leon County website for citizens to sign up for all-hazards emergency notifications, traffic notifications, as well as general Leon County government announcements. Notifications are available via email and SMS. During an emergency, Leon County Emergency Management staff can broadcast live through an electronic link on WFSU-88.9 FM. This provides full radio coverage throughout Leon County and the surrounding area as a primary resource for emergency and public safety information. From local government's experiences with Hurricane Hermine, County emergency management staff has recommended that WFSU be designated as a critical facility, that EOC personnel be tasked to report this information, and to review and upgrade if necessary, the existing telecommunications link with WFSU (88.9 FM) located in the Public Safety Complex. An additional recommendation includes considering providing WSFU's video production support to media partners in the Public Safety Complex in order to broadcast briefings and community updates.

Priority	Initiative	Project Name	Estimated Cost & Timeframe	Responsible Organization	Hazard	Potential Funding Sources	Benefits/Costs Review	Background & Status
11	Develop and maintain emergency notification systems for all hazards and critical facilities	Emergency Notification System	Per site costs can range from $25,000 to $150,000 per year depending on the size of the facility. Estimated Timeframe: Ongoing	• Leon County, City of Tallahassee, Emergency Management; Law Enforcement, Fire and Health; FSU; FAMU; TCC	• All Hazards	HMGP (DEM) National Flood Mitigation Fund (FEMA) U.S. Department of Homeland Security	High/Medium Discussion: Certain hazards affect all citizens of Leon County. Critical facilities include a mix of small and large installations. Larger facilities such as the EOC, fire stations, sewage treatment facilities, military facilities, the County jail, hospitals, and power generation stations benefit all citizens of Leon County.	City of Tallahassee The City of Tallahassee's Water Quality Administration has initiated a remote detection system to determine the status and condition of the potable well facilities. This system achieves the goal of an audible alarm system for our potable water system. The Thomas P. Smith wastewater treatment plant on Springhill Road has a separate monitoring system with audible alarms for all equipment. The SCADA system monitors for potential chemical and gas leaks with audio and visual alarms. State of Florida/DEP/Florida Park Service staff maintains a list of email and phone numbers for residents downstream of the Lake Talquin Dam. This list enables automatic email and phone distribution of either early warning of flooding due to know events upstream or emergency notification of rapidly developing events. Additionally, an emergency siren exists at the dam for boaters and residents in the immediate downstream area. These systems are tested on a quarterly basis and worked well during Hurricane Hermine and Hurricane Michael. Tallahassee State College Tallahassee State College utilizes an Emergency Notification System called TSC Alert. System components include: RAVE emergency reporting software sends messages to classroom phones, personal phones including text messages, E-mails and computer screen pop-ups for all campus computers; Federal Signal Outdoor Siren System/Audible Message; Captiveyes T.V. monitors screen pop-ups located throughout the campus Florida State University The Florida State University (FSU) Alert emergency notification and warning system (http://emergency.fsu.edu/services/FSUAlert) at provides 35+ methods of delivery, single-button activation, and end-user delivery in 5 minutes or less. The university continues to develop and improve the system with expanded coverage, new interoperable communications technologies, and redundancies to ensure operability always under all conditions. FSU recently added capabilities to issue emergency alerts and share response information through a new mobile app called SeminoleSAFE. The FSU ALERT EZ system allows for single-button activation and streamlines warning and notification to 3-5 minutes or less in the most extreme situations. FSU has identified locations on its campus prone to flooding with associated personal injury and property damage. University emergency management staff has proposed to install flood detection equipment in several key locations on its campus and integrate these stations into the FSU ALERT emergency notification and warning system. This Flood Detection and Warning system will require additional funding to implement. A local company, WeatherSTEM, has partnered with Florida State University, Tallahassee Community College, Florida A&M University, Leon County Schools and others to install forty-three weather stations throughout Tallahassee-Leon County. This regional weather MESONET of weather stations allows the public and others the opportunity to enroll in personal notifications of a variety of weather conditions, including lightning. The system provides a Professional Lightning Advisor (PLA) feature which allows people to monitor an ongoing lightning threat and determine when it is safe to resume normal activities. Additional stations and system features are in continual development. FSU previously proposed a regional lightning mapping array (LMA). This regional lightning detection and warning system would provide all public and non-profit entities in the region advanced warning of the potential of a lightning strike, followed by active monitoring capabilities once lightning is occurring. With advanced warning, detection and monitoring capabilities, the goal is to mitigate the risk to life and property from lightning strikes. Florida Agricultural and Mechanical University The Florida Agricultural and Mechanical University (FAMU) emergency notification system issues warnings through Blackboard Connect, the University's emergency notification system. This web-based system sends instant alerts to all students, faculty and staff cell phones, e-mail, and/or pagers. On the main campus (Tallahassee), when notification is necessary due to an immediate and serious threat to public safety, the campus community will also be alerted through its Emergency Siren System, which delivers an audible tone followed by a voice message to the community notifying them of the immediate threat. Overall, monitoring and communications equipment, especially for state of the art digitally-based systems that protect critical facilities, can often require significant startup and/or maintenance funding commitments.

Priority	Initiative	Project Name	Estimated Cost & Timeframe	Responsible Organization	Hazard	Potential Funding Sources	Benefits/Costs Review	Background & Status
12	Explore the feasibility of adding a full build-out component to the Leon County Master Stormwater Management Plan	Create Project Manager Position	Administrative Services: Hire 1 Project Manager for Mitigation Services: $86,578 per year based on the average of 39,244 positions. AND/OR Contract Services: 1 Mitigation Services Specialist $145 per hour: (160 hours: $23,200 per month, $69,600 per quarter or $278,400 per year). Estimated Timeframe: Five Years	• DSEM • Tallahassee-Leon County Planning	• Flooding, • Hurricanes & Tropical Storms • Storm Surge	EMPA Trust Fund (DCA) Small Watershed Program (USDA) Emergency Advance Measures for Flood Prevention (COE) Resource Conservation and Development Program (USDA) Soil and Water Conservation Program (USDA) National Flood Mitigation Fund (FEMA)	Medium/Medium Discussion: The hiring of a project manager to increase coordination between City of Tallahassee and Leon County stormwater management capital improvement projects and to recommend revisions to existing stormwater management regulations will benefit selected residents and property owners within Leon County and the City of Tallahassee.	Status: The master Stormwater management plan does not address stormwater and flooding impacts given future build-out conditions for the entire County. This information could be used to revise existing floodplain regulations so that they reflect projected build -out conditions. Based on information from the Leon County Public Works Department, there are no plans to update the Master Plan at this time due to staffing limitations and current allocation of available resources.
13	City and County acquisition of easement or fee simple property to allow legal access for maintenance of major ditches and canals to reduce flooding	Access Acquisition Program	Construction + Maintenance Costs: Curbs and Gutters: $29.65 linear foot Estimated Timeframe: Ongoing	• COT Underground Utilities & Public Infrastructure • Leon County Public Works	• Flooding	HMGP (DEM); National Flood Mitigation Fund (FEMA)	Medium/Medium Discussion: This ongoing program utilizes existing staff and contractors as necessary. This initiative benefits selected residents and property owners within Leon County and the City of Tallahassee.	The program would consist of the acquisition of easements for ditches and the necessary land to access the ditches so normal maintenance can be performed. Currently the City of Tallahassee is responsible for the maintenance of over 23 miles of major ditches, and the County maintains over 28 miles of major ditches. About 15 miles have adequate access easements, are located within an easement or are located on public ROW. Approximately 30 acres are needed to have full public access to maintain the ditches. Status: The County has no plans to acquire any additional easements or fee simple properties for maintenance access. The City continues to acquire properties and/or easements as needed in conjunction with stormwater management capital improvement projects. The most recent easement was obtained near Golf Terrace Drive.
14	Secure funding source for identified shuttering and hardening needs for windows at Tallahassee Memorial Hospital (TMH)	Windows Replacement Project	Impact Resistant Windows average: $500 per window plus labor (conservatively: $80 per window). Estimated Timeframe: Two years	• COT • Leon County Emergency Management	• Flooding, • Hurricanes & Tropical Storms • Storm Surge	EMPA Trust Fund (DEM) HMGP (DEM) CDBG (DEO)	High/Medium Discussion: TMH is a major regional hospital in Tallahassee. This project benefits all residents within Leon County and the City of Tallahassee.	Tallahassee Memorial Hospital is highly susceptible to wind damage from a tropical storm/hurricane. Currently neither hospital has storm shutters in place. As one of the primary hospitals serving the City of Tallahassee, Leon County and the region, local emergency management personnel should work with TMH to identify shutter options and hardening needs for windows, including costs. In addition, efforts should be undertaken to identify and harden essential support facilities at the hospital. Status: Once a possible funding source is identified, the committee has discussed applying for window protection at TMH. TMH has developed an application for hazard mitigation and is ready to proceed when funding becomes available. The other Tallahassee community hospital, Capital Regional Medical Center has installed hardened windows.
15	Consider addressing the economic impact of different disaster scenarios, as information becomes available	Economic Analysis of Disaster Scenarios	Administrative Services: Contract Services: Hire at least one 1 Human Services Specialist at $145 per hour: (160 hours: $23,200 per month, $69,600 per quarter or $278,400 per year). Additional contract support may be required at a lesser hourly rate. Estimated Timeframe: Five Years	• TLCGIS • City & County Offices of Management and Budget	• All Hazards	Local	High/Medium Discussion: The hiring of a Human Services Specialist to analyze the economic impact of different disaster scenarios will benefit all residents and property owners within Leon County and the City of Tallahassee.	Status: The Florida Division of Emergency Management (FDEM) has considered developing an economic impact model as part of their disaster modeling. The City of Tallahassee, Leon County, and the Capital Area Chapter of the American Red Cross have programs in place to assess the impacts of disaster immediately following an event. Damage Assessment Teams are deployed following a disaster on a countywide basis to document disaster-related damages. These data are available to local, state, and federal governments, as well as local non-profits, universities, and other organizations. Tallahassee - Leon County GIS (TLCGIS) has developed Hazus capabilities and training. This software program has been used to estimate direct economic loss from building damage and indirect losses such as business interruption. These data and their model results are also used in the Tallahassee – Leon County Post-Disaster Redevelopment Plan (PDRP). Additionally, HAZUS can estimate shelter needs based on population and socioeconomic information, as well as other impacts and mitigation needs. The Apalachee Regional Planning Council and FDEM maintain and provide HAZUS information annually to the City and Leon County.

Priority	Initiative	Project Name	Estimated Cost & Timeframe	Responsible Organization	Hazard	Potential Funding Sources	Benefits/Costs Review	Background & Status
~~16~~	~~Continue to improve and expand regional response capabilities for responding to biohazards, hazardous materials, and terrorism events~~	~~Review of Regional Response Capabilities for Hazardous Materials and Terrorism Events~~	~~Resources:~~ ~~Hazmat PPE: $890 per Hazmat Suit~~ ~~Spill Kit: $2,018 per kit~~ ~~Oxygen tanks: $2,162 per rig (includes mask)~~ ~~Radiation Detector: $667 per unit~~ ~~Storage Cabinet: ≥$900~~ ~~Drain Cleaning Machine: ≥$906~~ ~~Water Jetter: ≥$3,999~~ ~~Estimated Timeframe: Ongoing~~	• ~~COT~~ • ~~Leon County Emergency Management~~	• ~~Pandemics~~ • ~~Hazardous Materials~~ • ~~Transportation Incidents~~ • ~~Terrorism~~	~~DEO/FEMA and other federal agency grants~~ ~~Chemical Emergency Preparedness and Prevention Grants Program (EPA)~~ ~~Disposal of Federal Surplus Property (GSA)~~ ~~Hazardous Materials Training Program (FEMA)~~	~~High/Medium~~ ~~Discussion: The improvement and expansion of regional response capabilities benefits all residents and property owners within Leon County and the City of Tallahassee.~~	~~The possibility of an incident involving a weapon of mass destruction or a hazardous materials release exists within Leon County. County EM is preparing a response plan and now needs to identify the equipment needed to respond to effectively to an incident. In addition, the City and County need to identify potential funding sources to acquire the highly specialized, and often expensive, equipment.~~ ~~Status: Tallahassee Fire Department (TPD) has the only hazardous materials response unit in the region (between Alachua and Escambia Counties, and to a lesser extent, Bay County). Currently, TPD will respond to hazardous materials incidents outside of the County. TPD has also created a Regional Hazardous Materials Response Team.~~ ~~Our community emergency management officials have identified equipment needs and have purchased many of these items with funding from the federal Department of Homeland Security and the Federal Emergency Management Agency. A local committee outlines items to be purchased, and funding is coordinated through the Regional Domestic Security Task Force. However, available funding for this initiative is decreasing.~~
17	Maintain training programs for emergency responders and continue to identify new training programs as needed.	Development & Maintenance of Emergency Responders Training Programs	Administrative Services: Hire 1 Staff for training and exercising: Average of 1,517 salaries reported $60,600 per year (benefited) AND/OR Contract Services: Hire at least one 1 Human Services Specialist at $145 per hour: (160 hours: $23,200 per month, $69,600 per quarter or $278,400 per year). Additional contract support may be required at a lesser hourly rate. Estimated Timeframe: Five Years	• COT • Leon County Emergency Management	• All	Hazardous Materials Training Program (FEMA) Chemical Emergency Preparedness and Prevention Grants Program (EPA)	High/Medium Discussion: The hiring of a Training Specialist to develop and maintain ER training programs will benefit all residents and property owners within Leon County and the City of Tallahassee.	In the event of a natural disaster, hazardous material release, or other catastrophic incident, numerous emergency responders, often with widely different roles, will be required to work as a single, integrated unit. Key to this effort is training. The City and County need to continually identify the different training needs for numerous responders, including, but not limited to dispatchers, initial responders, field responders, and incident commanders. Included as part of this is a continuous training program, involving classroom training, tabletop exercises and field exercises. The effort should also address the development and implement public awareness training programs. Status: The Apalachee Regional Planning Council, Tallahassee, Gainesville, Thomasville, Valdosta and other surrounding communities have worked together on regional responses. In Florida, surrounding communities have agreed to support each other through the Fire Chief's Association and the Regional Domestic Security Tasks Forces. There are seven of these in Florida, and they support each other as needed.
18	Identify populations at risk under different scenarios	Population Analysis of Disaster Scenarios	Administrative Services: Hire 1 Social Services Manager: Average of 9,505 salaries reported $57,443 per year (benefited). AND/OR Contract Services: Hire at least one 1 Human Services Specialist at $145 per hour: (160 hours: $23,200 per month, $69,600 per quarter or $278,400 per year). Additional contract support may be required at a lesser hourly rate.	• TLCGIS • COT • Leon County Emergency Management • Tallahassee - Leon County Planning	• All	EMPA Trust Fund (DEM)	High/Medium Discussion: The hiring of a Social Services Manager to conduct a population analysis of disaster scenarios will benefit all residents and property owners within Leon County and the City of Tallahassee.	The intent of this initiative is to determine the impact on housing, medical, evacuation, shelters, etc., for different populations such as those attending special events, student populations, homeless populations, and the elderly. Status: The Tallahassee - Leon County Geographical Information System (TLCGIS) interlocal department has developed Hazus capabilities, including the acquisition of Hazus 4.2 software, data, and staff training. This software program has been used to estimate direct economic loss from building damage and indirect losses such as business interruption. Additionally, Hazus can estimate shelter needs based on population and socioeconomic information. TLCGIS has previously used it to compare known damages from Hurricane Hermine. In addition to the use of digital data and modeling, the Leon County and the City of Tallahassee in 2011-2012 collaboratively developed a Post-Disaster Redevelopment Plan (PDRP) to better prepare the community for long-term recovery and redevelopment after a disaster. This plan complements other planning efforts ongoing in the city and the county, including the Comprehensive Plan, Local Mitigation Strategy (LMS) and Comprehensive Emergency Management Plan (CEMP). The PDRP identifies policies, operational strategies and roles and responsibilities for implementation that will guide decisions that affect long-term recovery and redevelopment of the community after a disaster. The PDRP is required to be updated every five years. Leon County now also requires a Temporary Uses, Construction Staging Areas, and Special Events Permit for events intended to accommodate an attendance of 250 or more persons. The County's Department of Development Support and Environmental Management processes this permit, which is reviewed by the County's Development Services Division, Fire Safety Office, Emergency Medical Services, Sheriff's Office and the Health Department.

Priority	Initiative	Project Name	Estimated Cost & Timeframe	Responsible Organization	Hazard	Potential Funding Sources	Benefits/Costs Review	Background & Status
19	Encourage the establishment of community-based emergency shelters and increase the disaster resistance of existing community shelters and other non-profit service provider facilities.	Establish Community-based Emergency Shelters	Resources: ≥$100,000 for a shelter to meet the needs of trailer park. Estimated Timeframe: Five Years	• COT • Leon County Emergency Management	• All	Local	High/Medium Discussion: The establishment of and increasing the disaster resistance of community-based emergency shelters and other service provider facilities will benefit all residents and property owners within Leon County and the City of Tallahassee.	Subdivisions, mobile home parks, etc. that have storm shelters incorporated into their designs would provide additional sheltering capacity and eliminate the need to evacuate residents. These buildings could double as community centers. Status: The City of Tallahassee and Leon County have a total of 15 school campuses and 72 buildings, which meet the Red Cross standards and can be used as emergency shelters. In addition, the City of Tallahassee is now providing transportation to persons who regularly ride StarMetro seeking shelter. Six shelters were employed during Hurricane Michael on October 10, 2018 serving over 1,500 people. Through the successful completion of several structural hardening mitigation projects, Florida State University now maintains an inventory of four buildings with the capability to shelter 3,140 of its own students, faculty, staff and their immediate family members on campus.
~~20~~	~~Identify major land-based transportation corridors and establish safe zones around those corridors based on the exposure pathway for different chemicals~~	~~Transportation Corridor Safe Zone Mapping~~	~~Administrative Services:~~ ~~Contract Services: 1 Mitigation Services Specialist $145 per hour: (160 hours: $23,200 per month, $69,600 per quarter or $278,400 per year).~~ ~~Estimated Timeframe: Two Years~~	~~• COT~~ ~~• Leon County Emergency Management~~	~~• Hazardous Materials~~ ~~• Transportation Incidents~~	~~Hazardous Materials training Program (FEMA)~~ ~~Chemical Emergency Preparedness and Prevention Program (EPA)~~	~~High/Medium~~ ~~Discussion: The hiring of a Mitigation Services Specialist to identify and establish safe zones around major land based transportation corridors will benefit all residents and property owners within Leon County and the City of Tallahassee.~~	~~This would also include identification of all structures, facilities and special need populations in the corridors. Provide ready access to this information to hazardous material response personnel, preferably from deployed resources (such as a GIS capability on the hazardous response vehicle).~~ ~~Status: The Apalachee Regional Planning Council has developed a commodity transportation study for hazardous materials. In addition, local Emergency Management officials have developed preliminary mapping of safe zones, 1-2 miles along the major routes through the community.~~

Appendix B
Prioritized Project List

Priority	Name & Project Description	Jurisdiction of Project Location	Implementing Agency	Hazards Mitigated	Potential Funding Sources	Estimated Costs	New, Deferred, Completed, or Deleted	Endorsed Date	Timeframe for Completion
1	Installation of Emergency Backup Generators at Multiple Wastewater Pump Stations	City of Tallahassee	City of Tallahassee Underground Utilities & Public Infrastructure	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$3,400,000	New	5/6/2025	Short Term: 1-3 years
2	Public Works Administration Building Hardening	City of Tallahassee	Leon County Public Works	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$2,000,000	New	5/6/2025	Short Term: 1-3 years
3	Resilient Tallahassee: Intelligent Transportation Against Natural Hazard Impacts	City of Tallahassee	City of Tallahassee Underground Utilities & Public Infrastructure	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$2,000,000	New	5/6/2025	Short Term: 1-3 years
4	TLH Airport Terminal Generator Replacement	City of Tallahassee	City of Tallahassee Aviation	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,800,000	New	5/6/2025	Short Term: 1-3 years
5	Veterans Memorial Drive Cross Drain	Leon County	Leon County Public Works	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$5,500,000	New	5/6/2025	Short Term: 1-3 years
6	Pump Station 43 Flood Mitigation and Resiliency Enhancement Project	City of Tallahassee	City of Tallahassee Underground Utilities & Public Infrastructure	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$4,945,000	New	5/6/2025	Intermediate Term: 3-5 years
7	Rural Fire Station 10, 11, 12, 13, 14 Hardening	Leon County	City of Tallahassee Fire Department	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$250,000	New	5/6/2025	Short Term: 1-3 years
8	Pedrick Pond Flood Mitigation	Leon County	Leon County Public Works	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$8,500,000	New	5/6/2025	Short Term: 1-3 years
9	Miccosukee Road at Black Creek Flood Mitigation	Leon County	Leon County Public Works	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,600,000	New	5/6/2025	Short Term: 1-3 years
10	City of Tallahassee Watershed Master Plan	City of Tallahassee	City of Tallahassee Underground Utilities & Public Infrastructure	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$300,000	New	12/18/2024	Short Term: 1-3 years
11	Paddrick Drive-Dutchess Court Flood Relief	City of Tallahassee	City of Tallahassee Underground Utilities & Public Infrastructure	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,800,000	New	5/6/2025	Short Term: 1-3 years
12	Harbinwood Transmission Hardening	Leon County	Talquin Cooperative	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$3,100,000	New	5/6/2025	Intermediate Term: 3-5 years
13	Old Magnolia Road at Panther Creek Flood Mitigation	Leon County	Leon County Public Works	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,600,000	New	5/6/2025	Short Term: 1-3 years
14	Installation of an Emergency Generator at Wastewater Pump Station 106	City of Tallahassee	City of Tallahassee Underground Utilities & Public Infrastructure	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$150,000		10/4/2023	Short Term: 1-3 years
15	Installation of Emergency Backup Generators at Wastewater Pump Stations 25, 49, 85, 137, 164	City of Tallahassee	City of Tallahassee Underground Utilities & Public Infrastructure	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,000,000		6/6/2023	Intermediate Term: 3-5 years
16	Leon County Detention Facility Full Envelope Project	City of Tallahassee	Leon County Sheriff's Office	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$9,850,000		12/17/2019	Long Term: 5-10 years
17	Sandstone Ranch Subdivision East-West Concrete Ditch	Leon County	Leon County Public Works	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$700,000		3/19/2024	Short Term: 1-3 years

Priority	Name & Project Description	Jurisdiction of Project Location	Implementing Agency	Hazards Mitigated	Potential Funding Sources	Estimated Costs	New, Deferred, Completed, or Deleted	Endorsed Date	Timeframe for Completion
18	Lake Henrietta Sediment Removal	Leon County	Leon County Public Works	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$2,000,000		12/17/2019	Intermediate Term: 3-5 years
19	Storm Hardening of the Electric Transmission Lines 1A, 2A, 3A	Leon County & City of Tallahassee	City of Tallahassee Electric & Gas Utilities	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$3,100,000		2/6/2024	Intermediate Term: 3-5 years
20	Lawrence Gregory Community Center Generator Project	City of Tallahassee	City of Tallahassee Housing & Community Resilience	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$485,000		3/19/2024	Short Term: 1-3 years
21	Buck Lake at Benjamin Chaires Flood Mitigation	Leon County	Leon County Public Works	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$16,200,000	New	5/6/2025	Short Term: 1-3 years
22	Roof Replacement – Fort Braden Community Center	Leon County	Leon County Facilities Management	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$50,000		12/17/2019	Short Term: 1-3 years
23	TLH Airfield Lighting Vault Rehabilitation	City of Tallahassee	City of Tallahassee Aviation	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,400,000	New	5/6/2025	Short Term: 1-3 years
24	Leon County Canopy Road Bare Wire to Tree Wire	Leon County	Talquin Cooperative	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$4,000,000	New	5/6/2025	Long Term: 5-10 years
25	Lincoln Center Climate Resilience Enhancements Project	City of Tallahassee	City of Tallahassee Housing & Community Resilience	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$5,000,000		12/11/2023	Intermediate Term: 3-5 years
26	Transmission Line Back feed	Leon County	Talquin Cooperative	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$1,745,000		12/17/2019	Intermediate Term: 3-5 years
27	Leon County Main Library Hardening	City of Tallahassee	Leon County Library Services	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$5,000,000		6/6/2023	Long Term: 5-10 years
28	Munson Slough Embankment Stabilization	Leon County	Leon County Public Works	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,600,000		3/19/2024	Intermediate Term: 3-5 years
29	Pump Station 94 Flood Risk Reduction Project	City of Tallahassee	City of Tallahassee Underground Utilities & Public Infrastructure	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$3,800,000		3/19/2024	Intermediate Term: 3-5 years
30	Water Quality Laboratory Administration Building Retrofit	City of Tallahassee	City of Tallahassee Underground Utilities & Public Infrastructure	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,235,000		6/6/2023	Intermediate Term: 3-5 years
31	Buck Lake Transmission Wood to Concrete Rebuild	Leon County	Talquin Cooperative	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$6,750,000	New	5/6/2025	Long Term: 5-10 years
32	Upgrading Overhead Wire to Tree Wire	Leon County	Talquin Cooperative	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$3,725,000		12/17/2019	Intermediate Term: 3-5 years
33	Service Wire Overhead to Underground Conversions (25%)	Leon County	Talquin Cooperative	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$7,000,000		12/17/2019	Long Term: 5-10 years
34	Strategic Feeder Automation installations (Self-Healing)	Gadsden/Liberty/ Wakulla/Leon County	Talquin Cooperative	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$2,000,000	New	5/6/2025	Long Term: 5-10 years

Priority	Name & Project Description	Jurisdiction of Project Location	Implementing Agency	Hazards Mitigated	Potential Funding Sources	Estimated Costs	New, Deferred, Completed, or Deleted	Endorsed Date	Timeframe for Completion
35	Wooden Pole Replacement	Gadsden/Liberty/ Wakulla/Leon County	Talquin Cooperative	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$1,000,000	New	5/6/2025	Long Term: 5-10 years
36	Additional Water Supply Well at the Leon West Water System	Leon County	Talquin Cooperative	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,000,000	New	5/6/2025	Long Term: 5-10 years
37	Replacement of Wood Distribution Poles with Manufactured Poles at Critical Locations	Gadsden/Liberty/ Wakulla/Leon County	Talquin Cooperative	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$2,000,000	New	5/6/2025	Long Term: 5-10 years
38	Killearn Lakes WWTP Upgrade/ Expansion	Leon County	Talquin Cooperative	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$8,000,000	New	5/6/2025	Long Term: 5-10 years
39	Harbinwood/Lake Jackson Voltage Upgrade	Leon County	Talquin Cooperative	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$20,000,000	New	5/6/2025	Long Term: 5-10 years
40	Replacement of Oil Filled 3-ph Protective Devices with Solid Di-Electric Devices	Gadsden/Liberty/ Wakulla/Leon County	Talquin Cooperative	Tropical Cyclone, Severe Thunderstorm, Extreme Heat	HMGP	$1,000,000	New	5/6/2025	Long Term: 5-10 years
41	Sandstone WWTP Upgrade/ Expansion	Leon County	Talquin Cooperative	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,000,000	New	5/6/2025	Long Term: 5-10 years
42	Lake Jackson WWTP Upgrade/ Expansion	Leon County	Talquin Cooperative	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$3,000,000	New	5/6/2025	Long Term: 5-10 years
43	Lead and Copper Inventory Management	Gadsden/Liberty/ Wakulla/Leon County	Talquin Cooperative	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$500,000	New	5/6/2025	Long Term: 5-10 years
44	Wastewater Sand and Grit Removal	Leon and Gadsden County	Talquin Cooperative	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$300,000	New	5/6/2025	Long Term: 5-10 years
45	Infrastructure for Additional LMR Coverage	Gadsden/Liberty/ Wakulla/Leon County	Talquin Cooperative	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,500,000	New	5/6/2025	Long Term: 5-10 years
46	Infrastructure for Additional AMI Coverage	Gadsden/Liberty/ Wakulla/Leon County	Talquin Cooperative	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$1,250,000	New	5/6/2025	Long Term: 5-10 years
47	Unidirectional Flushing	Gadsden/Liberty/ Wakulla/Leon County	Talquin Cooperative	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	$2,000,000	New	5/6/2025	Long Term: 5-10 years
48	Solar installation at WWTP's	Leon and Gadsden County	Talquin Cooperative	Flood, Tropical Cyclone, Severe Thunderstorm	HMGP	No Cost Given	New	5/6/2025	Long Term: 5-10 years

Priority	Name & Project Description	Jurisdiction of Project Location	Implementing Agency	Hazards Mitigated	Potential Funding Sources	Estimated Costs	New, Deferred, Completed, or Deleted	Notes	Timeframe for Completion
	~~Antlers Subdivision Pond Dam Repair~~	~~Leon County~~	~~Leon County Public Works~~	~~Flood, Tropical Cyclone, Severe Thunderstorm, Dam Failure~~	~~HMGP~~	~~$1,140,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Smith Williams Center Climate Resilience Enhancements Project~~	~~City of Tallahassee~~	~~City of Tallahassee Housing And Community Resilience~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$485,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Utility Operations Center Resiliency~~	~~City of Tallahassee~~	~~City of Tallahassee Electric and Gas Utilities~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$3,000,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Disaster Recovery Center Generators and Wind Mitigation Studies~~	~~Leon County & City of Tallahassee~~	~~Leon County Facilities Management~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$535,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~HOPE: New metal roof~~	~~City of Tallahassee~~	~~Family Promise of the Big Bend~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$45,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Home Front: Purchase and installation of a generator to provide power to 52 residences~~	~~City of Tallahassee~~	~~Family Promise of the Big Bend~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$300,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Balkin: Purchase and installation of a generator for 17 residences~~	~~City of Tallahassee~~	~~Family Promise of the Big Bend~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$130,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Generator for Shelter~~	~~City of Tallahassee~~	~~Capital City Youth Services~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$110,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Generator for Shelter~~	~~City of Tallahassee~~	~~Refuge House~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$95,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Roof Replacement – Courthouse Main~~	~~City of Tallahassee~~	~~Leon County Facilities Management~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$500,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Installation of Safety Glass at the Kearney Center~~	~~City of Tallahassee~~	~~Kearney Center~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$25,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Westgate: 9 house generators~~	~~City of Tallahassee~~	~~CESC Health Services~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$915,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Miracle Hill Permanent Generator~~	~~City of Tallahassee~~	~~Miracle Hill Nursing and Rehabilitation Center~~	~~Tropical Cyclone, Severe Thunderstorm, Extreme Heat~~	~~HMGP~~	~~$500,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~GIS 3D Modeling~~	~~Leon County & City of Tallahassee~~	~~Tallahassee - Leon County Geographic Information Systems~~	~~All Hazards~~	~~HMGP~~	~~$80,000~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~City and County acquisition of easement or fee simple property for maintenance of major ditches and canals to reduce flooding~~	~~Leon County & City of Tallahassee~~	~~Leon County Public Works and City of Tallahassee Underground Utilities and Public Infrastructure~~	~~Flood, Tropical Cyclone, Severe Thunderstorm~~	~~HMGP National Flood Mitigation Fund~~	~~$0~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Explore the feasibility of adding a full build-out component to the Leon County Master Stormwater Management Plan~~	~~Leon County~~	~~Leon County Public Works~~	~~Flood, Tropical Cyclone, Severe Thunderstorm~~	~~National Flood Mitigation Fund~~	~~$0~~	~~Deleted~~	~~No longer pursued for grant funding~~	
	~~Window Upgrades at TMH~~	~~City of Tallahassee~~	~~Tallahassee Memorial Hospital (TMH)~~	~~Tropical Cyclone, Severe Thunderstorm~~	~~HMGP, CDBG~~	~~$0~~	~~Deleted~~	~~No longer pursued for grant funding~~	

Appendix C
Flood & Stormwater Management

City of Tallahassee

The City of Tallahassee Stormwater Management program is funded by a stormwater utility fee with nearly 91,580 residential accounts and over 9,084 non-residential accounts. The stormwater utility generates approximately $17.9 million per year, and employs over 90 positions including scientists, biologists, engineers, planners, administrators and maintenance personnel. The City's stormwater program provides the including services stormwater planning, pollution reduction floodplain management, infrastructure maintenance, lakes monitoring, street sweeping regulatory compliance, and National Pollution Discharge Elimination System (NPDES). The Planning and Administration program oversees regulatory compliance, floodplain management, the Stormwater On-site Mitigation Loans (Loan Program) and lakes monitoring. The SW Pollution Reduction Program (SPRP) is responsible for public education and coordinating with FDEP on IWR/ TMDL/BMAP development and implementation. The City's stormwater infrastructure maintenance program is responsible for approximately 28,408 drainage structures, over 426 stormwater ponds, 24 miles of major outfall canals, 225 miles of roadside ditches, 59 miles of minor to medium outfall ditches and over 426 miles of enclosed storm drains.

Substantial Damage Assessments

The determination of substantial damage or improvement is based on the estimated cost of restoring or improving the structure to its before damaged or improved condition compared to the building value indicated on the Leon County Property Appraiser's website. The owner may produce a current (within one year) appraisal if the Appraiser's value appears to low. The owner or contractor are notified during the permit process that substantial damage/improvement forms will need to be submitted. When these forms are submitted the determination is made by a plans examiner as a designee of the Building Official. The City of Tallahassee adheres to 50 percent of the market value as the determining factor if a structural is substantially damaged or improved. The owner or contractor are notified during the plan review process that the threshold is 50 percent. The City of Tallahassee does have stricter requirements based on the local Land Development Code, an example would be two foot freeboard for finished floor of structures. The Tallahassee Land Development code requires an FFE of 2 feet above the base flood elevation. Additional requirements of the Tallahassee Land Development code include no net fill is allowed in the floodplain if it is altered floodplain, and if the floodplain is unaltered, then development is restricted to 100 square feet of disturbance per acre.

Leon County Government

Leon County's Stormwater Engineering program within the County's Department of Public Works is intended to reduce flooding and improve surface and ground water quality. This program is responsible for program development, capital improvement programming, master planning, and other projects. Professional support includes design, contract administration, monitoring of projects, construction and maintenance, and policy development. The components of this program include stormwater planning, pollution reduction floodplain management, infrastructure maintenance, lakes monitoring, National Pollution Discharge Elimination System (NPDES), flooded property acquisition program, Total Maximum Daily Loads (TMDL), and water quality monitoring program. The County's Stormwater Maintenance program is responsible for the creation, maintenance, management, and preservation of functional, safe, and effective stormwater systems for the citizens of Leon County and its visitors. This program maintains and retrofits drainage systems along county rights-of-way and easements; provides for water quality and rate control; protects against personal injury, private property loss, and loss to Leon County associated with stormwater runoff; and responds to public needs by investigating complaints, obtaining permits, and accomplishing needed facility improvements.

Substantial Damage Assessments

Leon County conducts preliminary/initial damage assessment surveys within the unincorporated parts of the County after a major event using the GIS Field Maps application, which is part of typical post-storm deployment functions. Surveyors are trained to classify different levels of damage consistent with FEMA classifications. The data obtained from the assessment will help quickly triage which properties will need a full substantial damage assessment (SDA). The Leon County Division of Environmental Management and Development Services is in the process of updating the SDA process and anticipates submitting letters in the near future. The County notifies residents of substantial damage when they submit a permit and have an estimate from a contractor on the cost. To help facilitate this, the County is in the process of developing procedures for the proactive notification of property owners with verified damage that are located in the Special Flood Hazard Area (SFHA). These properties will be flagged for a subsequent SDA analysis based on initial damage assessments surveys. From this subsequent analysis, determinations will be used to distribute letters notifying individual property owners of the extent of the damage and what needs to happen in terms of compliance.

The letter will outline the processes to demonstrate compliance with substantial damage requirements or how to appeal the decision. We also plan on including information about State Housing Initiatives Partnership (SHIP) and other housing assistance, since they may be eligible for assistance with the additional financial burden. It is important to note that the County regularly monitors unpermitted work through Code Compliance efforts with building inspectors and Code Compliance staff who are in the field daily.

Leon County adheres to the 50% rule. During the permitting process, the homeowner is required to bring all necessary documentation when requesting a permit to do a final substantial damage determination. At the time an application for a building permit is filed, the applicant or contractor is required to provide a cost of work, which is evaluated against the appraisal value for the building, as determined by the Leon County Property Appraiser's Office. Under the new procedures which are being developed, the cost of work will also be evaluated and verified against damage information collected during the IDA and SDA analysis and against the documents provided as required for the permit.

Leon County has adopted a standard of 3 feet of freeboard, which is the space between the base flood elevation and the flood protection elevation as specified in section 10-8.102 of the Environmental Management Act (EMA). In contrast, the Florida Building Code only requires a minimum of 1 foot of freeboard. Additionally, while the Florida Building Code permits the construction of structures within a floodway, provided they comply with ASCE 24 standards, Leon County prohibits any vertical construction in floodways.

Project	Implementing Jurisdiction	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
Medium Stormwater System Improvements	City of Tallahassee	$2,750,000	$2,750,000	$2,750,000	$2,750,000	$2,750,000	$13,750,000
Miscellaneous Stormwater Engineering	City of Tallahassee	$80,000	$80,000	$80,000	$80,000	$80,000	$400,000
NPDES Municipal Stormwater Permitting	City of Tallahassee	$0	$88,150	$90,350	$92,600	$94,950	$366,050
Rainfall and Stream Gauging—Stormwater Project	City of Tallahassee	$110,000	$110,000	$110,000	$110,000	$110,000	$550,000
Small Projects Initiative	City of Tallahassee	$200,000	$200,000	$200,000	$200,000	$200,000	$1,000,000
Think About Personal Pollution (TAPP)	City of Tallahassee	$150,000	$150,000	$150,000	$150,000	$150,000	$750,000
2020 City Water Quality Sales Tax Projects	City of Tallahassee	$1,200,000	$2,125,000	$2,125,000	$2,125,000	$2,125,000	$9,700,000
Lee Avenue Drainage Improvement Project	City of Tallahassee	$1,600,000	$0	$0	$0	$0	$1,600,000
Minor Stormwater Improvements	City of Tallahassee	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$6,000,000
Storm Drain System Inspection/Rehabilitation/Replacement	City of Tallahassee	$600,000	$600,000	$600,000	$600,000	$600,000	$3,000,000
Myrick Road Outfall Ditch Improvements	City of Tallahassee	$4,400,000	$0	$0	$0	$0	$4,400,000
Blueprint 2020 Water Quality and Stormwater	Leon County	$2,125,000	$2,125,000	$2,125,000	$2,125,000	$2,125,000	$10,625,000
LIFE Stormwater and Flood Relief	Leon County	$0	$295,460	$333,270	$302,220	$412,310	$1,343,260
Public Works Design and Engineering Services	Leon County	$100,000	$100,000	$100,000	$100,000	$100,000	$500,000
Stormwater Infrastructure Preventative Maintenance	Leon County	$231,260	$800,000	$800,000	$800,000	$800,000	$3,431,260
	Total	**$14,746,260**	**$10,623,610**	**$10,663,620**	**$10,634,820**	**$10,747,260**	**$57,415,570**

Appendix D
LMS Committee Bylaws

1.1 LMS COMMITTEE PREAMBLE

The Tallahassee-Leon County Local Mitigation Strategy Steering Committee (LMS Committee) has been created in accordance with the Code of Federal Regulations, Title 44 CFR Part 201 and Section 252.46 Florida Statutes. In compliance with these regulations, the following sets forth the Bylaws, Policies and Procedures that shall serve to guide the proper functioning of the LMS Committee. The intent is to provide guidance for the operation of the LMS Committee to ensure the accomplishment of hazard mitigation planning tasks within a cooperative framework among key institutions on a continuing basis.

1.2 LMS COMMITTEE PURPOSE AND FUNCTION

(1) Persons representing governmental entities, agencies, and public, private, and non-profit organizations noted herein who are active in or have a role in emergency management and response, public safety, planning and other aspects of hazard mitigation shall participate in the hazard mitigation planning process via a LMS Committee.

(2) The purpose of the LMS Committee shall be to ensure the technical sufficiency and completeness of the Local Mitigation Strategy (LMS plan), associated studies, applications for disaster assistance and related funding, and to ensure coordination and consistency with applicable state, local and regional hazard mitigation plans and programs.

(3) The LMS Committee shall assist Leon County (County) and the City of Tallahassee (City) in carrying out local governments' hazard planning functions through recommendations on various issues.

(4) To carry out its function as an advisory committee to the County and the City, the LMS Committee shall:

(a) Review the Local Mitigation Strategy and its updates and to make recommendations as to its need, feasibility, technical accuracy, and consistency with local, state and regional plans, programs, projects and comprehensive plans;

(b) Report to the County and City regarding current and future hazard mitigation needs, applicable funding sources, and other planning issues to assist local government with achieving coordination and consistency among local Comprehensive Plan, the Comprehensive Emergency Management Plan, and regional, state, and federal hazard mitigation initiatives;

(c) Review information that is input to or produced by the LMS Planning process;

(d) Recommend policies, projects, and studies (to be undertaken by applicable staff, departments or organizations) that further the intent or directly implement federal, state or local hazard mitigation goals or objectives;

(e) Transmit to the County and City and share with other agencies or entities all significant findings and comments on hazard mitigation matters; and

(f) Conduct any other functions assigned to the LMS Committee by the County or the City Commissions.

1.3 COMMITTEE MEMBERSHIP

(1) The Tallahassee-Leon County LMS Committee shall include representatives from the organizations named below concerned with the impacts of natural and man-made hazards on the health, safety and welfare of the community.

(2) There is no limit on the number of members who may serve on the LMS Committee. The addition of any new voting organizations to the LMS Committee other than those specified in these bylaws must be approved by the County and the City Commissions.

(3) The LMS Committee shall include the following voting organizations:

a. Leon County Department of Development Support and Environmental Management
b. Leon County Department of Public Works
c. Leon County Emergency Management
d. Leon County Sheriff's Office
e. Leon County Emergency Medical Services
f. City of Tallahassee Department of Underground Utilities and Public Infrastructure
g. City of Tallahassee Fire Department
h. City of Tallahassee Police Department
i. Tallahassee-Leon County Planning Department
j. Tallahassee-Leon County GIS
k. Blueprint Intergovernmental Agency
l. American Red Cross – Capital Area Section

(4) The following organizations shall be represented as ex-officio (non-voting) members on the LMS Committee:

a. Florida Division of Emergency Management
b. Florida Department of Health in Leon County
c. Florida Forest Service
d. Apalachee Regional Planning Council
e. Leon County School District
f. City of Tallahassee Department of Housing and Community Resilience
g. City of Tallahassee Electric and Gas Utility
h. Talquin Electric Cooperative
i. Tallahassee Memorial Hospital
j. HCA Florida Capital Hospital
k. Florida State University
l. Florida Agricultural and Mechanical University
m. Tallahassee State College
n. Council of Neighborhood Associations
o. Tallahassee Area Chamber of Commerce
p. Big Bend Continuum of Care

Other non-voting staff may be added pursuant to Section 1.3(2) of these bylaws.

(5) It is the prerogative of the leadership of the organizations on the Steering Committee to attend regular LMS Committee Meetings. They may designate a proxy as necessary or as preferred to serve as their representative at the meeting.

(6) If a member no longer wishes to serve on the LMS Committee, they shall notify the chairperson and designate a replacement who holds a position within that department or organization that either is professionally more responsible for LMS-related activities or can fairly represent the organization's stakeholder concerns in the LMS process.

(7) A person cannot be an alternate for more than one LMS Committee member.

1.4 VOTING

(1) Each Voting member of the LMS Committee may name via written notice to the chairman one (1) alternate who may vote only in the absence of that member on a one vote per member basis.

(2) Non-voting members shall sit with the same rights and privileges as other members, except that non-voting members shall not have the right to present motions or second same, or to vote upon any motions of the LMS Committee.

1.5 OFFICERS AND ELECTIONS

(1) The officers of the LMS Committee will be the Chairperson and Vice Chairperson. The officers shall be voting members elected by the LMS Committee membership.

(2) The LMS Committee Chairperson shall preside at all meetings. In the event of the Chairperson's absence or at his/her direction, the Vice Chairperson shall assume the powers of the Chairperson. In the event that neither the Chairperson nor Vice Chairperson can preside at the meeting, the committee members present shall elect one of its members to serve as acting Chairperson for the meeting.

(3) Officers shall be elected in November of each year, or in the event there is not a meeting in November, the next scheduled meeting. Nominations for officers shall be made at the meeting. Election shall be a majority vote of the LMS Committee voting members present.

(4) Newly elected officers shall assume their duties at the first meeting of the next calendar year. They shall hold office for one year, or until their successors are elected, and they shall be eligible for re-election.

(5) In the event that either the Chairperson or Vice Chairperson office becomes vacant, a replacement shall be elected by the committee at the next scheduled LMS Committee meeting and assume duties immediately and hold the position for the remainder of the calendar year.

1.6 MEETINGS AND AGENDAS

(1) The LMS Committee shall meet not less than annually. Regular LMS Committee meetings shall be held at dates, times, and places as approved by the LMS Committee. Regular meeting dates and times may be changed to accommodate holidays or for other valid reasons.

(2) There shall be an official agenda for every LMS Committee meeting. The agenda shall be prepared by the designated LMS Coordinator.

(3) Every attempt shall be made to send agenda packages to LMS Committee members seven (7) calendar days prior to a regular LMS Committee meeting.

(4) Any LMS Committee member or alternate who is eligible to vote at the LMS Committee meeting may place additional items on the LMS Committee agenda, with the approval of the majority of the voting members or alternates present.

1.7 OFFICIAL ACTIONS

(1) All official actions of the LMS Committee shall be by motion and open vote.

(2) All official and formal positions of the LMS Committee, regardless of whether adopted or rejected, shall be recorded in the minutes. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken.

1.8 CONDUCT OF MEETING

(1) All LMS Committee meetings shall be conducted under the requirements of the Florida "Government in the Sunshine" law (Chapter 286, F.S.), including applicable notice requirements, and be open to the public and press.

(2) The public will have the right to speak, enter into discussion, or actively participate in any way only with the permission of the chairperson.

(3) In the absence of rules covered in this document, Roberts Rules of Order shall be followed at all LMS Committee meetings.

(4) A quorum for LMS Committee meetings shall consist of a minimum of five voting members or alternates including at least one member representing a City-only department and one member representing a County-only department.

(5) The LMS Committee must comply with Section 122.3143, F.S., "Voting Conflicts," which requires that a member who has a conflict of interest on any particular matter to declare the conflict of interest before discussion and a vote is taken and shall be excused from voting on that issue.

(6) The LMS Committee shall operate in compliance with the Standards of Conduct set forth in Section 112.313, F.S.

(7) These bylaws may be amended by a two-thirds vote of those voting members or alternates present at a regularly scheduled LMS Committee meeting.

(8) Amendments to the bylaws shall become effective immediately after the approval by the approval by both the County and the City.

1.9 ADMINISTRATION

(1) The Chairperson may call an emergency (non-regular) meeting of the LMS Committee when a circumstance exists which requires immediate action by the LMS Committee. When such a meeting is called, each LMS Committee member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given to the public before the time the meeting is held.

(2) If after reasonable diligence it becomes impossible to give notice of an emergency meeting to each LMS Committee member, the business of the meeting may be carried out if a quorum is present and appropriate public notice has been provided.

(3) The LMS Coordinator shall be designated by the LMS Committee and shall serve as primary staff of the LMS Committee.

(4) The LMS Coordinator is responsible for the minutes of all LMS Committee meetings and all notices and agendas for the LMS Committee meetings.

(5) The LMS Committee shall operate in compliance with Florida's Public Records Law, Chapter 119, F.S.

(6) The LMS Coordinator shall transmit LMS Committee recommendations to the County, City, or other entity as applicable.

1.10 EFFECTIVE DATE

(1) These bylaws shall become effective immediately upon the approval by both the County and the City.

Organization	Status	Name	Title	Email
Leon County Department of Development Services and Environmental Management	Voting	Scott Brockmeier	Department Director	brockmeiers@leoncountyfl.gov
Leon County Department of Public Works	Voting	Brent Pell	Department Director	pellb@leoncountyfl.gov
Leon County Emergency Management	Voting	Kevin Peters	Emergency Management Director	petersk@leoncountyfl.gov
Leon County Sheriff's Office	Voting	Benjamin Benedict	Chief of Patrol	benedictb@leoncountyfl.gov
Leon County Emergency Medical Services	Voting	Chad Abrams	EMS Chief	abramsc@leoncountyfl.gov
City of Tallahassee Department of Underground Utilities and Public Infrastructure	Voting	Andrew Platt	Manager of Water Utilities Engineering	andrew.platt@talgov.com
City of Tallahassee Fire Department	Voting	Brian Bradshaw	Emergency Manager	brian.bradshaw@talgov.com
City of Tallahassee Police Department	Voting	Lawrence Revell	Chief of Police	lawrence.revell@talgov.com
Tallahassee-Leon County Planning Department (PLACE)	Voting	Artie White	Department Director	artie.white@tlcplace.org
Tallahassee-Leon County Geographic Information Systems	Voting	Scott Weisman	GIS Coordinator	weismans@leoncountyfl.gov
Blueprint Intergovernmental Agency	Voting	Autumn Calder	Director	autumn.calder@tlcplace.org
American Red Cross - Capital Area Section	Voting	Kathy Bland	Program Manager	kathy.bland3@redcross.org
Florida Division of Emergency Management	Non-Voting	Angie Odell	Mitigation Planning Manager	angie.odell@em.myflorida.com
Florida Department of Health in Leon County	Non-Voting	Tyler Rapposelli	Public Health Preparedness Analyst	tyler.rapposelli@flhealth.gov
Florida Forest Service	Non-Voting	Chris Colburn	Forestry Center Manager	chris.colburn@fdacs.gov
Apalachee Regional Planning Council	Non-Voting	Christian Levings	Emergency Planning Manager	clevings@arpc.org
Leon County School District	Non-Voting	Yaite Arthmann	Project Manager	arthmanny@leonschools.net
City of Tallahassee Department of Housing and Community Resilience	Non-Voting	Adam Jacobs	Chief Sustainability and Resilience Officer	adam.jacobs@talgov.com
City of Tallahassee Electric and Gas Utility	Non-Voting	Boscoe Wilhite	Special Projects Coordinator	boscoe.wilhite@talgov.com
Talquin Electric Cooperative	Non-Voting	Lisa Burnett	Grants Administrator	lisa.burnett@talquinelectric.com
Tallahassee Memorial Hospital	Non-Voting	Philip Doyle	Chief of Public Safety	philip.doyle@tmh.org
HCA Florida Capital Hospital	Non-Voting	Bobby Bodiford	Director of Facilities Management	bobby.bodiford@hcahealthcare.com
Florida State University	Non-Voting	Curt Sommerhoff	Emergency Management Director	csommerhoff@fsu.edu
Florida Agricultural and Mechanical University	Non-Voting	Ashley Davis	Emergency Management Director	ashley.davis@famu.edu
Tallahassee State College	Non-Voting	Vacant		
Council of Neighborhood Associaitons	Non-Voting	Vacant		conapresident@gmail.com
Tallahassee Area Chamber of Commerce	Non-Voting	Sue Dick	President/CEO	sdick@talchamber.com
Big Bend Continuum of Care	Non-Voting	Johnna Coleman	Executive Director	jcoleman@bigbendcoc.org

Appendix E
LMS Meeting Minutes

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
10:00 a.m. – 12:00 p.m.
Thursday, February 20, 2020

Gathering Room
Leon County Division of Facilities Management
1907 South Monroe Street
Tallahassee, Fl 32301

Attendees
Chad Abrams (LCEMS)
Tim Barden (LCOMB)
Justin Barfield (CCYS)
Benjamin Benedict (LCSO)
Holly Bernardo (CESC)
Brian Bradshaw (FDEM)
Erin Calabro (LC OMB)
Mark Fuller (COTUUPI)
Blas Gomez (COTUUPI)
David Henry (COTUUPI)
Stephen Hodges (TLCPD)
Adam Jackson (COT)
Andy Johnson (LC Admin.)
RaSarah Johnson (Talquin EC)
Shington Lamy (LC HSCP)
Keith Luce (LCSO)
James Maduro (COT GMO)
Anna Padilla (LC DESM)
Brent Pell (LCPW)
Jason Pettus (Wheeler EMC)
Cristin Philips (COT E&G)
Ben Pingree (PLACE)
Eugene Sherman (TFD)
Sylvia Smith (BBHC)
Max Stout (COT Res. Mgmt.)
Wanda Whitfield (COT)
Robert Wigen (COT Res. Mgmt.)
Gary Williams (TPD)

The meeting began at 10:00 a.m. with a quorum and introductions. There were no agenda modifications.

The December 17, 2019 minutes were moved by Ben Pingree, seconded by David Henry, and approved unanimously.

Planning staff presented a request to modify several projects as requested by their applicants. These included splitting the City of Tallahassee fire station hardening projects up based on revised cost figures. Stations #11 and #14 were requested to be split from the original request and remain first in the priority list, and the remaining three stations to be improved submitted as Project #38 on the priority list (Rural Fire Station Hardening (Stations #10, #12, & #13)). After discussion, Ben Pingree motioned that the Committee accept the proposed changes. Eugene Sherman seconded this motion, which passed unanimously by the Committee.

Staff then committed to provide an endorsement letter for all HMGP applicants based on the endorsement and ranking of all the projects presented.

Planning staff requested that the Committee consider adding several new organizations to the Steering Committee based on their request. This included adding the following:

1. The City of Tallahassee's Sustainability & Community Preservation department (Abena Ojetayo, until recently the City's Chief Resiliency Officer, is the current Vice-Chair of the LMS Committee) – Voting Member
2. The Leon County Office of Sustainability – Voting Member
3. Big Bend Continuum of Care – Non-voting Member
4. Talquin Electric Cooperative – Non-voting member
5. Alliance of Tallahassee Neighborhoods (CONA is an ex-officio (non-voting) member of the committee) – Non-voting member

Following a discussion, Ben made a motion to forward this list of potential Committee members to the City Manager and County Administrator for consideration. Chad Abrams seconded the motion, which passed unanimously by the Committee.

The Committee adjourned at approximately 12:00 p.m.

Approved: _____
Chairman

Attest: _____
Stephen M. Hodges, Committee Staff

Minutes approved on:_____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
2:00 p.m. – 4:00 p.m.
Tuesday, November 15, 2021

DESM Conference Room & Online Zoom
Renaissance Center
435 N Macomb Street
Tallahassee, Fl 32301

Attendees
Chad Abrams (LCEMS)
Benjamin Benedict (LCSO)
Brian Bradshaw (COT EM/TFD)
Stephen Hodges (TLCPD)
Dave Irwin (FSU)
Adam Jacobs (COT HCS)
Brian Moody (COT UUPI)
Anna Padilla (LC DESM)
Abena Ojetayo (COT HCS)
Brent Pell (LCPW)
Kevin Peters (LC EM)
Ben Pingree (PLACE)
Max Stout (COT Res. Mgmt.)
Alex Thomas (COT Rec. Mgmt)
Robert Wigen (COT Res. Mgmt.)
Charles Wu (LC PW)

The meeting began at 2:00 p.m. with a quorum and introductions. There were no agenda modifications.

The February 20, 2020 minutes were not available and were continued to the next regular meeting.

Planning staff presented information on the statue of the Hurricane Michael hazard mitigation grant program (HMGP) projects submitted for funding allocated to Leon County. Following discussion, the Committee took no actions on this item.

Staff reminded the Committee that its bylaws require the election of officers (Chair and Vice-Chair) annually. Following discussion, Ben Pingree nominated Abena Ojetayo as Chair. Due to her department not being a voting member of the Steering Committee, this prompted a discussion of a prior agenda item intended to recommend additional departments and other institutions be added as members of the Steering Committee. However, due mainly to the ongoing pandemic, the list of recommended members previously intended to be provided to the City Manager and County Administrator for consideration had not occurred, and so the Committee directed staff to provide this information to Ben for distribution to the City Manager and County Administrator. The Committee then approved by acclamation the temporary extension of the current Chair and Vice-Chair (Brent Pell and Abena) until a later date.

Staff presented information on the most recent COVID-19 Pandemic (DR-4486) HMGP funding opportunity offered from the Federal Emergency management Agency through the Florida Division of Emergency Management. Staff explained the role of the Steering Committee Staff to review,

evaluate, rank, and endorse (or not) all proposed HMGP projects. There was one project offered for review by Abena and Adam Jacobs. However, because there were no other projects offered and because it was unclear whether any member of the Working Group who had proposed or had considered submitting a project for HMGP funding would do so for this funding opportunity, the Committee directed staff to set up another meeting in early December to give another chance to the members of the Working Group, and to communicate this to the members of the Steering Committee and Working Group.

The Committee adjourned at approximately 4:00 p.m.

Approved: Attest:

_____ _____

Chairman Stephen M. Hodges, Committee Staff

Minutes approved on:_____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
9:00 a.m. – 11:00 a.m.
Friday, December 10, 2021

DESM Conference Room & Online Zoom
Renaissance Center
435 N Macomb Street
Tallahassee, Fl 32301

Attendees
Chad Abrams (LCEMS)
Matthew Baker (LC DOH)
Tim Barden (LC Admin)
Brian Bradshaw (COT EM/TFD)
Martin DeHaven (COT)
Mark Fuller (UUPI)
Blas Gomez (UUPI)
Stephen Hodges (TLCPD)
Adam Jacobs (COT HCS)
Brian Moody (COT UUPI)
Abena Ojetayo (COT HCS)
Brent Pell (LCPW)
Kevin Peters (LC EM)
Todd Schroeder (FFS)
Jason Smith (COT)
Alex Thomas (COT Rec. Mgmt)
Scott Weisman (TLCGIS)
Artie White (TLCPD)
Robert Wigen (COT Res. Mgmt.)
Barry Wilcox (DSEM)
Charles Wu (LC PW)

The meeting began at 9:00 a.m. with a quorum and introductions. There were no agenda modifications.

The February 20, 2020 and the November 15, 2021 minutes were reviewed and accepted by the Committee.

The Committee reviewed several proposed projects for COVID-19 Pandemic (DR-4486) hazard mitigation grant program (HMGP) funding allocated to Leon County. Following discussion, the Committee voted to endorse two proposed projects:

Funding Priority	Project Name or Description	Applicant	Goal/Objective Implemented	Estimated Federal Share
1	Installation of Emergency Generators at Wastewater Pump Stations 11, 33 & 121	City of Tallahassee	Goal 1 Objective 1.2	$365,774.25
2	Fire Station 17 and Community Resilience Center Code Plus Project	City of Tallahassee	Goal 1 Objective 1.2	$4,500,000

There were no other actions taken by the Committee.

The Committee adjourned at approximately 11:00 a.m.

Approved: _____
Chairman

Attest: _____
Stephen M. Hodges, Committee Staff

Minutes approved on:_____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
9:00 a.m. – 11:00 a.m.
Thursday, December 8, 2022

Planning Department Conference Room
3rd Floor, Renaissance Center
435 N Macomb Street
Tallahassee, Fl 32301

Attendees

Chad Abrams (LCEMS)
Benjamin Benedict (LCSO)
Brian Bradshaw (COT EM/TFD)
Shalonda Connor-White (COT Res. Mgmt)
Laurel Harbin (TLCPD)
Stephen Hodges (TLCPD)
Adam Jacobs (COT HCS)
Devan Leavins (TLCPD)
Abena Ojetayo (COT)
Anna Padilla (LCPW)
Brent Pell (LCPW)
Kevin Peters (LC EM)
Andrew Platt (UUPI)
Jason Smith (COT)
Alex Thomas (COT Rec. Mgmt)
Matt Watson (UUPI)
Scott Weisman (TLCGIS)
Artie White (TLCPD)
Robert Wigen (COT Res. Mgmt.)

The meeting began at 11:03 a.m. with a quorum and introductions. The agenda was modified to add a discussion about the membership of the Steering Committee.

Kevin Peters motioned approval of the December 10, 2021 minutes. Andrew Platt seconded the motion, and the Steering Committee voted unanimously to pass the motion.

Planning staff reminded the working group about a discussion held previously by the group on the need to update the list of Steering Committee members. Following a discussion of this topic, Abena Ojetayo (?) motioned that the Committee update and revise as necessary the list of Steering Committee members in early 2023. Brian Bradshaw seconded the motion, and the Steering Committee voted 4-3 to pass the motion.

As part of this discussion, there was a suggestion that cybersecurity be evaluated as a hazard in the Local Mitigation Strategy, perhaps as part of the required five-year update. Staff agreed to do this.

The Committee is required within their bylaws to vote annually for a Chair and Vice-Chair. Kevin nominated Brent Pell for Chair, but Brent refused the nomination, having previously served as such. Abena nominated Brian Bradshaw for Chair. Following a discussion about having a City employee and a County employee for these two positions, Kevin then nominated Andrew Platt for Chair and Brent Pell for Vice-Chair. The nominations were closed.

Following the closure, Brent motioned Andrew for Chair, Artie White seconded the motion, and the Steering Committee voted unanimously to pass the motion. Brian Bradshaw motioned Brent for Vice-Chair, Artie White seconded the motion, and the Steering Committee voted unanimously to pass the motion.

Staff then briefly updated the Committee and Working Group on the anticipated Notice of Funding Availability for Hurricane Ian.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 11:50 a.m.

Approved: _____
Chairman

Attest: _____
Stephen M. Hodges, Committee Staff

Minutes approved on: _____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
WORKING GROUP & STEERING COMMITTEE

Meeting Minutes
2:30 p.m. – 4:30 p.m.
Tuesday, April 4, 2023

Planning Department Conference Room
3rd Floor, Renaissance Center
435 N Macomb Street
Tallahassee, Fl 32301

Attendees

Chad Abrams (LCEMS)
Brian Bradshaw (COT EM/TFD)
Scott Brockmeier (DSEM)
Shalonda Connor-White (COT Res. Mgmt)
Martin DeHaven (COT HCR)
Ned Fernandez (ICF)
Mark Fuller (UUPI)
Blas Gomez (UUPI)
Desiree Gorman (UUPI)
Stephen Hodges (TLCPD)
Adam Jacobs (COT HCS)
Anna Padilla (LCPW)
Brent Pell (LCPW)
Kevin Peters (LC EM)
Andrew Platt (UUPI)
Kelli Reddick (ICF)
Michelle Taylor (LC IT)
Scott Weisman (TLCGIS)
Artie White (TLCPD)
Gary Williams (TPD)

The meeting began at 2:30 p.m. with a quorum and introductions. There were no modifications to the agenda.

The group began with a discussion of proposed HMGP projects. There were five projects on the Hurricane Michael project list that were funded and completed: Projects #6, #7, #8, #10, and #11. Staff from the City's Underground Utilities and Public Infrastructure and the County's Public Works department proposed three projects for consideration by the Committee for funding from the County's Hurricane Ian (FEMA-4673-DR-FL) allocation. Following a discussion of these projects, the Steering Committee voted to endorse these projects in the following order and projects costs:

Funding Priority	Project Name or Description	Applicant	Goal/Objective Implemented	Total Estimated Project Cost	Estimated Federal Share (75%)
1	Leon County Main Library Hardening	Leon County	Goal 1 Objective 1.2	$1,500,000	$1,125,000
2	Installation of Emergency Backup Generators at Wastewater Pump Stations 25, 49, 85, 137, and 164	City of Tallahassee	Goal 1 Objective 1.2	$870,000	$652,500
3	Antlers Subdivision Pond Dam Repair	Leon County	Goal 1 Objective 1.2	$1,140,000	$855,000

Artie White motioned the endorsement and ranking. Chad Abrams seconded the motion, and it was approved unanimously by the Steering Committee.

Following a discussion about the issue of having two project lists in the LMS and the need to have only one, based on feedback received from the State of Florida's Division of Emergency Management, Andrew Platt, current chair of the Steering Committee, requested staff to schedule another meeting this spring to clean up the project lists and to ensure that the endorsed projects were included on this master project list.

Kevin Peters motioned approval of the December 8, 2022 minutes. Artie seconded the motion, and the Steering Committee voted unanimously to pass the motion.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 3:10 p.m. p.m.

Approved: Attest:

_____ _____

Chairman Stephen M. Hodges, Committee Staff

Minutes approved on:_____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
2:00 p.m. – 4:00 p.m.
Tuesday, June 6, 2023

Planning Department Conference Room
3rd Floor, Renaissance Center
435 N Macomb Street
Tallahassee, Fl 32301

Attendees
Chad Abrams (LCEMS)
Benjamin Benedict (LCSO)
Scott Brockmeier (DSEM)
Richard Brown (DOH PHP)
Ned Cake (TLCGIS)
Edward Fernandez (ICF)
Mark Fuller (UUPI)
Blas Gomez (UUPI)
Desiree Gorman (UUPI)
Stephen Hodges (TLCPD)
Taylor Mackin (DOH PHP)
Brent Pell (LCPW)
Kevin Peters (LC EM)
Andrew Platt (UUPI)
Eugene Sherman (LCSO)
Artie White (TLCPD)
Alexandra Yerby (COT Res. Mgmt.)

The meeting began at 2:00 p.m. with a quorum and introductions. There were no modifications to the agenda.

Kevin Peters motioned approval of the April 4, 2023 minutes. Andrew Platt seconded the motion, and the Steering Committee voted unanimously to pass the motion.

As a followup to the previous consideration of Proposed DR-4673 Hurricane Ian HMGP projects on April 4, 2023 by the Committee, Planning staff presented a draft project list for consideration by the Committee. This draft project list was assembled from the Hurricane Michael project list incorporated as Appendix I in the 2020 Local Mitigation Strategy (LMS), the proposed projects endorsed by the Committee for Hurricane Ian HMGP funding, and from several specific projects in Table 52 of the LMS. (Table 52 previously described our local mitigation initiatives and projects, but was determined by staff to be inconsistent with the prioritized mitigation project list with estimated costs as currently required by the Division of Emergency Management and FEMA.) Staff recommended that this project list be incorporated into Chapter 3 of the LMS (which describes the mitigation strategies) replacing Table 52. Following discussion, the Committee agreed with this recommendation.

Staff also recommended that this draft project list be shared with the Working Group and that they be asked to confirm their projects or offer edits or suggest deletion if their project(s) was no longer necessary or feasible. These edits would be brought back to the Committee at a later date in 2023

to be confirmed by the Committee. Any new projects would also be added to this list, which would be maintained by Planning staff. Following discussion, the Committee agreed with this recommendation.

Staff then briefly updated the Committee and Working Group on the anticipated Notice of Funding Availability for Hurricane Nicole.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 3:00 p.m.

Approved:	Attest:
_____	_____
Chairman	Stephen M. Hodges, Committee Staff

Minutes approved on:_____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
1:30 p.m. – 3:00 p.m.
Wednesday, October 4, 2023

Planning Department Conference Room
3rd Floor, Renaissance Center
435 N Macomb Street
Tallahassee, Fl 32301

Attendees
Jake Adams (COT Electric)
Tim Barden (LC PW)
Brian Bradshaw (TFD & EM)
Richard Brown (DOH PHP)
Brett Davidson (LC EMS)
Martin DeHaven (COR HCR)
Jennette Duncan (TLCPD)
Mark Fuller (UUPI)
Blas Gomez (UUPI)
Stephen Hodges (TLCPD)
Adam Jacobs (COT HCR)
Christian Levings (ARPC)
Mindy Mohrman (TLCPD)
Anna Padilla (LC PW)
Kevin Peters (LC EM)
Andrew Platt (UUPI)
Scott Weisman (TLCGIS)
Artie White (TLCPD)
Alexandra Yerby (COT Res. Mgmt.)

The meeting began at 1:30 p.m. with a quorum and introductions. There were no modifications to the agenda.

Artie White motioned approval of the June 6, 2023 minutes. Brian Bradshaw seconded the motion, and the Steering Committee voted unanimously to pass the motion.

As a followup to the previous consideration of Proposed DR-4673 Hurricane Ian HMGP projects on April 4 and June 6, 2023 by the Committee, Planning staff presented the latest version of a draft Prioritized Project List (PPL) for consideration by the Committee. This draft project list was previously assembled from the Hurricane Michael project list incorporated as Appendix I in the 2020 Local Mitigation Strategy (LMS), the proposed projects endorsed by the Committee for Hurricane Ian HMGP funding, and from several specific projects in Table 52 of the LMS.

The Steering Committee had previously agreed that this PPL be incorporated into Chapter 3 of the LMS (which describes the mitigation strategies) but asked staff to bring the revised PPL back to the Working Group for confirmation of projects or to suggest deletion if their project(s) was no longer necessary or feasible. Staff presented this latest draft to be confirmed by the Committee. The changes made to the list included removing all previous grant project (applied for, completed, or ongoing) to another tab, and color-coding the projects that have been confirmed and those that have not.

Following extensive discussion, Brian motioned that the confirmed projects be moved up in priority over the unconfirmed projects, give those who have not confirmed their projects 90 days (early January) to confirm their proposed projects, and that this list be revisited as part of the 2025 Update of the LMS. Artie White seconded the motion, and the Committee voted unanimously to support the motion.

The Committee considered a mitigation project proposed for DR-4680 Hurricane Nicole HMGP funding. Blas Gomez described the project as the installation of a new emergency backup generator for the City's wastewater Pump Station 106. Following a discussion, Artie motioned the endorsement of this proposed project by the Committee. Brian seconded motion, and the Committee voted unanimously to support the motion.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 3:00 p.m.

Approved: _____
Chairman

Attest: _____
Stephen M. Hodges, Committee Staff

Minutes approved on: _____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
10:00 a.m. – 12:00 p.m.
Monday, December 11, 2023

Planning Department Conference Room
3rd Floor, Renaissance Center
435 N Macomb Street
Tallahassee, Fl 32301

Attendees
Chad Abrams (LC EMS)
Jake Adams (COT Utilities)
Benjamin Benedict (LCSO)
Brian Bradshaw (TFD & EM)
Scott Brockmeier (LC DSEM)
Richard Brown (DOH PHP)
Martin DeHaven (COR HCR)
Mark Fuller (UUPI)
Stephen Hodges (TLCPD)
Adam Jacobs (COT HCR)
Mindy Mohrman (TLCGIS)
Brent Pell (LC PW)
Kevin Peters (LC EM)
Andrew Platt (UUPI)
Kelli Reddick (ICF)
Jason Smith (LC DSEM)
Max Stout (COT RM)
Alima Valencia (COT HCR)
Scott Weisman (TLCGIS)
Charles Wu (LC PW)
Alexandra Yerby (COT RM)

The meeting began at 10:00 a.m. with a quorum and introductions. There were no modifications to the agenda.

Brian Bradshaw motioned approval of the October 4, 2023 minutes. Brent Pell seconded the motion, and the Steering Committee voted unanimously to pass the motion.

The Committee discussed the selection of new officers (Chair and Vice-Chair) for 2024. Following this discussion, Chad Abrams motioned a slate of nominees consisting of the present Chair and Vice-Chair (Andrew Platt and Brent Pell respectively). Kevin Peters seconded this motion, and the Steering Committee voted unanimously to pass the motion.

The Committee considered a mitigation project proposed by the City's Housing And Community Resilience department for currently available Building Resilient Infrastructure and Communities (BRIC) funding. Martin DeHaven described the project as Climate Resilience Enhancements for the City of Tallahassee's Lincoln Center. Following discussion, Brian motioned the endorsement of this proposed project by the Committee, and its inclusion onto the Prioritized Project List in the LMS. Scott Weisman seconded this motion, and the Committee voted unanimously to support the motion.

Planning staff initiated a discussion of the required five-year update of the LMS, including the proposed timeline and the role of the Steering Committee & Working Group. This included informing the Committee of the impending expiration of the LMS in May 2025, and options for how the Committee should participate in the update process. Andrew Platt suggested that a meeting in early 2024 be scheduled so that volunteers for a sub-committee or technical committee could volunteer to meet on a more regular basis with Planning staff to review and update the LMS and then schedule a regular meeting of the Working Group to review these work products as the process moves forward. Quarterly meetings of the Working Group was proposed by Andrew for this purpose. The Committee agreed to this plan.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 10:30 a.m.

Approved: Attest:

_____ _____

Chairman Stephen M. Hodges, Committee Staff

Minutes approved on:_____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
9:30 a.m. – 11:30 p.m.
Tuesday, February 6, 2024

Planning Department Conference Room
3rd Floor, Renaissance Center
435 N Macomb Street
Tallahassee, Fl 32301

Attendees
Chad Abrams (LC EMS)
Jake Adams (COT Electric & Gas)
Ivy Baker (FAMU)
Brian Bradshaw (TFD & EM)
Lisa Burnette (Talquin Electric)
Martin DeHaven (COR HCR)
Mark Fuller (UUPI)
Desiree Gorman (UUPI)
Blas Gomez (UUPI)
Laurel Harbin (TLCPD)
Stephen Hodges (TLCPD)
Adam Jacobs (COT HCR)
James Pittman (LCSO)
Brent Pell (LC PW)
Kevin Peters (LC EM)
Andrew Platt (UUPI)
Susan Poplin (TLCPD)
Scott Weisman (TLCGIS)
Barry Wilcox (DSEM)

The meeting began at 9:32 a.m. with a quorum and introductions. Martin Dehaven asked that the Committee add a proposed City of Tallahassee hazard mitigation project to the agenda for consideration.

Brian Bradshaw motioned approval of the December 11, 2023 minutes. Brent Pell seconded the motion, and the Steering Committee voted unanimously to pass the motion.

After a discussion, Andrew Platt asked staff to set up a meeting in early March to consider Martin's proposed project as well as several other proposed projects being considered for DR-4734 Hurricane Idalia Hazard Mitigation Grant Program (HMGP) funding.

Kevin Peters informed the Committee of a technical assistance program offered by the Division of Emergency Management for prospective HMGP applicants. Staff committed to sharing this information with the Working Group.

Jake Adams presented a proposed City of Tallahassee project to replace existing high-power electric transmission line poles in the main corridors coming into Leon County from the Purdom Electric Generating Plant for consideration for HMGP funding. Andrew asked that this project be added to the Priority Project List (PPL) but that any discussion of prioritization for HMGP funding be postponed to the March meeting to give any additional applicants time to put a proposal together. Jake also asked that two projects previously submitted by City Electric currently on the PPL be

removed. These included the Gemini Building Hardening/Utility Operations Resilience project and the Electrical Undergrounding in Medical Corridor project, both of which are already underway.

Martin DeHaven of the City's Housing And Community Resilience department presented a City of Tallahassee Smith-Williams Climate Resilience Enhancements project to provide backup electric generating capacity for the Laurence Gregory Community Center in the Griffin Heights neighborhood.

Following a discussion of these two projects, Kevin made a motion to add these projects to the PPL and to consider their endorsement and prioritization at the next LMS Committee meeting in early March. Brian seconded this motion, and the Committee voted unanimously to support the motion.

Andrew discussed the creation of an LMS Update technical committee for the required five-year update of the LMS. Staff presented new update requirements for the LMS, including a new hazard mitigation funding source for dams. This discussion included streamlining the PPL, among other updates. As part of this discussion, Andrew asked for volunteers to work with staff as part of a sub-committee or technical committee and meet on a more regular basis to review and update the LMS. The following individual Working Group members who volunteered include:

Brian Bradshaw
Jeannine Fier
Mark Fuller
Blas Gomez
Desiree Gorman
Audra Hayden
Christian Levings
Anna Padilla
Kevin Peters
Jason Smith

The sub-committee will meet as necessary to review and provide input to staff, and their recommendations will be presented to the Steering Committee for review. Following this discussion, Brian made a motion to create this sub-committee. Kevin seconded this motion, and the Committee voted unanimously to support the motion.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 10:15 a.m.

Approved: _____
Chairman

Attest: _____
Stephen M. Hodges, Committee Staff

Minutes approved on: _____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
10:00 a.m. – 12:00 p.m.
Tuesday, March 19, 2024

Planning Department Conference Room
3rd Floor, Renaissance Center
435 N Macomb Street
Tallahassee, Fl 32301

Attendees
Chad Abrams (LC EMS)
Jake Adams (COT Electric & Gas)
Ivy Baker (FAMU)
Benjamin Benedict (LCSO)
Brian Bradshaw (TFD & EM)
Martin DeHaven (COR HCR)
Mark Fuller (UUPI)
Desiree Gorman (COT UUPI)
Laurel Harbin (TLCPD)
Stephen Hodges (TLCPD)
Justin Lazzara (FDEM)
Brian Moody (COT UUPI)
Brent Pell (LC PW)
Andrew Platt (UUPI)
Kelli Reddick
Jason Smith (COT UUPI)
Scott Weisman (TLCGIS)
Artie White (PLACE)
Quinn Williams (COT UUPI)

The meeting began at 10:00 a.m. with a quorum and introductions. There were no requested modifications of the agenda.

Artie White motioned approval of the February 6, 2024 minutes. Brian Bradshaw seconded the motion, and the Committee voted unanimously to pass the motion.

Four proposed mitigation projects eligible for DR-4734 Hurricane Idalia Funds were considered for endorsements by the Committee. Following these presentations, Artie motioned to endorse the following projects in funding priority:

Funding Priority	Project Name or Description	Applicant	Goal/Objective Implemented	Total Estimated Project Cost	Estimated Federal Share (75%)
1	Munson Slough Embankment Stabilization	Leon County Public Works	Goal 1 Objective 1.2	$1,600,000	$1,200,000
2	Pump Station 94 Flood Risk Reduction Project	City of Tallahassee Underground Utilities & Public Works	Goal 1 Objective 1.2	$3,799,420	$2,849,565
3	Sandstone Ranch Subdivision East-West Concrete Ditch	Leon County Public Works	Goal 1 Objective 1.2	$150,000	$112,500
4	City of Tallahassee Lawrence Gregory Community Center Generator Project	City of Tallahassee Housing And Community Resilience	Goal 1 Objective 1.2	$485,000	$336,750

Brian Bradshaw seconded this motion, and the Committee unanimously voted for the motion. Staff committed to providing an endorsement letter to the applicants.

Planning staff presented an updated list of hazards for review and approval by the Committee. This document was prepared for the ongoing five-year update of the LMS with the assistance of the LMS Update Subcommittee. Laurel Harbin motioned approval of the updated list, Artie seconded the motion, and the Committee unanimously voted for the motion.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 10:40 a.m.

Approved: Attest:

_____ _____

Chairman Stephen M. Hodges, Committee Staff

Minutes approved on:_____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
9:30 a.m. – 11:30 p.m.
Tuesday, June 25, 2024

Planning Department Conference Room
3rd Floor, Renaissance Center
435 N Macomb Street
Tallahassee, Fl 32301

Attendees
Chad Abrams (LC EMS)
Ivy Baker (FAMU)
Brian Bradshaw (TFD & EM)
Scott Brockmeier (DSEM)
Eryn Calabro (LC OMB)
Martin DeHaven (COR HCR)
Mark Fuller (UUPI)
Desiree Gorman (COT UUPI)
Stephen Hodges (TLCPD)
Adam Jacobs (COR HCR)
Justin Lazzara (FDEM)
Tyler Maldonado (TLCPD)
Brent Pell (LC PW)
Andrew Platt (UUPI)
Kevin Peters (LC EM)
Susan Poplin (TLCPD)
Pedro Rebolledo (FAMU)
Scott Weisman (TLCGIS)
Boscoe Wilhite (COT Electric)
Artie White (PLACE)
Alexandra Yerby (COT RM)

The meeting began at 9:30 a.m. with a quorum and introductions. There were no modifications of the agenda.

Tyler Maldonado was introduced to the Committee as the new LMS staff coordinator, as Stephen Hodges is retiring from the Planning Department.

Planning staff presented several documents for review and approval by the Committee. These included the the Risks and Vulnerabilities section, Goals and Objectives, and the Committee Bylaws. With the exception of the Committee Bylaws, these documents were prepared for the ongoing five-year update of the LMS with the assistance of the LMS Update Subcommittee.

As part of the review and discussion of the Risks and Vulnerabilities section, there were several questions and a discussion about a recent disaster declaration following the tornadoes on May 10, 2024 and whether the "Severe Thunderstorm" hazard previously agreed by the Committee earlier this year would adequately address any opportunities to apply for grant funding to mitigate tornados, which are associated with Severe Thunderstorms. Staff committed to review the State Hazard Mitigation Plan (SHMP) definition of Severe Thunderstorms to ensure that tornadoes are explicitly associated with this hazard, and to review the definitions of risk (i.e., High, Medium, and Low) to ensure consistency between the LMS and the SHMP. There was also a recommendation

from the Committee to consider increasing the risk level of Severe Thunderstorms to High from Medium based on the damages and fatalities from the May 10th storms.

Staff recommended elimination of Goal 2 in the Goals and Objectives ("Strengthen economic activities within the community). Following a review and discussion of the Goals and Objectives, staff was directed by the Committee to integrate the objectives within this goal into the other goals so as to recognize the importance of addressing economic activity as a component of hazard mitigation and recovery following a disaster. Staff was also directed to integrate the Initiatives section of the LMS into the objectives as they have outlived their original purpose in the LMS as a list of projects.

Staff then presented recommended changes within the Committee Bylaws. This included recommended additions, deletions, and organizational name changes to the composition of the Steering Committee. This included a discussion of eliminating the list of non-voting/ex officio members of the Committee. Following a review and discussion of the bylaws, staff was directed by the Committee to maintain the non-voting/ex officio members of the Committee and provide a revised draft of the voting/non-voting members at the next meeting.

Additionally, the name of the Capital Regional Medical Center was changed to the HCA Florida Capital Hospital.

The Committee discussed the timeline for reviewing the draft updated LMS. Staff was directed to schedule a meeting of the Committee in August to review and approve the recommended changes to the Risks and Vulnerabilities section, Goals and Objectives, and the Committee Bylaws, and to review the existing Project Priority List (PPL). The Committee requested that a draft of the LMS be readied for review by the Committee at a meeting in September or October 2024 so that any changes can be made to the document prior to its submission to the state Division of Emergency Management in late November or December. Staff was also directed to schedule an agenda item for both commissions to adopt the plan by resolution in March 2025 in case there are any questions or other issues with the updated LMS.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 11:10 a.m.

Approved: Attest:

_____ _____

Chairman Stephen M. Hodges, Committee Staff

Minutes approved on:_____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
2:00 p.m. – 3:30 p.m.
Wednesday, August 28, 2024

Growth Management Conference Room
1st Floor, Renaissance Center
435 N Macomb Street
Tallahassee, FL 32301

Attendees

Chad Abrams (LC EMS)
Deji Ajose-Adeugun (LC DSEM)
Yaite Arthmann (LCSD)
Ivy Baker (FAMU)
Timothy Barden (LC PW)
Benjamin Benedict (LCSO)
Brian Bradshaw (TFD-EM)
Jennifer Burgess (COT RM)
Lisa Burnett (Talquin Electric)
Jeannine Fier (COT HCR)
Mark Fuller (COT UUPI)
Audra Hayden (LC DSEM)
Adam Jacobs (COT HCR)
Christian Levings (ARPC)
Tyler Maldonado (TLC PLACE)
Desiree Mosley (COT UUPI)
Carol Mumford (LC DSEM)
Gabriel Otuonye (Bond CHC)
Anna Padilla (LC PW)
Brent Pell (LC PW)
Andrew Platt (COT UUPI)
Kevin Peters (LC EM)
Susan Poplin (PLACE)
Edmund Powell (COT RM)
Jason Smith (COT UUPI)
Max Stout (COT RM)
Alex Thomas (COT RM)
Scott Weisman (TLC GIS)
Artie White (TLC PLACE)
Barry Wilcox (LC DSEM)
Boscoe Wilhite (COT Electric)
Charles Wu (LC PW)

The meeting began at 2:00 p.m. with a quorum and introductions. There were no modifications of the agenda. The meeting minutes from the June 25 meeting were reviewed. A motion to approve the minutes was made by Artie White and seconded by Brian Bradshaw. The meeting minutes were approved unanimously.

Moving into the old business portion of the agenda, the first item for discussion was the committee membership. There was extensive discussion on the merits of adding new members, rearranging the composition of voting vs. non-voting members, and removing members with limited recent participation in committee meetings. A motion to maintain the current voting members was made by Kevin Peters and seconded by Chad Abrams. The motion was passed unanimously. Discussion moved onto considering additional non-voting members.

The Florida Forest Service, Leon County School District, City of Tallahassee Department of Housing and Community Resilience, Talquin Electric Cooperative, and the Big Bend Continuum of Care were suggested as entities that should be considered for addition to the committee as non-voting members. A motion to add these entities to the non-voting members of the committee was made by Artie White and seconded by Brent Pell. The motion was approved unanimously.

Continuing old business discussion topics included the hazard risk identification and the draft goals and objectives for the LMS update. Staff explained that tsunami and earthquake would be removed from the hazard risks. The committee discussed the reasoning for including dam failure, and it was agreed that the dam failure risk would remain in the list of risks. The discussion of the goals and objectives for the LMS update focused on the specific wording in the materials provided to the committee. The direction of the committee was to revise the wording of the goals and objectives to ensure that the LMS is supporting activities of implementing organizations and entities rather than carrying out the actions on its own.

The funding opportunities for LMS projects were discussed in reference to the prioritized project list, and direction from the committee was provided to investigate the current projects on the list to determine if they are still needed or if they have been completed. Further discussion of the project list will occur at upcoming LMS committee meetings. To end the meeting, committee staff provided a general overview of the timeline for completing the draft LMS update.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 3:30 p.m.

Approved: _____ Chairman

Attest: _____ Committee Staff

Minutes approved on: _____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
3:00 p.m. – 4:30 p.m.
Wednesday, November 13, 2024

Growth Management Conference Room
1st Floor, Renaissance Center
435 N Macomb Street
Tallahassee, FL 32301

Attendees

Chad Abrams (LC EMS)
Deji Ajose-Adeugun (LC DSEM)
Ramone Anderson (COT HCR)
Yaite Arthmann (LCSD)
Benjamin Benedict (LCSO)
Kathy Bland (ARC)
Brian Bradshaw (TFD-EM)
Lisa Burnett (Talquin Electric)
Johnna Coleman (BBCOC)
Ashley Davis (FAMU)
Nawfal Ezzagaghi (LC Admin)
Mark Fuller (COT UUPI)
Blas Gomes (COT UUPI)
Audra Hayden (LC DSEM)
Necole Holton-Jacobs (EBS)
Justin Lazzara (FDEM)
Christian Levings (ARPC)
Tyler Maldonado (TLC PLACE)
Ronald O'Brien (LCSO)
Angie Odell (FDEM)
Anna Padilla (LC PW)
Brent Pell (LC PW)
Andrew Platt (COT UUPI)
Kevin Peters (LC EM)
Susan Poplin (TLC PLACE)
Edmund Powell (COT RM)
Jason Smith (COT UUPI)
Curt Sommerhoff (FSU)
Alex Thomas (COT RM)
Sabrina Uribe (FDEM)
Alma Valencia (COT HCR)
Barry Wilcox (LC DSEM)
Boscoe Wilhite (COT Electric)
Charles Wu (LC PW)

The meeting began at 3:00 p.m. with a quorum. There were no modifications of the agenda. The meeting minutes from the August 28 meeting were reviewed. A motion to approve the minutes was made by Chad Abrams and seconded by Brian Bradshaw, and the meeting minutes were approved unanimously.

Moving into the new business portion of the agenda, the only item for discussion was a review of the 2025 LMS Draft. Tyler Maldonado presented a high-level overview of the draft for the LMS Committee members. This included a discussion of how the previous LMS update was used to develop the new update and how information has changed in the most recent draft.

The LMS Committee members provided specific examples of information that needed to be revised in the draft. Some of this information was typos that needed to be corrected. Other suggested revisions were related to providing additional explanation for why the LMS update is needed and having a more robust description of how the projects on the Prioritized Project List (PPL) achieve the goals and objectives outlined in the LMS. Extensive discussion focused on the relation of the LMS to the Community Rating System (CRS) process. The LMS Committee provided direction to the Working Group to make sure that the LMS update includes all of the required CRS information. The merits of an additional appendix for hazard risk material and source references were discussed. For the PPL, it was noted that the project descriptions need to be in a location in the LMS where they can be updated as projects are changed and updated on an annual basis.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 4:30 p.m.

Approved: _____ Chairman

Attest: _____ Committee Staff

Minutes approved on: _____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
9:30 a.m. – 10:30 a.m.
Wednesday, December 18, 2024

Virtual (MS Teams)

Attendees
Yaite Arthmann (LCSD)
Ivy Baker (FAMU)
Timothy Barden (LC PW)
Benjamin Benedict (LCSO)
Adam Benvensity (COT RM)
Kathy Bland (ARC)
Jennifer Burgess (COT RM)
Brett Davidson (LC EMS)
Eric Etters (COT UUPI)
Nawfal Ezzagaghi (LC Admin)
Mark Fuller (COT UUPI)
Blas Gomes (COT UUPI)
Audra Hayden (LC DSEM)
Tyler Maldonado (TLC PLACE)
Ronald O'Brien (LCSO)
Angie Odell (FDEM)
Anna Padilla (LC PW)
Brent Pell (LC PW)
Andrew Platt (COT UUPI)
Susan Poplin (TLC PLACE)
Edmund Powell (COT RM)
Genevieve Printiss (FFS)
Eugene Sherman (TFD)
Jason Smith (COT UUPI)
Curt Sommerhoff (FSU)
Sabrina Uribe (FDEM)
Alma Valencia (COT HCR)
Artie White (TLC PLACE)
Barry Wilcox (LC DSEM)
Boscoe Wilhite (COT Electric)
Charles Wu (LC PW)

The meeting began at 9:30 a.m. with a quorum. There were no modifications of the agenda. The meeting minutes from the November 11 meeting were reviewed. A motion to approve the minutes was made, and the meeting minutes were approved unanimously.

The LMS Committee discussed the election of officers for the 2025 annual cycle. A motion was made by Brent Pell to keep the composition of the officers the same as the 2024 annual cycle, and the motion was seconded by Artie White. The elections of officers were approved unanimously with Andrew Platt being the Chair and Brent Pell being the Vice Chair.

A request was made for a project endorsement to be added to the Prioritized Project List (PPL). Jason Smith presented the City of Tallahassee Watershed Master Plan project to the LMS Committee for consideration. The project will be submitted for HMGP funding, and in the event of approval and adoption, the Watershed Master Plan will be added to the Tallahassee-Leon County LMS as an appendix. A motion was made by Artie White to add the project to the PPL, and the motion was seconded by Eugene Sherman. The motion passed unanimously.

An update on the LMS update process was provided by Tyler Maldonado. Additional information was added to the draft update to comply with the Florida Division of Emergency Management (FDEM) LMS requirements. The LMS draft update was submitted to FDEM for review. A timeline for the review process was discussed. Comments from FDEM were expected to be received by January, and adoption by the City and County Commissions was tentatively discussed for April. The timeline for adoption is dependent on the comment and review process with FDEM.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 10:30 a.m.

Approved: _____
Chairman

Attest: _____
Committee Staff

Minutes approved on: _____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
1:00 p.m. – 2:00 p.m.
Wednesday, March 5, 2025

Virtual (MS Teams)

Attendees
Chad Abram (LC EMS)
Deji Ajose-Adeogun (LC DSEM)
Yaite Arthmann (LCSD)
Ivy Baker (FAMU)
Benjamin Benedict (LCSO)
Adam Benvensity (COT RM)
Brian Bradshaw (TFD)
Earnest Burden (COT HCR)
Lisa Burnett (Talquin)
Eryn Calabro (LC OMB)
Aisling Carr (FSU)
Philip Doyle (TMH)
Nawfal Ezzagaghi (LC Admin)
Jeannine Fier (COT HCR)
Blas Gomes (COT UUPI)
Yendy Gonzalez (Public)
Nicole Holton-Jacobs (Public)
Justin Lazzara (FDEM)
Christian Levings (ARPC)
Tyler Maldonado (TLC PLACE)
Desiree Mosley (COT UUPI)
Corey Ng (ICF)
Angie Odell (FDEM)
Anna Padilla (LC PW)
Brent Pell (LC PW)
Ben Pingree (COT Airport)
Andrew Platt (COT UUPI)
Susan Poplin (TLC PLACE)
Jason Smith (COT UUPI)
Alex Thomas (COT RM)
Timothy Barden (LC PW)
Scott Weisman (TLC GIS)
Artie White (TLC PLACE)
Boscoe Wilhite (COT Electric)
Charles Wu (LC PW)

The meeting began at 1:00 p.m. with a quorum. There were no modifications of the agenda. The meeting minutes from the December 18 meeting were reviewed. A motion to approve the minutes was made by Artie White and seconded by Kevin Peters. The meeting minutes were approved unanimously.

A request was made for a project endorsement to be added to the Prioritized Project List (PPL). Blas Gomez presented the City of Tallahassee UUPI Pump Station 43 project to the LMS Committee for consideration. The project will be submitted for BRIC funding. A motion was made by Artie White to add the project to the PPL, and the motion was seconded by Brian Bradshaw. The motion passed unanimously.

An announcement was made by Andrew Platt that there have been HMGP Notices of Funding Availability (NOFA) released for the May Tornadoes, Hurricane Debby, and Hurricane Helene. These NOFAs have made approximately $15 million available for Leon County. It was stated that following

meetings will be held to consider projects that need to be added to the PPL, and those meetings will be scheduled for the April 2025 timeframe. An open call for projects was made, and projects were requested to be sent to Tyler Maldonado by the end of March to compile a project list that will be considered by the LMS Committee in April.

In relation to the HMGP funding discussion, Brian Bradshaw provided information on the potential reallocation of HMGP funds for the Elevate Florida program to handle residential mitigation projects. Kevin Peters also mentioned the potential implications for Tier 2 HMGP funding with the reallocation of funds to Elevate Florida. Andrew Platt recommended reconvening as an LMS Committee to singularly focus on the Elevate Florida reallocation topic and vote on the Leon County reallocation prior to the FDEM March 28 deadline for a decision.

An update on the LMS update process was provided by Tyler Maldonado. The LMS draft update was posted to the Tallahassee-Leon County Planning Department website for public review, and the draft would be resubmitted to FDEM within the coming days. The extent of additional revisions to the draft was discussed as it related to hazard risks, impacts, and vulnerability. A tentative adoption timeframe of May 2025 was provided.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 2:00 p.m.

Approved: _____ Attest: _____

Chairman Committee Staff

Minutes approved on:_____

TALLAHASSEE-LEON COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE

Meeting Minutes
1:00 p.m. – 2:30 p.m.
Wednesday, March 26, 2025

Virtual (MS Teams)

Attendees
Chad Abram (LC EMS)
Deji Ajose-Adeogun (LC DSEM)
Ivy Baker (FAMU)
Timothy Barden (LC PW)
Adam Benvensity (COT RM)
Brian Bradshaw (TFD)
Earnest Burden (COT HCR)
Lisa Burnett (Talquin)
Martin Dehaven (COT HCR)
Jeannine Fier (COT HCR)
Mark Fuller (COT UUPI)
Nicole Holton-Jacobs (Public)
Tyler Maldonado (TLC PLACE)
Desiree Mosley (COT UUPI)
Anna Padilla (LC PW)
Brent Pell (LC PW)
Kevin Peters (LC EM)
James Pittman (LCSO)
Andrew Platt (COT UUPI)
Susan Poplin (TLC PLACE)
Kelli Reddick (ICF)
Jason Smith (COT UUPI)
Alex Thomas (COT RM)
Sabrina Uribe (FDEM)
Alma Valencia (COT HCR)
Scott Weisman (TLC GIS)
Artie White (TLC PLACE)
Charles Wu (LC PW)

The meeting began at 1:00 p.m. with a quorum. There were no modifications to the agenda. The meeting minutes from the March 5 meeting were reviewed. A motion to approve the minutes was made by Artie White and seconded by Brian Bradshaw. The meeting minutes were approved unanimously.

The LMS Committee discussed the potential reallocation of funding from the Hurricane Helene/Milton HMGP Leon County allocation to the Elevate Florida program. Kevin Peters updated the committee with information about the reallocation percentages that other counties have agreed to provide. Those percentages ranged from 10% to 50%. As an additional point of reference, it was also stated that potential legislation was working its way through the Florida Legislature that would automatically reallocate 25% of all future HMGP funds to Elevate Florida. Tyler Maldonado stated that Leon County has currently received 7 residential applications for the Elevate Florida program. Brian Bradshaw mentioned that the intent of the Elevate Florida program is for FDEM to focus on repetitive loss structures and work directly with property owners to implement the projects. Andrew Platt clarified that the procedure for the LMS Committee would be to make a motion on reallocation and then make a separate motion on the percentage to be reallocated.

Sabrina Uribe verified that FDEM is using $350,000 as the estimate for the amount of funding that would be needed for each Elevate Florida application. It was also reiterated that all money reallocated will go directly to Leon County, either to residents that are approved for the Elevate Florida program or back into the HMGP allocation if any funding remains. Once reallocated, FDEM would determine how the funding was used in Leon County for Elevate Florida. Tyler Maldonado provided the breakdown of the types of residential applications that had been received and noted that the FDEM guidance documentation states that private applicants would be required to potentially match up to 25% of the total project cost.

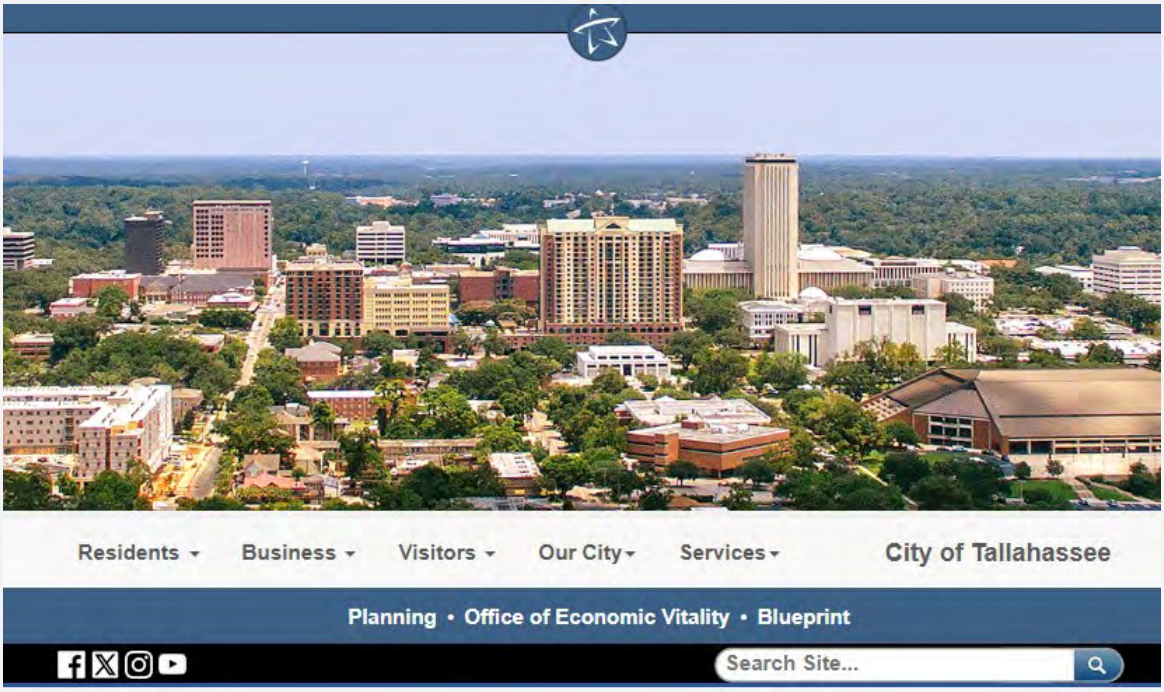
Kevin Peters made a motion to reallocate funding from the Hurricane Helene/Milton HMGP to the Elevate Florida program, and the motion was seconded by Brian Bradshaw. The motion passed unanimously. Kevin Peters made a second motion to reallocate 25% of the Hurricane Helene/Milton HMGP Leon County allocation to Elevate Florida. The motion was seconded by Brian Bradshaw, and the motion passed unanimously.

There were no other actions taken by the Steering Committee. The Committee adjourned at approximately 2:00 p.m.

Approved: _____
Chairman

Attest: _____
Committee Staff

Minutes approved on:_____





What is the LMS?

The Tallahassee-Leon County Local Mitigation Strategy (LMS) is a countywide comprehensive hazard mitigation plan intended to make our community safer and more resistant to natural and other types of hazards.

The LMS identifies and analyzes hazards faced by the community, and proposes a series of mitigation initiatives, including objectives, programs, or specific projects that are intended to reduce potential impacts from these hazards. This plan also ensures the community's eligibility for federal and state assistance.

The LMS reduces exposure to hazards and minimized their potential effects (including the costs associated with these hazards) by:

- Identifying potential hazards, such as hurricanes, tornadoes, floods, fires and hazardous materials releases;
- Determining where the community is most vulnerable to these hazards;
- Assessing the critical facilities and other structures that are most vulnerable to hazards, including potential damages and costs;
- Prioritizing list of mitigation projects to take advantage of available funding;
- Identifying funding sources for mitigation projects; and
- Advocating hazard awareness and education for the community.

The initiatives and projects identified in the LMS are focused on disaster resilience. The LMS has assisted in identifying mitigation projects for which the Tallahassee-Leon County community is able to pursue federal and state grant dollars more efficiently.

The LMS is prepared and updated annually as necessary with guidance from a Working Group and a Steering Committee composed of selected local, state, and regional government agencies, local colleges and universities, the Red Cross, the business community, and neighborhood representatives.

The current LMS was approved by the State of Florida's Division of Emergency Management (DEM). It was adopted by resolution by the Tallahassee City Commission on April 22, 2020, and also by the Leon County Board of County Commissioners on April 28, 2020. It expires on May 21, 2025.

Five-Year LMS Updates

The Federal Emergency Management Agency (FEMA) requires that local governments update their LMS at least every five years. The Planning Department last completed a major update of the LMS in 2020 and has begun to update the LMS for 2025. The Department will update the LMS with the assistance of the LMS Working Group and Steering Committee, which is composed of local and state government staff, along with representatives of several non-profit organizations within the community. The Working Group and Steering Committee will meet several times in 2024 to discuss these proposed changes, as well as develop projects intended for hazard mitigation grant funding.

The Planning Department, working with its media departments in the County and the City, will be reaching out to the public, including underserved communities and vulnerable populations, to hear and understand what natural and other hazards they may be concerned about, as well as any potential hazard mitigation projects they'd like to see in our community.

Be sure to check out the existing 2020 LMS Update.

The draft 2025 LMS is now online and available for review and comment.

LMS Committee Meetings

For more information on the meeting schedule and upcoming meetings, please check this site and the information below. Specific meeting time, place and agenda will be provided digitally approximately a week in advance of scheduled meetings.

- Upcoming Virtual Meeting: March 26 @ 1:00pm
  Contact Tyler Maldonado for a link to the meeting

Annual Updates

The Local Mitigation Strategy initiatives are assessed annually by both the County and the City separately. The reports for both the City of Tallahassee and Leon County Mitigation Initiatives, Annual Progress Report – Year 2024 are found online. The LMS annual progress reports include details on issues ranging from increased intergovernmental coordination of floodplain management to promoting disaster resistant critical facilities. The LMS annual update also plays a role in meeting the requirements of the Community Rating System (CRS) program because LMS projects implement it and are reflected in the annual LMS Progress Reports which also serve as the required CRS reports.

Appendix F
References

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2 FEMA Basic Terminology Training Materials: emilms.fema.gov/is_0559/groups/108.html

3 OpenFEMA Data Sets, Disaster Information, Disaster Declaration Summaries: fema.gov/about/openfema/data-sets

4 National Oceanic and Atmospheric Administration, National Centers for Environmental Information, International Best Track Archive for Climate Stewardship, GIS Shapefiles: ncei.noaa.gov/products/international-best-track-archive

5 National Oceanic and Atmospheric Administration, National Severe Storms Laboratory, Severe Weather 101: nssl.noaa.gov/education/svrwx101/thunderstorms

6 National Weather Service, Leon County FL Tornado Database: weather.gov/tae/tor_cli_leon

7 Tallahassee Democrat, Tallahassee City Commission to Consider Storm Response Fund in Upcoming Year's Budget: tallahassee.com/story/news/local/2024/06/17/one-month-since-tornadoes-city-commission-to-consider-disaster-fund-tallahassee-city-budget/74098827007

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10 Flooding and Tallahassee, Floodplain Management: talgov.com/publicsafety/emergency-flood-tallahassee

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[17] Florida Department of Environmental Protection, Geospatial Open Data, Florida Geologic Survey Swallets, Florida Subsidence Incident Reports: geodata.dep.state.fl.us/datasets/FDEP::florida-geologic-survey-fgs-swallets/about

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[20] Florida State University, Florida Climate Center, Climate Change: climatecenter.fsu.edu/topics/climate-change

[21] The Fifth National Climate Assessment, Southeast Region: nca2023.globalchange.gov

[22] Leon County Board of County Commissioners Resolution, September 12, 2023: leoncountyfl.gov/coadmin/agenda/attach/230912/a3701.pdf

[23] Leon County Integrated Sustainability Action Plan, April 2019: cms.leoncountyfl.gov/Portals/0/DeptFiles/Sustain/Docs/isap.pdf

[24] City of Tallahassee Clean Energy Plan, and City of Tallahassee Community Resilience Plan, 2019: talgov.com/uploads/public/documents/sustainability/thecleanenergyplan.pdf and talgov.com/publicsafety/resplan

[25] Centers for Disease Control and Prevention, Agency for Toxic Substances and Disease Registry, Geospatial Research Analysis and Services Program, Social Vulnerability Index: atsdr.cdc.gov/place-health/php/svi/index.html

[26] Council on Environmental Quality, Climate and Economic Justice Screening Tool: screeningtool.geoplatform.gov/en

[27] FEMA National Risk Index: hazards.fema.gov/nri

[28] FEMA Case Study Library, The Role of Florida's Building Codes in 2018 Hurricane Michael: fema.gov/case-study/role-floridas-building-codes-2018-hurricane-michael

1.1 LMS COMMITTEE PREAMBLE

The Tallahassee-Leon County Local Mitigation Strategy Steering Committee (LMS Committee) has been created in accordance with the Code of Federal Regulations, Title 44 CFR Part 201 and Section 252.46 Florida Statutes. In compliance with these regulations, the following sets forth the Bylaws, Policies and Procedures that shall serve to guide the proper functioning of the LMS Committee. The intent is to provide guidance for the operation of the LMS Committee to ensure the accomplishment of hazard mitigation planning tasks within a cooperative framework among key institutions on a continuing basis.

1.2 LMS COMMITTEE PURPOSE AND FUNCTION

(1) Persons representing governmental entities, agencies, and public, private, and non-profit organizations noted herein who are active in or have a role in emergency management and response, public safety, planning and other aspects of hazard mitigation shall participate ~~be involved~~ in the hazard mitigation planning process via ~~the establishment of~~ a LMS Committee.

(2) The purpose of the LMS Committee shall be to ensure the technical sufficiency and completeness of the Local Mitigation Strategy (LMS plan), associated studies, applications for disaster assistance and related funding, and to ensure coordination and consistency with applicable state, local and regional hazard mitigation plans and programs.

(3) The LMS Committee shall assist Leon County (County) and the City of Tallahassee (City) in carrying out local governments' hazard planning functions through recommendations on various issues.

(4) To carry out its function as an advisory committee to the County and the City, the LMS Committee shall:

(a) ~~Provide~~ Rreview the Local Mitigation Strategy and its updates and to make recommendations as to its need, feasibility, technical accuracy, and consistency with local, state and regional plans, programs, projects and comprehensive plans;

(b) Report to the County and City regarding current and future hazard mitigation needs, applicable funding sources, and other planning issues to assist local government with achieving coordination and consistency among local Comprehensive Plan, the Comprehensive Emergency Management Plan, and regional, state, and federal hazard mitigation initiatives;

(c) Review information that is input to or produced by the LMS Planning process;

(d) Recommend policies, projects, and studies (to be undertaken by applicable staff, departments or organizations) that further the intent or directly implement federal, state or local hazard mitigation goals or objectives;

(e) Transmit to the County and City and share with other agencies or entities all significant findings and comments on hazard mitigation matters; and

(f) Conduct any other functions assigned to the LMS Committee by the County or the City Commissions.

1.3 COMMITTEE MEMBERSHIP

(1) The Tallahassee-Leon County LMS Committee shall include representatives from the organizations named below concerned with the impacts of natural and man-made hazards on the health, safety and welfare of the community.

(2) There is no limit on the number of members who may serve on the LMS Committee. The addition of any new voting organizations to the LMS Committee other than those specified in these bylaws must be approved by the County and the City Commissions.

(3) The LMS Committee shall include the following voting organizations:

a. Leon County Department of Development Support and Environmental Management~~;~~
b. Leon County Department of Public Works~~;~~
c. Leon County Emergency Management~~;~~
d. Leon County Sheriff's Office
e. Leon County Emergency Medical Services
~~d.~~f. City of Tallahassee Department of Underground Utilities and Public Infrastructure~~:~~;
~~e.~~g. City of Tallahassee Fire Department~~;~~
~~f.~~h. City of Tallahassee Police Department~~;~~
~~g. Leon County Sheriff's Office:~~
~~h.~~i. Tallahassee-Leon County Planning Department~~;~~
~~i.~~j. Tallahassee-Leon County GIS~~;~~
~~j. Capital Area Chapter, American Red Cross;~~
~~k. Leon County Emergency Medical Services; and~~
k. Blueprint Intergovernmental Agency~~;~~
l. American Red Cross – Capital Area Section~~.~~

(4) The following organizations shall be represented as ex-officio (non-voting) members on the LMS Committee:

a. Florida Division of Emergency Management~~;~~
b. Florida Department of Health in Leon County
c. Florida Forest Service
d. Apalachee Regional Planning Council
e. Leon County School District
f. City of Tallahassee Department of Housing and Community Resilience
g. City of Tallahassee Electric and Gas Utility
h. Talquin Electric Cooperative
~~b.~~i. Tallahassee Memorial Hospital~~;~~
~~c.~~j. ~~Capital Regional Medical Center~~HCA Florida Capital Hospital~~;~~
~~d.~~k. Florida State University~~;~~
~~e.~~l. Florida Agricultural and Mechanical University~~;~~
~~f.~~m. Tallahassee State~~Community~~ College~~;~~
~~g.~~n. Council of Neighborhood Associations~~;~~
~~h.~~ Tallahassee Area Chamber of Commerce~~;~~
~~i. Apalachee Regional Planning Council;~~
~~j.~~o. ~~City of Tallahassee Utilities; and~~
~~k.~~p. ~~Florida Department of Health in Leon County~~ Big Bend Continuum of Care~~.~~

Other non-voting staff may be added pursuant to Section 1.3(2) of these bylaws.

~~(4)~~(5) ~~In the event that the appointed member is unable to attend a LMS Committee meeting, an alternate from that department or agency may~~ It is the prerogative of the leadership of the organizations on the Steering Committee to attend regular LMS Committee Meetings. They may designate a proxy as necessary or as preferred to serve as their representative at the meeting.

~~(5)~~(6) If a member no longer wishes to serve on the LMS Committee, they shall notify the chairperson and designate a replacement who holds a position within that department or organization that either is professionally more responsible for LMS-related activities or can fairly represent the organization's stakeholder concerns in the LMS process.

~~(6)~~(7) A person cannot be an alternate for more than one LMS Committee member.

1.4 VOTING

(1) Each Voting member of the LMS Committee may name via written notice to the chairman one (1) alternate who may vote only in the absence of that member on a one vote per member basis.

(2) Non-voting members shall sit with the same rights and privileges as other members, except that non-voting members shall not have the right to present motions or second same, or to vote upon any motions of the LMS Committee.

1.5 OFFICERS AND ELECTIONS

(1) The officers of the LMS Committee will be the Chairperson and Vice Chairperson. The officers shall be voting members elected by the LMS Committee membership.

(2) The LMS Committee Chairperson shall preside at all meetings. In the event of the Chairperson's absence or at his/her direction, the Vice Chairperson shall assume the powers of the Chairperson. In the event that neither the Chairperson nor Vice Chairperson can preside at the meeting, the committee members present shall elect one of its members to serve as acting Chairperson for the meeting.

(3) Officers shall be elected in November of each year, or in the event there is not a meeting in November, the next scheduled meeting. Nominations for officers shall be made at the meeting. Election shall be a majority vote of the LMS Committee voting members present.

(4) Newly elected officers shall assume their duties at the first meeting of the next calendar year. They shall hold office for one year, or until their successors are elected, and they shall be eligible for re-election.

(5) In the event that either the Chairperson or Vice Chairperson office becomes vacant, a replacement shall be elected by the committee at the next scheduled LMS Committee meeting and assume duties immediately and hold the position for the remainder of the calendar year.

1.6 MEETINGS AND AGENDAS

(1) The LMS Committee shall meet not less than annually. Regular LMS Committee meetings shall be held at dates, times, and places as approved by the LMS Committee. Regular meeting dates and times may be changed to accommodate holidays or for other valid reasons.

(2) There shall be an official agenda for every LMS Committee meeting. The agenda shall be prepared by the designated LMS Coordinator.

(3) Every attempt shall be made to send agenda packages to LMS Committee members seven (7) calendar days prior to a regular LMS Committee meeting.

(4) Any LMS Committee member or alternate who is eligible to vote at the LMS Committee meeting may place additional items on the LMS Committee agenda, with the approval of the majority of the voting members or alternates present.

1.7 OFFICIAL ACTIONS

(1) All official actions of the LMS Committee shall be by motion and open vote.

(2) All official and formal positions of the LMS Committee, regardless of whether adopted or rejected, shall be recorded in the minutes. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken.

1.8 CONDUCT OF MEETING

(1) All LMS Committee meetings shall be conducted under the requirements of the Florida "Government in the Sunshine" law (Chapter 286, F.S.), including applicable notice requirements, and be open to the public and press.

(2) The public will have the right to speak, enter into discussion, or actively participate in any way only with the permission of the chairperson.

(3) In the absence of rules covered in this document, Roberts Rules of Order shall be followed at all LMS Committee meetings.

(4) A quorum for LMS Committee meetings shall consist of a minimum of five voting members or alternates including at least one member representing a City-only department and one member representing a County-only department.

(5) The LMS Committee must comply with Section 122.3143, F.S., "Voting Conflicts," which requires that a member who has a conflict of interest on any particular matter to declare the conflict of interest before discussion and a vote is taken and shall be excused from voting on that issue.

(6) The LMS Committee shall operate in compliance with the Standards of Conduct set forth in Section 112.313, F.S.

(7) These bylaws may be amended by a two-thirds vote of those voting members or alternates present at a regularly scheduled LMS Committee meeting.

(8) Amendments to the bylaws shall become effective immediately ~~after the approval by the~~ upon approval by both the County and the City.

1.9 ADMINISTRATION

(1) The Chairperson may call an emergency (non-regular) meeting of the LMS Committee when a circumstance exists which requires immediate action by the LMS Committee. When such a meeting is called, each LMS Committee member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given to the public before the time the meeting is held.

(2) If after reasonable diligence it becomes impossible to give notice of an emergency meeting to each LMS Committee member, the business of the meeting may be carried out if a quorum is present and appropriate public notice has been provided.

(3) The LMS Coordinator shall be designated by the LMS Committee and shall serve as primary staff of the LMS Committee.

(4) The LMS Coordinator is responsible for the minutes of all LMS Committee meetings and all notices and agendas for the LMS Committee meetings.

(5) The LMS Committee shall operate in compliance with Florida's Public Records Law, Chapter 119, F.S.

(6) The LMS Coordinator shall transmit LMS Committee recommendations to the County, City, or other entity as applicable.

~~1.10 CONDUCT OF MEETING~~

~~(1) These bylaws may be amended by a two-thirds vote of those voting members or alternates present at a regularly scheduled LMS Committee meeting.~~

~~(2) Amendments to the bylaws shall become effective immediately after the approval by the approval by both the County and the City.~~

1.1<u>0</u>~~1~~ EFFECTIVE DATE

(1) These bylaws shall become effective immediately upon the approval by both the County and the City.

Leon County
Board of County Commissioners

Notes for Agenda Item #8

Leon County Board of County Commissioners

Agenda Item #8

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Authorization to Submit a U.S. Department of Transportation Safe Streets and Roads for All Grant Application for North Monroe Street Safety Improvements

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
Lead Staff / Project Team:	Charles Wu, Director, Engineering Services Eryn Calabro, Principal Budget and Grants Coordinator Timothy Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board authorization to submit a grant application for the U.S. Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) Program for design and construction of North Monroe Street Safety Improvements.

Fiscal Impact:

This item has a fiscal impact. If awarded, the anticipated grant amount is $16.8 million with a 20% local match requirement of $4.2 million. The match funds will be available in the Blueprint budget.

Staff Recommendation:

Option #1: Authorize the submission of an application for the U.S. Department of Transportation Safe Streets and Roads for All grant for design and construction of North Monroe Street Safety Improvements.

Report and Discussion

Background:

This item seeks Board authorization to submit an application for the USDOT SS4A Program grant for design and construction of North Monroe Street Safety Improvements from Tharpe Street to Capital Circle Northwest (Attachment #1).

County departments work closely with the Grants Coordinator and Legislative Affairs team to pursue funding opportunities that align with County priorities. When a grant opportunity is identified, staff evaluates project eligibility and determine potential matching funds to support a competitive application. Consistent with the County's Grant Application Approval Process (Policy No. 23-1), Board approval is required to submit this grant application because the required local match exceeds the County Administrator's purchasing threshold of $250,000.

This item advances 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 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.*

Safe Streets and Roads for All Program (SS4A)

On March 28, 2025, the U.S. Department of Transportation released a Notice of Funding Opportunity (NOFO) for the SS4A Program grant (Attachment #2). The Bipartisan Infrastructure Law (BIL) established the SS4A discretionary program with $5 billion in appropriated funds over the five years from 2022 to 2026. The SS4A Program funds regional, local, and tribal initiatives through grants to prevent roadway deaths and serious injuries. Over $3 billion is still available for future funding rounds.

The North Monroe Street (SR 63/US 27) corridor (the corridor) is a State road and one of the most highly traveled roadways in the Florida capital region, providing direct access from the interstate to the downtown area, operating as a significant freight, commuting, and tourism route. This corridor has a history of safety concerns which have been identified and prioritized by the Board, the City Commission, the Blueprint Intergovernmental Agency, and the Capital Region Transportation Planning Agency (CRTPA). The corridor was identified as part of the CRTPA's High Injury Network (HIN) that was developed within the Safe Streets and Roads for All Safety Action Plan (Safety Action Plan) completed in 2023 and further analyzed as part of the 2024 North Monroe Street Implementation Plan (Implementation Plan) which identified conditions and potential improvements throughout the corridor. On February 20, 2024, the Board accepted the North Monroe Corridor Charrette Final Report which included an action item to coordinate with the CRTPA to support additional safety improvements along North Monroe Street and seek future SS4A grant funding.

The pursuit of this grant opportunity is part of the County's ongoing efforts to enhance safety for all users of our multimodal transportation system including bicyclists, pedestrians, and motorists. A separate agenda item for the Board's June 10, 2025 regular meeting highlights the ongoing safety initiatives throughout the County as detailed in the "Status Report on Leon County's Ongoing Efforts to Reduce and Prevent Pedestrian, Bicycle, and Traffic Crashes".

Analysis:

As previously stated, North Monroe Street is one of the most highly traveled roadways in the Florida capital region and provides direct access from the interstate to the downtown area. The segment from Tharpe Street to the Capital Circle Corridor experienced 10 fatal crashes including seven pedestrian, one bicycle, and two motorized vehicle fatalities between 2018 and 2022, accounting for approximately 5% of the County's total fatal crashes. To address these safety concerns, the CRTPA developed a conceptual safety improvement plan to enhance pedestrian safety through sidewalk construction, additional signage, improved pavement markings, and the implementation of bike lanes.

In 2024, the CRTPA completed the North Monroe Street Safety Implementation Plan, applied for SS4A funding to enhance corridor safety, and received only partial funding for minor median modifications. Based on information from the Federal Highway Administration (FHWA), CRTPA is updating the Safety Implementation Plan to further support safety improvements. Earlier this year, to leverage Blueprint sales tax funds to secure SS4A funding, Public Works offered to take the lead in submitting the 2025 grant application.

This SS4A Implementation Grant application will seek to leverage federal funding for the design and construction of the proposed safety improvements. This application is anticipated to request $21 million for infrastructure improvements along the corridor, with $4.2 million in local match funds. These funds will be used to fill in bicycle and pedestrian facility gap areas and develop spot improvements throughout the seven-mile corridor, which would include:

- Controlled Pedestrian Crossings
- Rectangular Rapid Flashing Beacons (RRFB)
- Near Perpendicular Right Turns
- Pedestrian Fencing
- Blank Out Signs
- Truncated Domes / Detectable Warning Surfaces
- No U-Turn Signage
- Pedestrian / Median Refuges
- Green-Colored Pavement Markings
- Sidewalks
- Bike Lanes

The grant application will address the following project evaluation criteria:

1. Safety Impact
2. Equity, Engagement, and Collaboration
3. Effective Practices and Strategies
4. Other DOT Strategic Goals
5. Project Readiness

Based on the grant parameters, this item recommends pursuing the SS4A funds for the North Monroe Street Safety Improvements project. This Project has the potential to be eligible for an 80/20 grant/match, with the local match of $4.2 million included in the Blueprint budget in FY 2026. The application deadline is June 26, 2025. It is anticipated that notification of the grant award will be in FY 2026. This grant application will include the design and construction of the North Monroe Street Safety Improvements. Pending a successful application, construction is anticipated to begin in 2028, and an additional agenda item will be brought back to the Board for approval and acceptance of the grant.

Options:

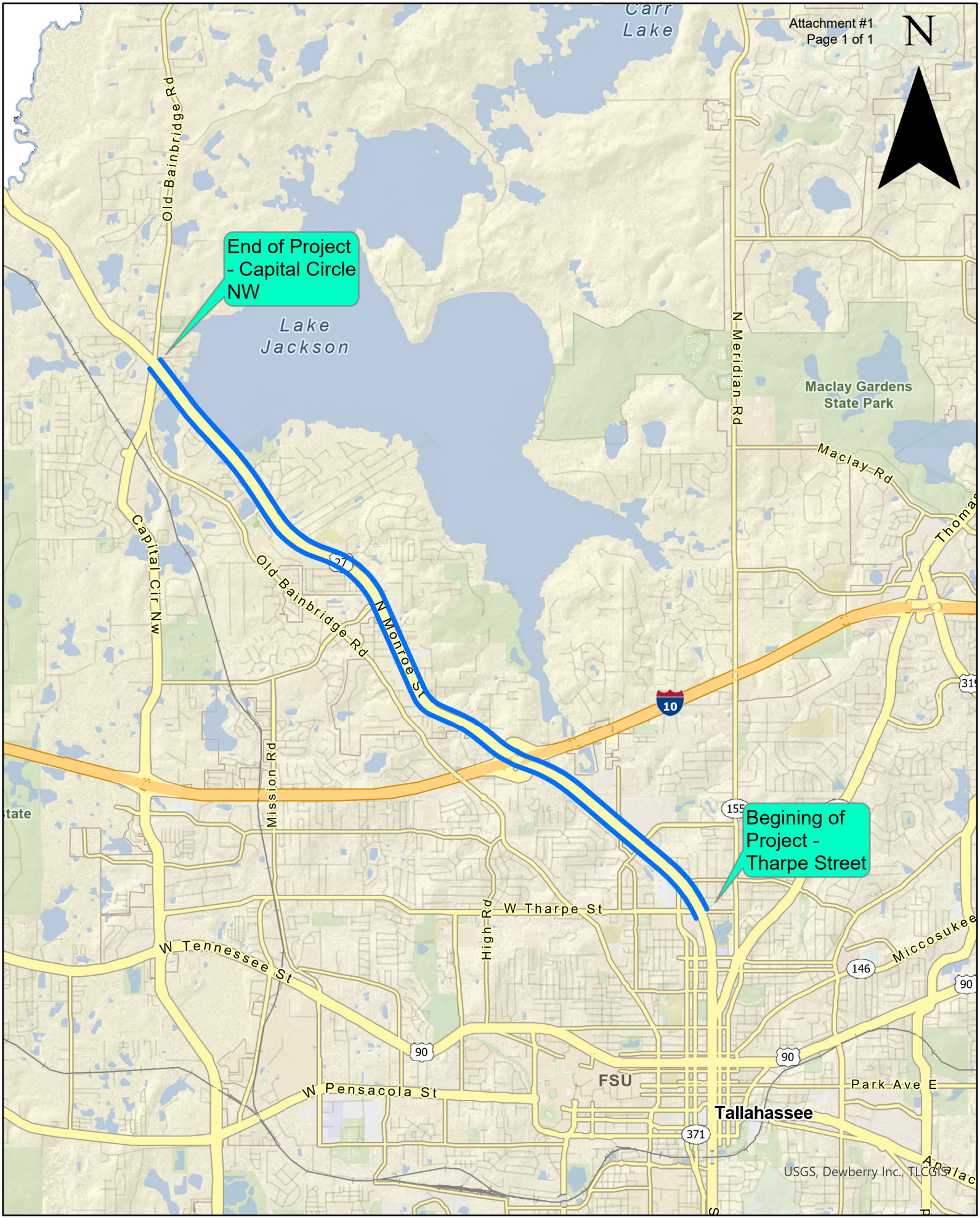
1. Authorize the submission of an application for the U.S. Department of Transportation Safe Streets and Road for All grant for design and construction of North Monroe Street Safety Improvements.
2. Do not authorize the submission of an application for the U.S. Department of Transportation Safe Streets and Roads for All grant for design and construction of North Monroe Street Safety Improvements.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Location Map
2. Notice of Funding Opportunity for the Safe Streets and Roads for All Program



NORTH MONROE STREET SAFETY IMPROVEMENTS - LOCATION MAP

BILLING CODE 4910-9X

DEPARTMENT OF TRANSPORTATION

Office of the Secretary of Transportation

Docket Number: DOT-OST-2025-0050

USDOT FY25 Safe Streets and Roads for All Funding

ISSUED: March 28, 2025

AGENCY: Office of the Secretary of Transportation, U.S. Department of Transportation (DOT or the Department)

ACTION: Notice of Funding Opportunity (NOFO), Assistance Listing # 20.939

Each section of this Notice of Funding Opportunity contains information and instructions relevant to the application process for SS4A grants, and all applicants should read this notice in its entirety to have the information they need to submit eligible and competitive applications.

Section	Content
A	Basic Information
B	Definitions
C	Eligibility Information
D	Program Description
E	Federal Award Information
F	Submission Requirements and Deadlines
G	Application Review Information
H	Federal Award Notices
I	Post-Award Requirements and Administration
J	Other Information

A. Basic Information

Basic Information: Safe Streets and Roads for All (SS4A)	
Federal Agency Name	Office of the Secretary of Transportation, U.S. Department of Transportation
Funding Opportunity Number	DOT-SS4A-FY25-01 (Grants.gov)
Assistance Listing Number	20.939
Executive Summary	Funds for the fiscal year (FY) 2025 SS4A grant program are to be awarded on a competitive basis to support planning, infrastructure, and behavioral and operational initiatives to prevent fatalities and serious injuries on roads and streets involving all roadway users, including pedestrians, bicyclists, public transportation, motorists, and commercial vehicle operators.
Objective	The purpose of this notice is to solicit applications for Safe Streets and Roads for All (SS4A) grants.
Eligible Applicants	• Metropolitan planning organizations; • Political subdivisions of a State or territory (e.g., cities, towns, counties); • Federally recognized Tribal governments; and • A multijurisdictional group of entities described in any of the aforementioned three types of entities.
Eligible Project Types	• Develop a comprehensive safety action plan (Action Plan). • Conduct supplemental safety planning to enhance an Action Plan. • Carry out demonstration activities to inform the development of, or an update to, an Action Plan. • Perform planning, design, and development activities for projects and strategies identified in an Action Plan. • Implement projects and strategies identified in an Action Plan that address roadway safety problems.

Basic Information: Safe Streets and Roads for All (SS4A)	
Funding Details	This Notice makes available up to $982,260,494 for FY 2025 grants: • **$580,000,000** is available for Implementation Grants ○ Expected number of awards: 40 to 70 ○ Expected funding range: $2,500,000 to $25,000,000 • **$402,260,494** is available for Planning and Demonstration Grants ○ Expected number of awards: 400 to 700 ○ Expected funding range: $100,000 to $5,000,000 The Department reserves the right to make more, or fewer, awards. USDOT reserves the discretion to alter minimum and maximum award sizes upon receiving the full pool of applications and assessing the needs of the program in relation to the SS4A grant priorities in Section D.3. DOT may increase the overall amount of funding if additional funds become available.
Funding Restrictions	• Not more than 15 percent of the $1 billion in FY 2025 funds made available to carry out the SS4A program may be awarded to eligible applicants in a single State.[1] • A minimum of 40 percent of the total funds made available in FY 2025 must be awarded for developing an Action Plan, including supplemental planning to update an existing Action Plan, or demonstration activities to inform the development or update of an Action Plan. The 40 percent set-aside for FY 2025 funding may change if Congress enacts applicable legislation before awards are announced.
Key Dates	Planning and Demonstration Grant and Implementation Grant applications must be submitted by 5:00 PM (EDT) on June 26, 2025. Technical questions must be submitted by 5:00 PM (EDT) on May 29, 2025. Pre-application eligibility review requests must be submitted for Implementation Grants by 5:00 PM (EDT) on May 9, 2025.
Application Links	Applications must be submitted via Valid Eval, an online submission proposal system used by USDOT • **Implementation Grant Application:** https://usg.valideval.com/teams/usdot_ss4a_2025_implementation/signup • **Planning and Demonstration Grant Application:** https://usg.valideval.com/teams/usdot_ss4a_2025_planning_demo/signup Customer support for Valid Eval can be reached at support@valideval.com.
Agency Contact Information	**Email:** SS4A@dot.gov **Website:** https://www.transportation.gov/grants/SS4A DOT will regularly post answers to common questions and requests for clarification, as well as schedule information regarding webinars providing additional guidance.

[1] Funding for Tribal lands will be treated as their own State and will not count toward a State's 15% limit.

1. Changes in the FY 2025 NOFO

The FY 2025 NOFO substantively differs from the FY 2024 NOFO in the following ways:

- The NOFO includes one application deadline of June 26, 2025.
- Underserved Community will use the same definition as Areas of Persistent Poverty for purposes of this NOFO. See Section B for more information.
- The maximum expected award for Planning and Demonstration Grants changed from $10,000,000 to $5,000,000.
- Section C.3.iii contains updated Action Plan requirements for Planning and Demonstration Grant applicants requesting funds to conduct supplemental planning and/or demonstration activities only.
- Section C.4.i states that applicants may use no more than three plans to meet the Action Plan requirement.
- Section C.4.i.b contains updated Action Plan requirements for Implementation Grant award recipients.
- Section D.2.i Table 1: Action Plan Components has been updated.
- Section G.1.ii contains updated Implementation Grant selection criteria.
- References to rescinded Executive Orders and priorities from the previous administration have been removed.

B. Definitions

Term	Definition
Applicant's Jurisdiction(s)	The U.S. Census tract(s) where the applicant operates or performs their safety responsibilities. If an applicant is seeking funding for multiple jurisdictions, they should include all relevant Census tracts for the jurisdictions covered by the application.
Complete Streets	Standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.[2]
Comprehensive Safety Action Plan	A comprehensive safety action plan (referred to as an "Action Plan") is a plan to prevent roadway fatalities and serious injuries in a locality or region or on Tribal land. This can be either an Action Plan developed with a Planning and Demonstration Grant, or a previously developed plan (e.g., a Vision Zero plan or similar plan) that is substantially similar to and meets the eligibility requirements of an Action Plan. See Table 1 for a detailed description.
Fatal or Serious Injury Crash	A fatal or serious injury crash involves a motor vehicle traveling on a trafficway customarily open to the public. To be considered a motor vehicle related fatal injury, the crash must involve a motor vehicle traveling on a trafficway customarily open to the public and must result in the death of a vehicle occupant or a nonoccupant within 30 days of the crash. This definition aligns with the definition of a fatal crash in the Fatality Analysis Reporting System (FARS).
High-Injury Network	Identifies the highest concentrations of motor vehicle related crashes resulting in serious injuries and fatalities within a given roadway network or jurisdiction.
Micromobility	Any small, low-speed, human- or electric-powered transportation device, including bicycles, scooters, electric-assist bicycles, electric scooters (e-scooters), and other small, lightweight, wheeled conveyances.[3]

[2] The definition is in IIJA Section 11206 (a)

[3] Source: FHWA, Public Roads Magazine, Spring 2021, "Micromobility: A Travel Innovation." Publication Number: FHWA-HRT-21-003.

Personal Conveyance	A personal conveyance is a device, other than a transport device, used by a pedestrian for personal mobility assistance or recreation. These devices can be motorized or human powered, but not propelled by pedaling (e.g., a wheelchair).[4]
Political Subdivision of a State	A unit of government created under the authority of State law. This includes cities, towns, counties, special districts, certain transit agencies, and similar units of local government. A transit district, authority, or public benefit corporation is eligible if it was created under State law, including transit authorities operated by political subdivisions of a State.
Rural	For the purposes of this NOFO, jurisdictions outside an Urban Area (UA) or located within UAs with populations fewer than 200,000 will be considered rural. Lists of UAs are available on the U.S. Census Bureau website at https://www2.census.gov/geo/docs/reference/ua/2020_Census_ua_list_all.xlsx
Safe System Approach	A guiding principle to address the safety of all road users. It involves a paradigm shift to improve safety culture, increase collaboration across all safety stakeholders, and refocus transportation system design and operation on anticipating human mistakes and lessening impact forces to reduce crash severity and save lives.[5] Safe System Approach includes five elements: safe road users, safe vehicles, safe speeds, safe roads, and post-crash care.
Areas of Persistent Poverty and Underserved Community	Areas of Persistent Poverty (APP)[6] are defined as: • Any county that has consistently had greater than or equal to 20 percent of the population living in poverty during the 30-year period preceding November 15, 2021, as measured by the 1990 and 2000 decennial census and the most recent annual Small Area Income Poverty Estimates as estimated by the Bureau of the Census • Any census tract with a poverty rate of at least 20 percent as measured by the 2014 – 2018 5-year data series available from the American Community Survey of the Bureau of the Census • Any territory or possession of the United States Underserved Community will use the same definition as APP for purposes of this NOFO.

[4] https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/813251. See page 127 for the full definition as defined in the 2020 FARS/CRSS Coding and Validation Manual.
[5] https://highways.dot.gov/safety/zero-deaths Zero Deaths and Safe System | FHWA
[6] This definition is in 49 U.S.C. 6702(a)(1).

C. Eligibility Information

1. Eligible Applicants

Eligible applicants for SS4A grants are:

- a metropolitan planning organization (MPO);
- a political subdivision of a State or territory;
- a federally recognized Tribal government; and
- a multijurisdictional group of entities made up of any of the aforementioned three types of entities.

A multijurisdictional group of entities described in 4) should identify a lead applicant as the primary point of contact. Non-profits are not eligible applicants unless created under State law with roadway safety and/or planning responsibilities equivalent to a political subdivision of a State. States are not eligible applicants.

For the purposes of this NOFO, an applicant's jurisdiction is defined as the U.S. Census tracts where the applicant operates or performs their safety responsibilities.

SS4A award recipients from all previous years are eligible to apply in FY 2025.

i. Additional Eligibility Requirements for Implementation Grant Applicants

An eligible applicant for an Implementation Grant must also meet at least one of the following conditions:

- have ownership and/or maintenance responsibilities over a roadway network;
- have safety responsibilities that affect roadways; or
- have agreement from the agency that has ownership and/or maintenance responsibilities for the roadway within the applicant's jurisdiction.

2. Number of Applications

Eligible applicants may submit one application only to the FY25 funding opportunity. If multiple applications are received from the same political subdivision of a State and/or applicant, the last application submitted will be reviewed. If an applicant is eligible for both a Planning and Demonstration Grant and an Implementation Grant, the applicant must choose between applying for a Planning and Demonstration Grant or an Implementation Grant.

Implementation Grant applicants may request funds to bundle supplemental planning and demonstration activities as described in Section D.2.i to update an Action Plan, with funds to implement projects and strategies.

3. Planning and Demonstration Grant Eligibility Requirements

Eligibility requirements are contingent on whether an applicant is requesting funds to develop a new Action Plan, conduct supplemental planning to update an existing Action Plan, and/or carry out demonstration activities to inform the development of or update to an Action Plan. Any applicant that meets the eligibility requirements may apply for a Planning and Demonstration Grant to develop an Action Plan.

i. Developing an Action Plan

Applicants applying to develop an Action Plan may also bundle supplemental planning and demonstration activities into their funding request. Applicants with an existing Action Plan may also apply to update their Action Plan. The development of an Action Plan must include all relevant road users and be at a broad, systemic geographic level (i.e., the eligible applicant's entire jurisdiction, not a few road segments within a jurisdiction). Corridor-level or site-specific studies are considered to be supplemental planning and not an Action Plan.

ii. Supplemental Planning and Demonstration Activities

If a higher-level jurisdiction (e.g., an MPO or county would be a higher-level jurisdiction for a city or town) has an eligible and finalized Action Plan, or is in the process of completing or updating an SS4A funded Action Plan from a previous grant round, an eligible applicant can apply for supplemental planning and/or demonstration activities without its own plan only if: 1) the geographic boundaries of the higher-level jurisdiction's Action Plan cover the eligible applicant's jurisdiction; 2) the proposed activities are coordinated with the higher-level jurisdiction and the application demonstrates such coordination; and 3) the activities will inform the Action Plan of the higher-level jurisdiction. An application may be deemed duplicative, and therefore ineligible, if it requests funds to develop a new Action Plan when another jurisdiction is already preparing an Action Plan in the same area using SS4A funding and/or it requests funds to develop a new Action Plan in the same area as another FY25 application. Duplicative funding requests to develop a new Action Plan will be identified and assessed for merit within the context of other jurisdictions and their planning activities and will result in an eligibility determination. The Department encourages complementary but distinctive activities, including but not limited to demonstration activities that will help inform the development of an Action Plan.

iii. Action Plan Requirement

Applicants applying to conduct supplemental planning and/or demonstration activities only, without developing or updating an Action Plan must either a) have an existing Action Plan, which is demonstrated through meeting the Action Plan requirements outlined in the Self-Certification Eligibility Worksheet and described in Table 1: Action Plan Components, b) have received SS4A funding in a previous round to develop or update an Action Plan and are in the process of completing or updating an Action Plan, as described in Table 1: Action Plan

Components, or c) use a higher-level jurisdiction's Action Plan as described above in Section C.3.ii.

4. Implementation Grant Eligibility Requirements

i. Action Plan Requirement

To apply for an Implementation Grant, the applicant must certify that they have an existing plan that is substantially similar to an Action Plan as defined in Section D.2.i.a and Table 1: Action Plan Components and has been finalized and/or last updated between 2020 and June 26, 2025. The components required for an existing plan to be substantially similar to an Action Plan may be found in up to three plans (e.g., a regional transportation safety plan and a local Vision Zero plan may be used together to meet all component requirements).

If another jurisdiction (e.g., an MPO or county) has an existing plan in place that meets Action Plan eligibility requirements, an eligible applicant covered within the Action Plan's geographic boundaries could apply without its own plan as long as the existing plan is focused, at least in part, on the roadway network within the applicant's jurisdiction, the plans include the applicant's projects and strategies, and all other eligibility requirements are met.

If an applicant does not have an existing Action Plan or is not located in a jurisdiction which has an existing Action Plan, they should apply for a Planning and Demonstration Grant to develop one. They should **NOT** apply for an Implementation Grant.

The plan, or a combination of up to three plans, must be uploaded as an attachment to the application or provided as web links to publicly available sites. Applicants should use the Self-

Certification Eligibility Worksheet to determine eligibility and upload the completed worksheet with their application.[7]

a. Ineligible Plans

State-level Action Plans (e.g., a Strategic Highway Safety Plan required under 23 U.S.C. § 148, State Highway Safety Plans required under 23 U.S.C. § 402, Commercial Vehicle Safety Plans required under 49 U.S.C. § 31102) as well as Public Transportation Agency Safety Plans required under 49 U.S.C. § 5329 cannot be used as an established plan to apply for an Implementation Grant.

b. Alignment With All Action Plan Components

Implementation Grant applicants who meet any of the following conditions must update their Action Plan during the period of performance for the grant agreement to align with all Action Plan components in Table 1: Action Plan Components as a condition of receiving SS4A funds:

- Self-Certification Eligibility Worksheet areas that include a "no" response; or
- Safety focus in the qualifying Action Plan does not include all road users, including pedestrians, bicyclists, and motor vehicle users.
- Implementation Grant applicants are encouraged to request supplemental planning funding in their application to complete any missing components of an existing plan but may choose to complete such activities without Federal funding.

[7] https://www.transportation.gov/grants/ss4a/self-certification-worksheet.

5. Cost Sharing or Matching

The Federal share of an SS4A grant may not exceed 80 percent of total eligible SS4A project costs. Recipients are required to contribute a local matching share of no less than 20 percent of total eligible project costs. Unless otherwise authorized by statute, all matching contributions must be from non-Federal sources. Applicants that intend to combine SS4A funds with Federal-Aid funds provided under Title 23 U.S.C. could experience a significant delay in programming funding and executing a grant agreement.

i. Exceptions to Non-Federal Match Requirements

- Tribal Transportation Program and Tribal Transportation Program Safety Funds are Federal funding programs, and these programs may be used as non-Federal match. Matching funds may include funding from the applicant, or other eligible non-Federal sources.
- When the required local match is less than $200,000, SS4A will apply a 100-percent Federal share and waive local match requirements for eligible applicants located in the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands per Public Law 96-205, Title VI, Section 601, as amended and consistent with OMB Controller Alert-23-04, Waiving Matching Fund Requirements for Insular Areas.

ii. Types of Non-Federal Match

In accordance with 2 CFR § 200.306, grant recipients may use in-kind or cash contributions toward local match requirements so long as those contributions meet the requirements under 2

CFR § 200.306(b). Any in-kind contributions used to fulfill the cost-share requirement for both Planning and Demonstration Grants and Implementation Grants must:

- Be in accordance with the cost principles in 2 CFR Part 200 Subpart E;
- Include documented evidence of completion within the period of performance; and
- Support the execution of the eligible activities in Section D.4.

Additional information about match requirements and costs that can be considered match are available at https://www.transportation.gov/grants/SS4A.

D. Program Description

1. Overview

Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117–58, November 15, 2021; referred to as "IIJA") authorized and appropriated $1 billion to be awarded by the Department of Transportation for fiscal year (FY) 2025 for the Safe Streets and Roads for All (SS4A) grant program. This Notice of Funding Opportunity (NOFO) solicits applications for activities to be funded under the SS4A grant program.

The purpose of SS4A grants is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through the development of Action Plans and refinement and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, and commercial vehicle operators. The Comprehensive Safety Action Plan includes strategies to implement the Safe System Approach for safe road users, safe

vehicles, safe speed, safe roads, and post-crash care[8]. The program provides funding to develop tools to strengthen a community's approach to roadway safety and save lives and is designed to meet the needs of local, Tribal, and regional communities that differ dramatically in size, location, and experience administering Federal funding.

2. Grant Options and Deliverables

The SS4A program provides funding for two main types of grants: **Planning and Demonstration Grants** for Action Plans, including supplemental safety planning, and/or safety demonstration activities; and **Implementation Grants**. Planning and Demonstration Grants are used to develop, complete, or supplement an Action Plan, as well as carry out demonstration activities that inform an Action Plan. Implementation Grants are used to implement strategies or projects that are consistent with an existing Action Plan and may also bundle funding requests for supplemental planning and demonstration activities that inform the Action Plan.

i. Planning and Demonstration Grants

Planning and Demonstration Grants have three different types of eligible activities:

a) Develop an Action Plan;

b) Conduct supplemental safety planning to enhance an Action Plan; and

c) Carry out demonstration activities to inform the development of, or an update to, an Action Plan.

Any of the three different types of activities under Planning and Demonstration Grants can be included in one application, or an applicant may choose to request funding for only one of the

[8] https://www.ems.gov/issues/ems-highway-safety-and-post-crash-care/

activities. The development of, or updates to, an Action Plan must be the intended end result of each supplemental planning and demonstration activity. Further information on which activities can be bundled together are described in Section D.2.i.

a. Action Plan

An Action Plan is the foundation of the SS4A grant program and supports the implementation of projects and strategies that will help achieve local data-driven transportation safety goals. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, region, or on Tribal Lands. Grants for Action Plans provide Federal funds to eligible applicants to develop, complete, or enhance an Action Plan.

The primary deliverable is a publicly available Action Plan. For the purposes of the SS4A grant program, an Action Plan includes the components in Table 1. DOT considers the process of developing an Action Plan to be critical for success, and the components reflect a process-oriented set of activities. For applications involving a multi-jurisdictional group, applicants may propose the development of a single Action Plan covering all jurisdictions, several plans for individual jurisdictions, or a system to administer sub-awards to entities within its jurisdiction.

Table 1: Action Plan Components

Component	Description
Leadership Commitment and Goal Setting	An official public commitment (e.g., resolution, policy, ordinance) by a high-ranking official and/or governing body (e.g., Mayor, City Council, Tribal Council, metropolitan planning organization [MPO] Policy Board) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following: (1) the target date for achieving zero roadway fatalities and serious injuries, OR (2) a percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.

Component	Description
Planning Structure	A committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.
Safety Analysis	Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region. Includes an analysis of crash locations and crash severity, as well as contributing factors and crash types by relevant road users (motorists, pedestrians, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, analysis of the built environment, demographics, and structural issues). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard to ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a high-injury network or equivalent).
Engagement and Collaboration	Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practicable.
Policy and Process Changes	Assessment of current local policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new local policies, guidelines, and/or standards, as appropriate.
Strategy and Project Selections	Identification of a comprehensive set of projects and strategies informed by data, the best available evidence and noteworthy practices, and stakeholder input that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach and effective interventions and consider multidisciplinary activities. To the extent practicable, data limitations are identified and mitigated. Once identified, the projects and strategies are prioritized in a list that provides time ranges for when the strategies and countermeasures are expected to be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explain prioritization criteria used. The list should contain interventions focused on infrastructure and behavioral and/or operational safety.

Component	Description
Progress and Transparency	Method to measure progress over time after an Action Plan is developed or updated, including outcome data. A means to ensure ongoing transparency is established with residents and other relevant stakeholders. The approach must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries and public posting of the Action Plan online.

b. Supplemental Planning Activities

Supplemental planning activities support or enhance an existing Action Plan. Examples of eligible supplemental planning activities are provided at https://www.transportation.gov/grants/ss4a/planning-and-demonstration-activities.

The final deliverable for supplemental planning is a written product that connects to, and enhances, an Action Plan. Final products shall be made publicly available.

Implementation Grant applicants may request supplemental planning funds to make necessary updates to Action Plans as a condition of award, for example:

- Broadening the road user focus to encompass all roadway users
- Updating plan components laid out in Table 1 and missing in an eligible plan

c. Demonstration Activities

Demonstration activities inform an Action Plan by testing proposed project and strategy approaches to determine their potential benefits and future scope; demonstration activities are temporary. Demonstration activities must measure potential benefits through data collection and evaluation and inform an Action Plan's list of selected projects and strategies and their future implementation.

Eligible demonstration activities may include but are not limited to feasibility studies; MUTCD (Manual on Uniform Traffic Control Devices) engineering studies; pilot programs for behavioral

or operational activities that include at least one element of the Safe System Approach; and pilot programs that demonstrate safety benefits of technologies not yet adopted in the community, including vehicle-to-infrastructure technology.[9] Eligible technologies must be commercially available and at a prototype or advanced technological readiness level.[10] Additional examples of eligible demonstration activities are provided at https://www.transportation.gov/grants/ss4a/planning-and-demonstration-activities.

Demonstration activities and pilot programs must inform Action Plans through small-scale tests with finite trial periods intended to gauge potential project and strategy effectiveness that will lead to project and strategy selection at a systemic level. DOT generally expects demonstration activities to be initiated within 18 months of executing a grant agreement (e.g., quick-builds on the roadway; pilot project established) and the benefits of the demonstration activity to be evaluated during the period of performance for the grant agreement.

The final deliverable is an assessment of the demonstration activities and an updated Action Plan that incorporates the information gathered from the demonstration activities into the Action Plan's list of projects or strategies and/or informs another part of the Action Plan.

ii. Implementation Grants

Implementation Grants fund projects and strategies identified in an Action Plan that address roadway safety problems. Implementation Grants may also fund supplemental planning and demonstration activities as described in Section D.2.i, as well as planning, design, and

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9 Eligible vehicle-to-infrastructure demonstrations use interoperable vehicle-to-infrastructure (V2X) communications capabilities using 4G LTE cellular V2X (C-V2X) technology in the 5.905 – 5.925 GHz spectrum frequency band to enable safety applications for public fleet vehicles.

10 The corresponding level would be "Development," level 7 Prototype demonstrated in operational environment. See https://www.fhwa.dot.gov/publications/research/ear/17047/17047.pdf.

development activities for projects and strategies identified in an Action Plan (e.g., project-level National Environmental Policy Act (NEPA) compliance, associated environmental review activities, permits and approvals, construction design, etc.). DOT encourages Implementation Grant applicants to include supplemental planning and demonstration activities in their application.

3. SS4A Grant Priorities

This section discusses priorities specific to SS4A and NOFO requirements. Successful grant applications will:

- Promote safety to prevent fatal and serious injuries on public roadways;
- Employ low-cost, high-impact strategies that can improve safety over a wide geographic area;
- Ensure equitable investment in the safety needs of underserved communities,[11] which includes both underserved urban and rural communities;
- Incorporate evidence-based projects and strategies and adopt innovative technologies and strategies; and
- Demonstrate engagement with a variety of public and private stakeholders.[12]

In accordance with the Americans with Disabilities Act of 1990 (ADA), awards focused on infrastructure and demonstration activities must ensure that newly constructed facilities in the public right-of-way are accessible to, and usable by, individuals with disabilities to the extent that it is not structurally impracticable to do so. The ADA also requires that, when an existing

[11] IIJA Section 24112(d)(3)(E)
[12] IIJA Section 24112(d)(3)(B)

facility is altered, the altered facility be made accessible to and usable by individuals with disabilities to the maximum extent feasible (28 CFR 35.151[a] and 35.151[b]).

The Department intends to use the SS4A program to support the creation of good-paying jobs with the free and fair choice to join a union and the incorporation of strong labor standards, such as through the use of project labor agreements, registered apprenticeship programs, and other training and placement programs.

The Department intends to apply principles from the DOT Order, Ensuring Reliance Upon Sound Economic Analysis in DOT's Policies, Programs and Activities when evaluating applications and making award selections.

4. Eligible Activities and Costs

Broadly, eligible activity costs must comply with the cost principles set forth in 2 CFR Part 200, Subpart E (i.e., 2 CFR 200.403 and 200.405). DOT reserves the right to make cost eligibility determinations on a case-by-case basis.

i. Eligible Activities

Eligible activities for grant funding include the following three elements:

A. Developing or updating an Action Plan (i.e., the activities described in Section D.2.i);
B. Conducting planning, design, and development activities for projects and strategies identified in an Action Plan; and
C. Carrying out projects and strategies identified in an Action Plan.

For Implementation Grants, activities *must* include element (C) "carrying out projects and strategies identified in an Action Plan," and *may* include element (B) "conducting planning, design, and development activities for projects and strategies identified in an Action Plan" and/or

element (A) such as supplemental planning or demonstration activities. Projects and strategies identified in element (C) must be either infrastructure, behavioral, operational, or post-crash care activities identified in the Action Plan and must be directly related to addressing the safety problem(s) identified in the application and Action Plan. Applicants may "bundle" different projects, strategies, supplemental planning, and/or demonstration activities into one Implementation Grant application, even if they address different safety problems or are located in different areas. Funding requests for (B) planning, design, and development activities for a project or strategy must be directly connected to the completion of the (C) projects and strategies funded through the Implementation Grant application. Examples of eligible Implementation Grant activities are listed on the SS4A website (https://www.transportation.gov/grants/ss4a/implementation-grants). The following activities are **not** eligible for element (C) "projects and strategies" nor demonstration activity funding:

- Projects and strategies whose primary purpose is not roadway safety.
- Projects and strategies exclusively focused on non-roadway modes of transportation, including air, rail, marine, and pipeline. Roadway intersections with other modes of transportation (e.g., at-grade highway rail crossings) are eligible activities.
- Capital projects to construct new roadways used for motor vehicles. A new roadway facility exclusively for non-motorists (e.g., a shared use path) is an eligible activity if the primary purpose is safety related.
- Infrastructure projects primarily intended to expand capacity to improve Levels of Service for motorists on an existing roadway, such as the creation of additional lanes.

- Maintenance activities for an existing roadway primarily to maintain a state of good repair. However, roadway modifications on an existing roadway in support of specific safety-related projects identified in an Action Plan are eligible activities.
- Development or implementation of a public transportation agency safety plan (PTASP) required by 49 U.S.C. § 5329. However, a PTASP that identifies and addresses risks to pedestrians, bicyclists, personal conveyance and micromobility users, transit riders, and others may inform Action Plan development.

5. Project and Strategy Location

For Implementation Grants, applications must identify the problems to be addressed, the relevant geographic locations (e.g., corridors, intersections), and the projects and strategies they plan to implement based on their Action Plan or established plan. This should include specific intervention types, address common safety risk characteristics, and be located on the Action Plan's high-injury network to the extent practicable.

E. Federal Award Information

1. Total Funding Available

IIJA established the SS4A program with $5,000,000,000 in advanced appropriations in Division J, including $1,000,000,000 for FY 2025. DOT has retained not more than 2 percent or $20,000,000 for the administrative expenses.[13] Additionally, DOT has **$2,260,493** in FY 2024 carryover funds. Therefore, this Notice makes available up to **$982,260,493** for FY 2025 grants

[13] IIJA Section 24112 (f)(2)

under the SS4A program. Refer to Section G for greater detail on additional funding considerations and Table A. Basic Information for funding restrictions.

2. Availability of Funds

Grant funding obligation occurs when a selected applicant and DOT enter into a written grant agreement after the applicant has satisfied applicable administrative requirements. Unless authorized by DOT in writing after DOT's announcement of FY 2025 SS4A grant awards, any costs incurred prior to DOT's obligation of funds for activities ("pre-award costs") are ineligible for reimbursement and may not be used as matching funds. If authorized by DOT in writing, Implementation Grant award recipients may incur pre-award costs for National Environmental Policy Act (NEPA) and design activities, and these expenses may count toward match or cost share. Applicants who expect to request pre-award authority must clearly articulate such a request in the application. DOT will determine whether such pre-award costs may be counted toward match or cost share on a case-by-case basis. All SS4A funds must be expended within five years after the grant agreement is executed.

3. Start Dates and Period of Performance

DOT expects to obligate SS4A award funding via signed grant agreements between the Department and recipients, as flexibly and expeditiously as possible, within 12 months of award announcement. In support of award recipients with less familiarity with administering a Federal grant, the Department established a SS4A Technical Assistance Center to assist award recipients with Federal requirements. Applicants who have never received Federal funding from DOT are also encouraged to partner with eligible applicants within the same region, such as an MPO, that have established financial relationships with DOT and knowledge of Federal grant

administration requirements. While States are not eligible applicants and cannot be a co-applicant (which includes State Departments of Transportation and similar State-level entities), eligible applicants are encouraged to seek guidance on project delivery and processes from States and other entities experienced with administering Federal grants, outside of the SS4A grant award process, to ensure effective administration of a grant award. The expected period of performance for Planning and Demonstration Grant agreements is between 12 months and five years, depending on the scope and extent of the grant activities. The period of performance for Planning and Demonstration Grant and Implementation Grant agreements may not exceed five years.

4. Data Collection Requirements

Under IIJA, the Department shall post on a publicly available website on best practices and lessons learned for preventing roadway fatalities and serious injuries pursuant to strategies or interventions implemented under SS4A. Additionally, DOT shall evaluate and incorporate, as appropriate, the effectiveness of strategies and interventions implemented under the SS4A grant program into the publicly available website on best practices and lessons learned.[14] The Department intends to measure safety outcomes through a combination of grant agreement activities and data collections, including DOT data collections already underway and program evaluations separate from the individual grant agreements in accordance with Section I.3.iii. The grant data-collection requirements reflect the need to build evidence of noteworthy strategies and

[14] IIJA specifically cites *Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices, Eleventh Edition,* or any successor document, but DOT also is to consider applied research focused on infrastructure and operational projects and strategies.

best practices. The Department expects to use the data and outcome information collected before and after evaluations. See Section I for more information about post-award reporting requirements.

F. Submission Requirements and Deadlines

1. Address to Request Application Package

All grant application materials can be accessed at grants.gov under opportunity number DOT-SS4A-FY25-01. Potential applicants may also request paper copies of materials at:

Email: SS4A@dot.gov

Phone: 202-948-3466 (Telecommunication Relay Service: 7-1-1)

Mail: U.S. Department of Transportation
1200 New Jersey Avenue SE
W84-237
Washington, DC 20590

2. Unique Entity Identifier and System for Award Management (SAM)

Each applicant is required to:

a. be registered in SAM (https://sam.gov/content/home) before submitting its application;

b. provide an active unique entity identifier in its application; and

c. continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

DOT may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time DOT is ready to make an award, DOT may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

3. Submission Instructions

Applicants must submit their applications electronically via Valid Eval at:

- https://usg.valideval.com/teams/usdot_ss4a_2025_implementation/signup for Implementation Grant applicants
- https://usg.valideval.com/teams/usdot_ss4a_2025_planning_demo/signup for Planning and Demonstration Grant applicants

For technical assistance with Valid Eval, applicants should contact Valid Eval at support@valideval.com.

The Planning and Demonstration Grant, and the Implementation Grant, respectively, have different application submission and supporting document requirements.

i. Implementation Grant Pre-Application Submissions

A potential Implementation Grant applicant may submit a pre-application that consists of a Self-Certification Eligibility Worksheet and links or attachments to any referenced plan(s) to determine whether the applicant has an existing plan or plans that are substantially similar to an Action Plan, which is required to apply for an Implementation Grant. A pre-application eligibility review request must submit all needed materials, including relevant documentation, to receive an eligibility determination by DOT. Pre-application submissions must be received on or

before May 9, 2025, by emailing SS4A@dot.gov with the subject "Implementation Grant Eligibility Review: *Applicant Name, State.*" DOT expects to provide an affirmative response or provide details as to why the plan(s) do not meet eligibility requirements, to the applicant within three weeks of receipt. Each applicant may request only one pre-application submission review. DOT will not perform pre-application reviews of full application materials nor provide feedback on the quality of the overall application.

Planning and Demonstration Grant applicants are not eligible for pre-application submission reviews.

ii. Planning and Demonstration Grant Application Submissions

The application must include Standard Forms (SF), Key Information Questions, Project Narrative, Map, and Planning and Demonstration Grant Supplemental Estimated Budget. More detailed information about each application material, as well as additional documentation that may be required or included, is provided below. The necessary file formats for each application component will be displayed on the Valid Eval intake site.

a. Standard Forms

All applicants must submit the following Standard Forms:

- Application for Federal Assistance (SF-424),
- Budget Information for Non-Construction Programs (SF-424A),
- Assurances for Non-Construction Programs (SF-424B), and
- Disclosure of Lobbying Activities (SF-LLL).

If the SS4A Federal funding amounts requested differ between forms and/or other application materials, the amount in the SF-424 will be used to determine funding. Funding requests must be

in whole numbers (no cents). For the SF-424A form, Section D and Section E are optional as described in the SF-424A instructions.

b. Key Information Questions

The following questions are asked in the SS4A application on Valid Eval at https://usg.valideval.com/teams/usdot_ss4a_2025_planning_demo/signup.

Table 2: Example Planning and Demonstration Application Key Information Table

Title	Instructions
Lead Applicant Name	This should be consistent with Q. 8.a. of the SF-424.
Lead Applicant Unique Entity Identifier (UEI)	See Section F.2 for more information about obtaining a UEI from SAM.gov.
Eligible Entity Type	See Section C.1.
Total Applicant Jurisdiction Population	Source: 2020 U.S. Census data.
Total Count Motor Vehicle-Involved Roadway Fatalities that includes the last 5 years of data made available in the Fatality Analysis Reporting System (FARS) during the NOFO period	From the Fatality Analysis Reporting System (FARS) for the applicant jurisdiction. Use 2018-2022 data.
Total Average Annual Fatality Rate (per 100,000 population)	The fatality rate calculated using the 5-year annual average from the *total count of fatalities* based on FARS data from 2018-2022, divided by the population of the applicant's jurisdiction based on 2020 U.S. Census population data.
Inclusion of Underserved Communities Census Tract(s)	Whether the jurisdiction(s) covered by this application are, or include, underserved communities.
Project Title	A concise, descriptive title for the project. This should be the same title used in the SF-424 form and the application narrative.
Project Goal	A short description of the safety problem(s) to be solved and how this project will address it.
Application Type (select all that apply)	• Develop a new Action Plan;

Title	Instructions
	• Update/add to an existing local safety plan to meet the requirements of an SS4A Action Plan as described in Table 1 of the NOFO; • Develop or update an Action Plan and conduct Demonstration or other Supplemental Planning activities; or • Conduct Demonstration or other Supplemental Planning activities only.
Description of Supplemental Planning and Demonstration Activities (if relevant)	See Section D.2.i.
Total SS4A Funding Request	Must be a whole number (no cents).
Total SS4A Non-Federal Share	Must be equal to, or greater than, 20% of total project cost.
Total SS4A Project Cost	Sum of Total Federal Funding Request and Total Local share/Match.
Total Other Federal Funds Used	Must be a whole number (no cents). Other Federal funds may include funds directly received from a Federal agency or funds received through a pass-through agency (e.g., State governmental agency) that originated as Federal funds.
Coordination	Proof of coordination (e.g., letter, email) from entities in your jurisdiction which have previously received SS4A funding to develop a new Action Plan and/or have submitted an FY25 application requesting funds to develop a new Action Plan. Proof of coordination should come from ALL relevant entities affirming they are aware of your application and the need for coordination to avoid duplication of efforts. Required for those requesting funding to develop a new Action Plan only.

c. Narrative

In narrative form, the applicant must respond to the Planning and Demonstration Grant Additional Safety Context selection criteria described in Section G.1.i to affirm its alignment with SS4A safety considerations and address the criteria.

Applicants requesting less than $100,000 in funding must explain how the scope of activities will be completed with the funding amount proposed.

Applicants requesting funding for demonstration activities to inform an Action Plan must provide a brief schedule showing when the activities will occur (e.g., hardware installed, when the pilot would begin), and the start/end dates of the work. If anticipated to be a schedule constraint, applicants should include in the narrative any potential timeline implications of meeting administration requirements in Section F such as domestic preference and any required waivers, the National Environmental Policy Act (NEPA) requirements, as well as any applicable permitting and approval timeframes.

Narrative Requirements:

- The narrative should be in PDF format, with font size no less than 12-point Times New Roman, margins a minimum of 1 inch on all sides, and include page numbers.
- The narrative should be no longer than 2 pages if requesting less than $1,000,000 in Federal funds. If requesting $1,000,000 or more in Federal funds, the narrative must be no longer than 3 pages.

d. Self-Certification Eligibility Worksheet

If only applying for supplemental planning and/or demonstration activities that will inform the update of an existing Action Plan, applicants must either demonstrate their existing plan is eligible by attaching a completed Self-Certification Eligibility Worksheet, or be in the process of developing or updating an SS4A funded Action Plan from a previous grant round, as described in Section C.3.iii.

If applying to develop a new Action Plan, applicants do not need to include the Self-Certification Eligibility Worksheet even if supplemental planning and/or demonstration activities are included.

e. Map

The applicant must submit a map in PDF and spatial format (e.g., Shapefile, .KML) that shows the location of the jurisdiction and highlights the roadway network under the applicant's jurisdiction. Applicants requesting funding for demonstration activities should include the locations of any proposed demonstration pilots if known.

f. Planning and Demonstration Grant Supplemental Estimated Budget

Applicants are required to show how different funding sources will contribute to each activity and present the data in whole dollars in a table similar to Table 3 below. A template is available at https://www.transportation.gov/grants/ss4a/planning-and-demo-grant-budget-template. The Planning and Demonstration Grant Supplemental Estimated Budget should summarize the amount of funding going toward each of the three eligible activities for a Planning and Demonstration Grant as applicable (developing a new Action Plan, conducting supplemental planning to update an existing plan, and carrying out demonstration activities to inform the development or update of an Action Plan). Funding sources should be grouped into four categories: SS4A funding request, SS4A non-Federal match, total SS4A project cost, and other Federal funds (if applicable), with specific amounts for each funding source. Estimated costs or value of in-kind matches should also be provided. The budget should show how each source of funds will be spent. This budget should not include any previously incurred expenses, or costs to be incurred before the time of award and obligation because these expenses are not eligible for reimbursement or cost-sharing. This table should be completed in a manner consistent with the

SF-424 and SF-424A in terms of total project cost, SS4A Federal share, and SS4A cost sharing/match.

Table 3: Planning and Demonstration Grant Supplemental Estimated Budget

Activities	SS4A Federal Funding Request	SS4A Non-Federal Match	Total SS4A Project Cost	Other Federal Funds (if applicable)
Itemized Estimated Costs to Develop or Update an Action Plan (if applicable)				
New or Updated Action Plan	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Subtotal Budget for New or Updated Action Plan	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Itemized Estimated Costs of Supplemental Planning Activities (if applicable)				
Supplemental Planning Activity #1	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Supplemental Planning Activity #2	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Supplemental Planning Activity #3	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00

Subtotal Budget for Supplemental Planning	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Itemized Estimated Costs of Demonstration Activities (if applicable)				
Demonstration/Pilot Activity #1	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Demonstration/Pilot Activity #2	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Subtotal Budget for Demonstration Activities	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Total Budget for Planning and Demonstration Activities	**$0.00**	**$0.00**	**$0.00**	**$0.00**

iii. Implementation Grant Application Submissions

The application must include all of the application materials as described below. The necessary file formats for each application component will be displayed on the Valid Eval intake site.

a. Standard Forms

All applicants must submit the following Standard Forms:

- Application for Federal Assistance (SF-424),
- Budget Information for Construction Programs (SF-424C),
- Assurances for Construction Programs (SF-424D), and

- Disclosure of Lobbying Activities (SF-LLL).

If the SS4A Federal funding amounts requested differ between forms and/or other application materials, the amount in the SF-424 will be used to determine funding. Funding requests must be in whole numbers (no cents).

b. Key Information Questions

The following questions are asked in the SS4A application on Valid Eval at https://usg.valideval.com/teams/usdot_ss4a_2025_implementation/signup.

Table 4: Example Implementation Grant Application Key Information Table

Title	Instructions
Lead Applicant Name	This should be consistent with Q. 8.a. of the SF-424.
Lead Applicant Unique Entity Identifier (UEI)	See Section F.2 for more information about obtaining a UEI from SAM.gov.
Eligible Entity Type	See Section C.1.
Total Applicant Jurisdiction Population	Source: 2020 U.S. Census data.
Total Count Motor Vehicle-Involved Roadway Fatalities in the Applicant Jurisdiction that includes the last 5 years of data made available in the Fatality Analysis Reporting System (FARS) during the NOFO period	From the Fatality Analysis Reporting System (FARS) for the applicant jurisdiction. Use 2018-2022 data.
Total Average Annual Fatality Rate (per 100,000 population) for the Applicant Jurisdiction	The fatality rate calculated using the 5-year annual average from the *total count of fatalities* based on FARS data from 2018-2022, divided by the population of the applicant's jurisdiction based on 2020 U.S. Census population data.
Inclusion of Underserved Communities in Jurisdiction(s)	Whether the jurisdiction(s) covered by this application are or include underserved communities.
Inclusion of Underserved Communities in Project Area(s)	Whether the project area(s) covered by this application are or include underserved communities.

Title	Instructions
Project Area Fatalities 2018-2022	Count of fatalities in the project area(s). May use source other than FARS.
Project Area Serious Injuries 2018-2022 OR Project Area Injuries Severity Unknown 2018-2022	Count of serious injuries in the project area(s). Applicants without reliable serious injury data may use suspected serious injury figures. Please cite source.
Project Title	A concise, descriptive title for the project. This should be the same title used in the SF-424 form and the application narrative.
Applicant roadway safety responsibility (may select multiple)	• Ownership and/or maintenance responsibilities over a roadway network; • Safety responsibilities that affect roadways; • Have an agreement from the agency that has ownership and/or maintenance responsibilities for the roadway within the applicant's jurisdiction
Roadway users that this project will significantly benefit	Select from options in the application
Does your project include Demonstration and/or Supplemental Planning Activities?	See Section D.2.i
Would you consider accepting funding for only demonstration activities and/or supplemental planning?	Yes, no, n/a.
Total SS4A Federal Funds Requested	Must be a whole number (no cents).
Total SS4A Non-Federal Share	Must be equal to, or greater than, 20% of total project cost.
Total SS4A Project cost	Sum of Total SS4A Federal Funding Request and Total SS4A Non-Federal Share/Match.
Total Other Federal Funds Used (if applicable)	Must be a whole number (no cents). Other federal funds may include funds directly received from a federal agency or funds received through a pass-through agency (e.g., State governmental agency) that originated as federal funds.

Title	Instructions
SS4A Funding Request for Supplemental Planning and/or Demonstration Activities (A)	Must be consistent with Implementation Grant Supplemental Budget
SS4A Funding Request for Planning, Design, and Development Activities for Projects/Strategies (B)	Must be consistent with Implementation Grant Supplemental Budget
SS4A Funding Request for Carrying Out Projects and Strategies (C)	Must be consistent with Implementation Grant Supplemental Budget
Existing Comprehensive Safety Action Plan (or equivalent)	Link to or attachment

c. Narrative

In narrative form, the applicant must respond to the Implementation Grant selection criteria described in Section G.1.ii to affirm its alignment with SS4A safety considerations and address the criteria.

I. Narrative Requirements:

- The narrative should be in PDF format, with font size no less than 12-point Times New Roman, margins a minimum of 1 inch on all sides, and include page numbers.
- The narrative may not exceed 12 pages in length, excluding cover pages and the table of contents.
- Implementation Grant applications that include supplemental planning and demonstration activities may submit up to 2 additional pages – 14 pages total – if they are focused solely on responding to the Supplemental Planning and Demonstration Activities selection criterion (see Section E.1.i).
- The following application elements do not count toward the page limit:

- Self-Certification Eligibility Worksheet
- Budget
- Appendices, which may include documents supporting assertions or conclusions made in the narrative.

- If possible, website links to supporting documentation should be provided rather than copies of these supporting materials.
- If supporting documents are submitted, applicants should clearly identify within the narrative the relevance of each supporting document.
- Letters of support will only be considered if they are submitted with the application as one consolidated set in one supporting attachment.

II. Recommended Outline

Applicants are not required to follow a specific narrative format, but the structure should clearly identify the narrative associated with each selection criterion. The Department recommends that the narrative follows the outline below to address the program requirements and assist evaluators in locating relevant information.

Overview	See F.3.iii.c.II.1
Location	See F.3.iii.c.II.2
Response to Selection Criteria	See F.3.iii.c.II.3 and Section G.1.ii
Project Readiness	See F.3.iii.c.II.4

1. Overview

This section should provide an introduction and describe the safety context, jurisdiction, and any high-level background information that would be useful to understand the rest of the application.

2. Location

This section of the application should describe the jurisdiction's location, the jurisdiction's high-injury network or equivalent geospatial identification (geographic or locational data using maps) of higher risk locations, and potential locations and corridors of the projects and strategies. Note that the applicant is not required to provide exact locations for each project or strategy; rather, the application should identify which geographic locations are under consideration for projects and strategies to be implemented and what analysis will be used in a final determination.

3. Response to Selection Criteria

This section should respond to the criteria for evaluation and selection in Section G.1.ii of this Notice and include a compelling narrative to highlight how the application aligns with criteria #1 Safety Need; #2 Safety Impact; #3 Engagement and Collaboration; and #4 Supplemental Planning and Demonstration Activities (only if applying for supplemental planning and/or demonstration activities).

The applicant must respond to each of the three criteria #1-3 and respond to criterion #4 if applying for supplemental planning and/or demonstration activities.

4. Project Readiness

The applicant must provide information to demonstrate the applicant's ability to complete the full scope of work in the application proposal within five years of when the grant agreement is executed, with a particular focus on design and construction, as well as environmental, permitting, and approval processes. Applicants should indicate if they will be seeking permission to use roadway design standards that are different from those generally applied by the State in which the project is located. As part of this portion of the narrative, the applicant must include a

detailed activity schedule that identifies all major project and strategy milestones. Examples of such milestones include State and local planning approvals; start and completion of the National Environmental Policy Act (NEPA) process and other Federal environmental reviews and approvals including permitting; design completion; right of way acquisition; utility relocation; approval of plans, specifications, and estimates; procurement; public involvement; partnership and implementation agreements; and construction. Environmental review documentation should describe in detail known project impacts and possible mitigation for those impacts. When a project will result in impacts, an award recipient must take steps to engage the public. At a minimum, the project readiness narrative and detailed project activity schedule must include the applicability and disposition of: NEPA and Federal environment reviews and approvals; utility relocation; and right-of-way acquisition. For additional guidance and resources, visit https://www.transportation.gov/grants/SS4A.

d. Self-Certification Eligibility Worksheet

Attach a completed Self-Certification Eligibility Worksheet demonstrating that the jurisdiction has an Action Plan that meets the requirements described in Table 1: Action Plan Components.

e. Map

The applicant must submit a map in PDF and spatial format (e.g., Shapefile, .KML) that shows the location of the jurisdiction and highlights the roadway network under the applicant's jurisdiction. The map should show the jurisdiction's high-injury network and potential locations and corridors of the projects and strategies.

f. Implementation Grant Supplemental Estimated Budget

This section of the application should describe the budget for the SS4A proposal. Applicants are required to submit an Implementation Grant Supplemental Estimated Budget that provides an

overview of estimated activity costs, as organized by all major cost elements. The budget shall provide itemized estimates of the costs by separating different locations and/or different sets of proposed projects and strategies that address a similar safety problem and provide a breakdown of the major individual components that contribute to each of the line items. This information should include capital costs for infrastructure safety improvements and/or costs associated with behavioral and operational safety projects and strategies. The section should also distinguish between the three eligible activity areas: (A) supplemental planning and demonstration activities in support of an existing Action Plan; (B) conducting planning, design, and development activities for projects and strategies identified in an Action Plan; and (C) carrying out projects and strategies identified in an Action Plan.

Implementation Grant Supplemental Estimated Budgets should show how different funding sources will contribute to each activity and present the data in whole dollars. A template for the supplemental budget is available at https://www.transportation.gov/grants/ss4a/implementation-grant-budget-template. Funding sources should be grouped into four categories: SS4A funding request, SS4A non-Federal match, total SS4A project cost, and other Federal funds (if applicable), with specific amounts for each funding source. Estimated costs or value of in-kind matches should also be provided. The budget should show how each source of funds will be spent. This budget should not include any previously incurred expenses, or costs to be incurred before the time of award and obligation because these expenses are not eligible for reimbursement or cost-sharing. DOT requires applicants use form SF-424C, and the applicant must also provide the information in Table 5 below. This table should be completed in a manner consistent with the SF-424 and SF-424C in terms of total project cost, SS4A Federal share, and SS4A cost sharing/match.

Table 5: Implementation Grant Supplemental Estimated Budget

Activities	SS4A Federal Funding Request	SS4A Non-Federal Match	Total SS4A Project Cost	Other Federal Funds (if applicable)
Itemized Estimated Costs of the (A) Supplemental Action Plan Activities (if applicable)				
Supplemental Planning or Demonstration Activity #1	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Supplemental Planning or Demonstration Activity #2	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Component	$0.00	$0.00	$0.00	$0.00
Subtotal Budget for (A) Supplemental Action Plan Activities	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Itemized Estimated Costs of the (B) Planning, Design, and Development Activities				
Planning, Design, and Development - Location or Project #1	$0.00	$0.00	$0.00	$0.00
Individual Component for Location or Project #1	$0.00	$0.00	$0.00	$0.00
Individual Component for Location or Project #1	$0.00	$0.00	$0.00	$0.00
Individual Component for Location or Project #1	$0.00	$0.00	$0.00	$0.00
Planning, Design, and Development - Location or Project #2	$0.00	$0.00	$0.00	$0.00

Activities	SS4A Federal Funding Request	SS4A Non-Federal Match	Total SS4A Project Cost	Other Federal Funds (if applicable)
Individual Component for Location or Project #2	$0.00	$0.00	$0.00	$0.00
Individual Component for Location or Project #2				
Individual Component for Location or Project #2	$0.00	$0.00	$0.00	$0.00
Subtotal Budget for (B) Conducting Planning, Design, and Development Activities	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Itemized Estimated Costs of the (C) Proposed Projects and Strategies				
Implementation - Location or Project #1	$0.00	$0.00	$0.00	$0.00
Individual Component for Location or Project #1	$0.00	$0.00	$0.00	$0.00
Individual Component for Location or Project #1				
Individual Component for Location or Project #1	$0.00	$0.00	$0.00	$0.00
Implementation - Location or Project #2	$0.00	$0.00	$0.00	$0.00
Individual Component for Location or Project #2	$0.00	$0.00	$0.00	$0.00
Individual Component for Location or Project #2				
Individual Component for Location or Project #2	$0.00	$0.00	$0.00	$0.00
Subtotal Budget for (C) Carrying Out Projects and Strategies	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Total Budget for Activities (A), (B), and (C)	**$0.00**	**$0.00**	**$0.00**	**$0.00**

4. Submission Dates and Times

This NOFO has a single application deadline for both Planning and Demonstration and Implementation Grant applicants. All applications must be submitted by 5:00 PM EDT on Thursday, June 26, 2025. Applications cannot be submitted to Valid Eval after the deadline. Late applications will not be considered unless there is a technical issue directly caused by the online proposal submission system (Valid Eval), and the applicant contacts Valid Eval at support@valideval.com describing the technical issue no later than 1:00 PM ET on Thursday, June 26, 2025.

Pre-application submissions to review an applicant's Self-Certification Eligibility Worksheet must be received via email on or before May 9, 2025.

5. Intergovernmental Review

This program is not subject to intergovernmental review and applicants should select "c" on Box 19 of the SF-424 form.

G. Application Review Information

1. Selection Criteria

This section specifies the criteria DOT will use to evaluate and select applications for SS4A grant awards. The Department will review merit criteria for all complete applications from eligible applicants. Planning and Demonstration Grants, and Implementation Grants, respectively, each have their own set of application review and selection criteria.

i. Planning and Demonstration Grant Selection Criteria

For Planning and Demonstration Grants, the Department will use three evaluation criteria. The Department will evaluate quantitative data in two selection criteria areas: #1 Safety Impact; and #2 Underserved Communities. The Department will also assess the narrative for #3 Additional Safety Context. The adequacy and reasonableness of costs will also be considered.

a. Selection Criterion #1: Safety Impact

The proposed activities will likely support a significant reduction or elimination of roadway fatalities and serious injuries involving various road users, including pedestrians, bicyclists, public transportation users, motorists, and commercial operators, within the timeframe proposed by the applicant. The Department will assess safety impact using two quantitative ratings:

- The count of roadway fatalities from 2018-2022 data based on DOT's FARS data, an alternative traffic crash dataset, or a comparable data set with roadway fatality information.[15]
- The fatality rate, which is calculated using a 5-year annual average from the total count of fatalities (based on FARS data or an alternative traffic crash dataset from 2018-2022) divided by the population of the applicant's jurisdiction based on 2020 population data from the U.S. Census. The rate should be normalized per 100,000 persons.

b. Selection Criterion #2: Underserved Communities

The activities will ensure investment in the safety needs of underserved communities in preventing roadway fatalities and injuries, including rural communities. The Department will assess the underserved communities criterion using one quantitative rating:

[15] https://cdan.dot.gov/query

- The percentage of the population in the applicant's jurisdiction that resides in an Underserved Community Census tract.[16] Population of a Census tract, either a tract that is an Underserved Community or not, must be based on 2020 U.S. Census data.

c. Selection Criterion #3: Additional Safety Context

The applicant must address these considerations in narrative form. The Department will assess whether the applicant has described: the scope of work to be performed; the roadway safety issues that necessitate further Action Plan development, supplemental planning, and /or demonstration activities, as applicable; and how the funded activities will inform an Action Plan and support the identification of projects and strategies that will:

- Lead to a significant reduction or elimination of roadway fatalities and serious injuries involving various road users;
- Employ low-cost, high-impact strategies that can improve safety over a wider geographical area;
- Involve engaging with a variety of public and private stakeholders;
- Adopt innovative technologies to promote safety; and
- Be evidence-based or build evidence around what works.

Applicants applying to carry out demonstration activities to inform the development of an Action Plan will also be assessed on whether they have clearly and specifically described the demonstration activities and whether they have described their approach to measuring the potential safety benefits of the demonstration activities through data collection and evaluation.

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[16] List of Areas of Persistent Poverty and Historically Disadvantaged Communities | US Department of Transportation

d. Additional Consideration: Budget Costs

The Department will assess the extent to which the budget and costs to perform the proposed activities are reasonable, necessary, and allocable based on 2 CFR § 200.404 and 405, and the extent to which the application delineates the breakdown of Federal funds requested between developing an Action Plan, conducting supplemental planning to update an existing plan, and/or carrying out demonstration activities to inform the development or update of an Action Plan. The Department will also review whether costs are reasonable and adequate if the amount requested is under $100,000.

e. Award Consideration: High Fatality Rates

To prioritize areas with the highest fatality rates, the Department may prioritize SS4A Planning and Demonstration Grant applications with a quantitative fatality rate of 17.5 fatalities per 100,000 persons or greater.

f. Award Consideration: No Prior SS4A Funding

The Department may prioritize SS4A Planning and Demonstration Grant applicants that have not previously received SS4A funding.

ii. Implementation Grant Selection Criteria

Implementation Grants have four merit criteria: #1 Safety Need; #2 Safety Impact; #3 Engagement and Collaboration; and #4 Supplemental Planning and Demonstration Activities. DOT will only evaluate selection criterion #4 Supplemental Planning and Demonstration Activities for Implementation Grant applicants requesting funds to conduct supplemental planning and/or carry out demonstration activities. Two additional factors will be used in the selection process: Project Readiness and Award Considerations. The response to each criterion,

to the extent practicable, should be aligned with the applicant's Action Plan. Each criterion is described in detail below.

a. Selection Criterion #1: Safety Need

The Department will assess whether the applicant has demonstrated the safety need in the community based on the extent to which:

- The safety problem to be addressed is described, including historical trends, fatal and serious injury crash locations, contributing factors, and crash types by category of road user.
- Crashes and/or crash risk are displayed in a high-injury network or similar geospatial risk visualization.
- Safety risk is summarized from risk models, hazard analysis, the identification of high-risk roadway features, road safety audits/assessments, near miss data, and/or other proactive safety analyses.

b. Selection Criterion #2: Safety Impact

DOT will assess whether the proposal is likely to:

- Significantly reduce or eliminate roadway fatalities and serious injuries;
- Employ low-cost, high-impact strategies over a wide geographic area; and
- Include evidence-based projects and strategies.

The Safety Impact criterion includes an evaluation of the costs associated with the proposed projects and strategies. Safety impact is the most important criterion and will be weighed heavily in the review and selection process.

DOT will assess the extent to which the applicant demonstrates how the proposed projects and strategies:

- Align with and comprehensively address the identified safety problems.
- Are primarily on a high-injury network or address high-risk roadway features correlated with severe crash types.
- Significantly reduce or eliminate roadway fatalities and serious injuries involving various road users.
- Use low-cost, high-impact strategies and projects over a wide geographical area.
- Use evidence-based, Proven Safety Countermeasures or other effective safety countermeasures to significantly improve existing roadways.22F17
- Use evidence-based countermeasures supported in NHTSA's Countermeasures that Work.[18]
- Measure safety impact through models, studies, reports, proven noteworthy practices, Crash Modification Factors (CMF), and other information on project and strategy effectiveness.
- Will have safety benefits that persist over time.[19]
- Reflect established local policies, guidelines, and standards that improve safety decision making.

[17] https://safety.fhwa.dot.gov/provencountermeasures/
[18] Countermeasures That Work | NHTSA
[19] https://highways.dot.gov/safety/data-analysis-tools

- Incorporate an existing Complete Streets Policy that prioritizes safety in standard agency procedures and guidance, or other roadway safety policies that have eliminated barriers to prioritizing the safety of all users.
- Consider the impacts of land use and the built environment to promote safe transportation design.
- Include at least three of the five Safe System Approach elements (Safer People, Safer Roads, Safer Speeds, Safer Vehicles, and Post-Crash Care) to address the identified safety problem.
- Incorporate technologies that promote safety.
- Are coordinated with, or support, State-identified safety priorities in the State Strategic Highway Safety Plan and its Vulnerable Road User Safety Assessment.

Implementation Costs:[20] DOT will assess the extent to which the projects and strategies:

- Make effective use of Federal funds to address the location(s) of past traffic fatalities and serious injuries per $1 million in funds requested, with data clearly tied to the location and relevant crash type(s). DOT will weight and combine injury and fatality data to assess this figure in relation to the requested implementation costs.
- Are itemized and summarized in a logical manner, including capital costs for infrastructure, behavioral, and operational safety improvements.

[20] "Implementation costs" are the costs of Planning, Design, and Development Activities for Projects/Strategies (B) and Carrying Out Projects and Strategies (C) from the Budget Table and Key Information Table.

c. Selection Criterion #3: Engagement and Collaboration

This criterion supports the legislative requirements to assess the extent to which the application ensures investment in the safety needs of underserved communities and demonstrates engagement with a variety of public and private stakeholders. The response to this criterion should focus on engagement and collaboration in relation to the implementation of the projects and strategies. DOT will assess the extent to which projects and strategies:

- Ensure investment in preventing roadway fatalities and serious injuries in underserved communities including rural communities.
- Include demographic analysis, both quantitative and qualitative, and stakeholder engagement as part of the development and implementation process.
- Included or will include meaningful engagement with the public during all phases of the project such as planning, design, construction, and implementation.
- Leverage partnerships within their jurisdiction, with other government entities, non-governmental organizations, the private sector, academic institutions, and/or other relevant stakeholders to achieve safety benefits while avoiding negative consequences for the community.

d. Selection Criterion #4: Supplemental Planning and Demonstration Activities

Implementation Grant applicants should only respond to this selection criterion if supplemental planning and/or demonstration activities are included in the application. DOT will assess whether the applicant has clearly and specifically described the demonstration activities and whether the applicant has described the scope of supplemental planning or demonstration work to be performed; the roadway safety issues that necessitate further Action Plan development, including supplemental planning, and /or demonstration activities, as applicable; and how the

funded activities will inform an Action Plan and support the identification of projects and strategies that will:

- Lead to a significant reduction or elimination of roadway fatalities and serious injuries involving various road users;
- Employ low-cost, high-impact strategies that can improve safety over a wide geographical area;
- Engage with a variety of public and private stakeholders;
- Adopt innovative technologies to promote safety; and
- Be evidence-based or build evidence around what works.

Applicants proposing demonstration activities will also be assessed on whether they describe their approach to measuring the potential benefits of the demonstration activities through data collection and evaluation.

e. Additional Consideration: Project Readiness

DOT will review and consider Project Readiness in application selection. Project Readiness focuses on the extent to which the applicant will be able to complete the full scope of work in the Implementation Grant application within five years of when the grant agreement is executed. This includes information related to required design and construction standards, as well as environmental, permitting, and approval processes. DOT will evaluate the extent to which the application:

- Documents all applicable local, State, and Federal requirements.
- Includes information on activity schedule, required permits and approvals, the National Environmental Policy Act (NEPA) class of action and status, State Transportation

Improvement Program (STIP) and Transportation Improvement Program (TIP) status (if applicable), public involvement, right-of-way acquisition plans, procurement schedules, multi-party agreements, utility relocation plans, and risk and mitigation strategies, as appropriate.

- Is reasonably expected to begin any construction-related projects in a timely manner consistent with all applicable local, State, and Federal requirements.

f. Award Considerations

The Department may consider the following when selecting SS4A Implementation Grant awards:

- Whether the applicant received SS4A funds in a previous grant round to develop or update an Action Plan.
- The percentage of Implementation Grant funds that will be spent in, and provide safety benefits to, locations in Census tracts designated as underserved communities as defined by this NOFO.[21]
- Whether the applicant is in a rural area.
- Whether the applicant would enhance the geographic diversity of Implementation Grant award recipients.
- The Department intends to apply principles from the DOT Order, Ensuring Reliance Upon Sound Economic Analysis in DOT's Policies, Programs and Activities when evaluating applications and making award selections.

[21] See the definition of an underserved community, which includes Census tracts identified as Areas of Persistent Poverty.

- Whether the applicant included infrastructure reducing lane capacity for vehicles or reducing access for emergency vehicles, delivery vehicles, and vehicles serving the disabled. These applications would be viewed less favorably by the Department.
- Federal funding requests for project and strategy activities totaling $10 million or less (supplemental planning and demonstration activities do not count toward this total).
- Whether the applicant has a finalized Action Plan that includes all components in Table 1 by June 26, 2025.
- Whether the applicant has a Killed and Serious Injuries per $1 million in Federal funding rate that is high compared to other Highly Rated applications.

2. Review and Selection Process

This section addresses the IIJA requirement to describe the methodology for evaluation in the NOFO, including how applications will be rated according to selection criteria and considerations, and how those criteria and considerations will be used to assign an overall rating. DOT may utilize reviewers from within DOT and operating administrations along with other Federal agencies. The SS4A grant program review and selection process consists of eligibility reviews, selection criteria review, Senior Review and a final selection by the Secretary.

i. Eligibility Review

Teams of Department and contractor support staff will review all applications to determine eligibility based on the eligibility information in Section C. This process includes confirmation that the applicant is an eligible entity and has an active UEI. Applications will also be reviewed for completeness.

Applicants may only submit one application. If multiple applications are received from the same political subdivision of a state and/or applicant, the last application submitted will be reviewed. If DOT cannot confirm eligibility based on the above considerations, the applicant will be contacted and given an opportunity to provide clarifications and/or updated materials. Eligible applications will be reviewed for merit based on the selection criteria in Section G.1.

ii. Planning and Demonstration Grant Review and Selection Process

a. Overall Selection Process and Ratings

The process for the application review is described below:

- An eligible Planning and Demonstration Grant application will be reviewed for its merit based on the Additional Safety Context selection criteria in Section G.2.ii.b.
- Applications are rated numerically based on Merit Criteria #1 Safety Impact and #2 Underserved Communities.
- The #3 Additional Safety Context criterion narrative will be reviewed and assessed, and then receive a rating of "High," "Medium," "Low," or "Non-Responsive." Applications that do not address the #3 Additional Safety Context are deemed "not qualified" and will not be considered for award.
- The review teams will note which of the three Planning and Demonstration Grant activities—develop a new Action Plan, conduct supplemental planning to update an existing plan, and/or carry out demonstration activities to inform the development or update of an Action Plan, are requested in an application.
- The review teams will examine the locations of the applicants to identify if an applicant is requesting funds to develop an Action Plan in a geographic area that previously received SS4A funds to develop an Action Plan, as well as any potential overlap in

geographic boundaries in funding requests for FY 2025. DOT will assess the extent to which the application to develop an Action Plan is duplicative of existing or proposed activities and reserves the right to advise applicants with duplicative funding requests to consolidate their efforts as one multijurisdictional group prior to receiving an award. DOT may decline to fund duplicative applications irrespective of their individual merits.

b. Additional Safety Context Criterion Rating Methodology

For the #3 Additional Safety Context, the Department will assess the narrative's alignment with the selection criterion, and will determine a rating of "High," "Medium," "Low," or "Non-Responsive."

	High	Medium	Low	Non-Responsive
Rating Scale	The application is very responsive to the criteria and is expected to advance safety planning. The narrative has clear descriptions of the work scope and the roadway safety problem to be addressed. The proposed approach will strongly inform an Action Plan. **For demonstration activities only**: The narrative clearly and specifically describes the demonstration activities and clearly describes how the activities will be measured and evaluated.	The application is responsive to the criteria and is performing safety planning activities. The narrative has descriptions of the work scope and the roadway safety problem to be addressed. The proposed approach will inform an Action Plan. **For demonstration activities only**: The narrative generally describes the demonstration activities and describes how the activities will be measured and evaluated.	The application is minimally responsive to the criteria. The proposed approach is weakly tied to an Action Plan. **For demonstration activities only**: The narrative provides minimal detail about the demonstration activities provides minimal detail on how the activities will be measured and evaluated.	The narrative indicates the proposal is counter to the criteria, does not contain sufficient information, or is not connected to an Action Plan. **For demonstration activities only**: The narrative does not describe the demonstration activities and provides no information on how the activities will be measured and evaluated.

iii. Implementation Grant Review and Selection Process

a. Overall Selection Process and Ratings

All eligible Implementation Grant applications received by the deadline will be reviewed and receive ratings for each of these criteria: #1 Safety Need; #2 Safety Impact; #3 Engagement and Collaboration. Based on the criteria ratings, the Department will assign an overall application rating of "Highly Recommended," "Recommended," "Acceptable," or "Not Recommended" based on evaluation team consensus discussion. The selection criteria are weighted according to importance.

Implementation Grant applications that include supplemental planning or demonstration activities will also be reviewed for criterion #4 Supplemental Planning and Demonstration Activities, but it will not affect the overall Implementation Grant rating. Instead, DOT will use the information to determine whether the supplemental planning and/or demonstration activities should be funded as part of the overall project. DOT is more likely to fund, as part of an overall implementation project, supplemental planning and demonstration activities that rate well on criterion #4. Alternatively, DOT may award an Implementation Grant, but exclude proposed supplemental planning or demonstration activities from the scope of the award if those activities were not rated well under criterion #4.

b. Safety Need Criterion Rating Methodology

For the #1 Safety Need criterion, the Department will assess the description of the safety problem and determine a rating of "High," "Medium," "Low," or "Non-Responsive." The sub-ratings will use the guidelines below:

	High	Medium	Low	Non-responsive
Safety Need	The narrative and supporting information demonstrate the proposal is addressing a substantial safety problem. The narrative is well-articulated and is strongly supported by data and analysis. The narrative links the specific safety problem to relevant historical data at intervention locations and describes whether the locations are on a high-injury network or equivalent.	The narrative and supporting information demonstrate the proposal is addressing an existing safety problem. Narrative articulates the description and is generally supported by data and analysis. The narrative links the specific safety problem to relevant historical data and refers to the high-injury network or equivalent.	The narrative and supporting information demonstrate the proposal is addressing a safety problem more minor in scope. The narrative is not well-articulated, and the supporting data and analysis are limited. The narrative provides an overall connection between the safety problem and the jurisdiction's historical data.	The narrative and supporting information do not address a safety problem.

c. Safety Impact

For the #2 Safety Impact criterion, the Department will consider whether the application narrative is clear, direct, and responsive to the selection criterion focus areas, logical, and includes specific details and examples, which will result in a rating of "High," "Medium," "Low," or "Non-Responsive." The Department will also consider whether the implementation costs are clearly described and appropriate for the proposed projects and strategies.

	High	Medium	Low	Non-responsive
Safety Impact	The projects and strategies comprehensively address the safety problem. The projects and strategies proposed are highly effective, based on evidence, use a systemic approach, are mostly on a high-injury network, and have benefits that persist over time.	The projects and strategies address the safety problem. Most of the projects and strategies proposed are effective measures, based on evidence, use a systemic approach, are at least partially on a high-injury network, and have benefits that persist over time.	The projects and strategies address the safety problem to a limited degree. Some or none of the projects and strategies proposed are effective measures, based on evidence, use a systemic approach, or have benefits that persist over time.	The projects and strategies do not address the safety problem.
Implementation Costs	The costs for the implementation of the projects and strategies are clearly articulated, well-summarized, and reasonable. The projects and strategies address locations that have many historical fatalities and serious injuries, and the supporting data are clearly relevant to the crash location and type. The projects and strategies are expected to prevent a significant number of fatalities and serious injuries per funds requested.	The costs for the implementation of the projects and strategies are summarized and appear to be reasonable. The projects and strategies address locations that have some historical fatalities and serious injuries, and the supporting data are clearly tied to the location. The projects and strategies are expected to prevent some fatalities and serious injuries per funds requested.	The costs for the implementation of the projects and strategies are not well-articulated or missing key details, and it is uncertain whether the costs are reasonable. The projects and strategies address locations that have very few to no historical fatalities and serious injuries, and the supporting data is general in nature. The projects and strategies may have minimal impact.	Cost information and/or fatality and serious injury information are not provided.

d. Other Criteria Rating Methodology

For the merit criteria #3 Engagement and Collaboration, the Department will consider whether the application narrative is clear, direct, responsive to the selection criterion focus areas, logical, and includes specific details and examples, which will result in a rating of "High, "Medium," "Low," or "Non-Responsive."

	High	Medium	Low	Non-Responsive
Other Criteria	The application is substantively responsive to the criteria, with clear, direct, and logical narrative. Compelling, specific details directly connected to the project, as well as quantified or illustrative examples, are provided.	The application is moderately responsive to the criteria, with mostly clear, direct, and logical narrative. Some details and examples are provided.	The application is minimally responsive to the criteria and is somewhat addressed in the narrative. General information is provided.	The narrative indicates the proposal is counter to the criteria or does not contain sufficient information.

e. Project Readiness

All implementation grant applications will also receive a Project Readiness evaluation, as described below. The reviewers will use the application materials outlined in Section D to assess the applicant's Project Readiness and will provide a rating of either "Likely" or "Unlikely."

	Likely	Unlikely
Project Readiness	Based on the information provided in the application and the proposed scope of the projects and strategies, it is likely the applicant can complete all projects and strategies within a 5-year time horizon. Application provides information on NEPA status, utility relocation, right-of-way acquisition, and other project implementation requirements.	Based on the information provided in the application and the proposed scope of the projects and strategies, it is uncertain whether the applicant can complete all projects and strategies within a 5-year time horizon. Application is missing information on NEPA status, and whether utility relocation and/or right-of-way acquisition is required.

f. Supplemental Planning and Demonstration Activities

Implementation Grant applications that include supplemental planning and/or demonstration activities will be assessed on the extent to which the narrative aligns with the selection criterion #4 Supplemental Planning and Demonstration Activities and will be evaluated to determine a rating of "High," "Medium," "Low," or "Non-Responsive."

	High	Medium	Low	Non-Responsive
Rating Scale	The application is very responsive to the criteria and is expected to advance safety planning. The narrative has clear descriptions of the work scope and the roadway safety problem to be addressed. The proposed approach will strongly inform an Action Plan. **For demonstration activities only**: The narrative clearly and specifically describes the demonstration activities and clearly describes how the activities will be measured and evaluated.	The application is responsive to the criteria and is performing safety planning activities. The narrative has descriptions of the work scope and the roadway safety problem to be addressed. The proposed approach will inform an Action Plan. **For demonstration activities only**: The narrative generally describes the demonstration activities and describes how the activities will be measured and evaluated.	The application is minimally responsive to the criteria. The proposed approach is weakly tied to an Action Plan. **For demonstration activities only**: The narrative provides minimal detail about the demonstration activities provides minimal detail on how the activities will be measured and evaluated.	The narrative indicates the proposal is counter to the criteria, does not contain sufficient information, or is not connected to an Action Plan. **For demonstration activities only**: The narrative does not describe the demonstration activities and provides no information on how the activities will be measured and evaluated.

iv. Senior Review Team Phase

To ensure that final selections will meet the statutory requirement that no more than 15 percent of program funds may be awarded to eligible applicants in one State, applications will have their State location denoted. Among well-rated applicants, the Senior Review Team (SRT) may

prioritize Planning and Demonstration Grant applicants and jurisdictions that have not received prior SS4A funding, as described in Section G.1.i.f; the SRT may also prioritize Implementation Grant applicants and jurisdictions that did not receive an SS4A Implementation Grant in previous funding rounds over applicants that received an Implementation Grant award in previous funding rounds.

a. Planning and Demonstration Grant Senior Review Team Phase

Once every Planning and Demonstration Grant application has been reviewed based on the methodology above, all applications with a "High" and "Medium" Additional Safety Context rating will be included in a list of Applications for Consideration by the SRT. If the total funding request for Planning and Demonstration Grants exceeds the funding available, the SRT will consider quantitative selection criteria ratings for "Safety Impact" and "Underserved Communities" as well as applicants that meet the criteria for Award Considerations.

The SRT will present the list of Applications for Consideration to the Secretary, either collectively or through a representative of the SRT. The SRT may advise the Secretary on any application on the list of Applications for Consideration, including options for reduced awards; the Secretary makes final selections.

b. Implementation Grant Senior Review Team Phase

Once every Implementation Grant application has been assigned an overall rating based on the methodology above, all "Highly Recommended" applications will be included in a list of Applications for Consideration. The SRT will review all "Highly Recommended" applications that received an "Unlikely" project readiness rating, and either remove those applicants from the Applications for Consideration or recommend a reduced scope to remove components that reduced the project's readiness, so that if awarded the applicant would be likely to complete the

scope of work within 5 years of the grant agreement execution. The Secretary will consider the applications with a reduced scope due to the "Unlikely" project readiness rating in the same way as applications with a "Likely" rating.

Additionally, to ensure the funding awards align to the extent practicable with the program goals, the SRT may review "Recommended" applications for substantial safety benefits. SRT identified "Recommended" applications with substantial safety benefits that would otherwise be added to the Applications for Consideration will also receive a SRT project readiness review similar to all "Highly Recommended" applications.

For applications that would not otherwise be included on the list of Applications for Consideration, the SRT may include applications with supplemental planning and demonstration activity funding that received a "High" or "Medium" rating for selection criterion #4 Supplemental Planning and Demonstration Activities. The SRT may recommend to the Secretary that the Department fund a reduced scope of only the supplemental planning and demonstration activities for these applications.

For each grant type, the SRT will present the list of Applications for Consideration to the Secretary, either collectively or through a representative of the SRT. The SRT may advise the Secretary on any application on the list of Applications for Consideration, including options for reduced awards; the Secretary makes final selections. If an Implementation Grant application includes supplemental planning and demonstration activities, DOT may award just those activities as a standalone Planning and Demonstration Grant based on the rating received in selection criterion #4 Supplemental Planning and Demonstration Activities. The Secretary's final selections identify the applications that best address program requirements and are most worthy of funding.

c. Risk Review

Prior to making a Federal award, USDOT is required to review eligibility information for applicants and financial integrity information for applicants available in OMB-designated databases per the Payment Integrity Information Act of 2019 (Pub. L. 116-117), the "Do Not Pay Initiative" (31 U.S.C. 3354), and 41 U.S.C. 2313.

USDOT is required to review the responsibility and qualification records available in the non-public segment of the System for Award Management (*SAM.gov*) prior to making a Federal award where the Federal share is expected to exceed the simplified acquisition threshold, defined at 41 U.S.C. 134, over the period of performance. An applicant can review and comment on any information in the responsibility/qualification records available in *SAM.gov*.

When assessing risk, USDOT will consider:

- ***Financial stability.*** The applicant's record of effectively managing financial risks, assets, and resources;
- ***Management systems and standards.*** Quality of management systems and ability to meet the management standards prescribed in this part;
- ***History of performance.*** The applicant's record of managing previous and current Federal awards, including compliance with reporting requirements and conformance to the terms and conditions of Federal awards, if applicable;
- ***Audit reports and findings.*** Reports and findings from audits performed under subpart F or the reports and findings of any other available audits, if applicable; and
- ***Ability to effectively implement requirements.*** The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients of Federal awards.

Before making decisions in the risk review required by § 200.206, DOT will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

H. Federal Award Notices

Following the evaluation outlined in Section G, the Secretary will announce awarded applications by posting a list of selected recipients at https://www.transportation.gov/grants/SS4A. The posting of the list of selected award recipients will not constitute an authorization to begin performance. Following the announcement, the Department will contact the point of contact listed in the SF-424 to initiate negotiation of a grant agreement unless the applicant notifies DOT of a changed contact via SS4A@dot.gov.

I. Post-Award Requirements and Administration

1. Administrative and National Policy Requirements

v. Civil Rights and Title VI

As a condition of a grant award, grant recipients should demonstrate that the recipient has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR § 21), the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act, all other civil rights requirements, and accompanying regulations. This should include a current Title VI plan, completed Community Participation Plan, and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT's and the applicable Operating

Administrations' Office of Civil Rights may work with awarded grant recipients to ensure full compliance with Federal civil rights requirements.

a. National Environmental Policy Act of 1969 (NEPA)

Funding recipients must comply with NEPA under 42 U.S.C. § 4321.Obligation of Federal funds for final design, right-of-way acquisition, utility relocation, and/or construction will not occur until NEPA approval is received. In these cases, the grant agreement will require a partial obligation of Federal funding until NEPA approval is obtained and a grant agreement amendment to obligate additional funding after NEPA approval is received and documented.

b. Domestic Preference Requirements

As expressed in Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers (86 FR 7475), the executive branch should maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Infrastructure projects and demonstration activities are subject to the Build America, Buy America Act (Pub. L. No 117–58, div. G §§ 70901–70927) as clarified in OMB Memorandum M-22-11.[22] The Department expects all recipients to comply with this requirement. Projects under this notice will be subject to the domestic preference requirements at § 70914 of the Build America, Buy America Act.

c. Labor and Workforce

Each applicant selected for SS4A grant funding must demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with a free and fair choice to join a

[22] Pub. L. No. 117-58, division. G, Title IX, Subtitle A, 135 Stat. 429, 1298 (2021). For additional information on § 70914, see OMB-22-11. https://www.whitehouse.gov/wp-content/uploads/2022/04/M-22-11.pdf

union in project construction and in on-going operations and maintenance, and incorporate strong labor standards, such as through the use of project labor agreements, registered apprenticeship programs, and other joint labor-management training programs.

d. Critical Infrastructure Security and Resilience

It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against all hazards, including physical and cyber threats, and the National Security Presidential Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems. Each applicant selected for SS4A grant funding must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities. Award recipients that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and oversight, as determined by the Department and the Department of Homeland Security, will be required to do so before receiving Implementation Grant funds.

e. Other Administrative and Policy Requirements

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR Part 200 as adopted by the Department at 2 CFR Part 1201. Additionally, as permitted under the requirements described above, applicable Federal laws, rules, and regulations of the relevant operating administration (e.g., the Federal Highway Administration) administering the activities will apply to the activities that receive SS4A grants, including planning requirements, Stakeholder Agreements, and other requirements under the Department's other highway and transit grant programs. DOT anticipates grant recipients to have varying levels of experience administering Federal funding agreements and complying with Federal requirements, and DOT will take a risk-based approach

to SS4A program grant administration to ensure compliance with all applicable laws and regulations.

Because award recipients under this program may be first-time recipients of Federal funding, DOT is committed to implementing the program as flexibly as permitted by statute and to provide assistance to help award recipients through the process of securing a grant agreement and delivering both Planning and Demonstration Grant activities and Implementation Grant projects and strategies. Award recipients are encouraged to identify any needs for assistance in delivering the Implementation Grant projects and strategies so that DOT can provide directly, or through a third party, sufficient support and technical assistance to mitigate potential execution risks.

SS4A funds will reimburse recipients only after a grant agreement has been executed, allowable expenses are incurred, and valid requests for reimbursement are submitted. Grant agreements are expected to be administered on a reimbursement basis, and at the Department's discretion alternative funding arrangements may be established on a case-by-case basis.

In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal law, including, without limitation, the Constitution of the United States; the conditions of performance, nondiscrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the Department of Transportation; and applicable Federal financial assistance and contracting principles promulgated by the Office of Management and Budget. In complying with these requirements, recipients, in particular, must ensure that no concession agreements are denied, or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If the Department

determines that a recipient has failed to comply with applicable Federal requirements, the Department may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds.

f. Reporting

i. Progress Reporting on Grant Activity

Reporting responsibilities for award recipients include quarterly program performance reports using the Performance Progress Report (PPR) and quarterly financial status using the SF-425 (also known as the Federal Financial Report or SF-FFR).[23]

Budget and recipient performance information will be gathered on a quarterly basis in a Performance Progress Report (PPR). To fulfill the data collection requirements and in accordance with the USDOT Public Access Plan, award recipients must consider, budget for, and implement appropriate data management, for data and information outputs acquired or generated during the course of the grant.[24, 25] Federally recognized Tribal governments receiving grants may request alternative data collection requirements during grant agreement formulation, as appropriate. Applicants are expected to account for data and performance reporting in their budget submission.

a. Post Award Reporting Requirements/Reporting of Matters Related to Integrity and Performance

All award recipients shall submit a final report not later than 120 days after the end of the period of performance. A link to submit this report electronically will be provided by the operating

[23] https://www.grants.gov/forms/post-award-reporting-forms.html
[24] https://doi.org/10.21949/1520559
[25] United States. Department of Transportation. (2022) *DOT Public Access* [Home page].

administration (FHWA, FTA, or NHTSA) administering your grant. The content of the final report includes:

- The costs of each eligible project and strategy carried out using the grant;
- The lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.

Recipients of Implementation Grants or Planning and Demonstration Grants with demonstration activities must also provide:

- Safety performance data, including fatalities, serious injuries, and crashes by road user category, and other outcomes and benefits in the project location(s);
- Information about project location(s).

Award recipients that develop, complete, or enhance an Action Plan must provide information to support that the Action Plan satisfies each of the required Action Plan components listed in Table 1: Action Plan Components.

Award recipients carrying out demonstration activities must also:

- Measure potential benefits through data collection and evaluative activities, and
- Report to the Department how the demonstration activities informed an Action Plan's list of projects and strategies and future implementation.

a. General Reporting Requirement (Federal Share Over $500,000)

If the total value of a selected applicant's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, the applicant during that period of time must maintain the currency of information reported in SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings

described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Pub. L. No.110–417, as amended (41 U.S.C. § 2313). As required by section 3010 of Pub. L. No. 111–212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available. Additionally, if applicable, funding recipients must be in compliance with the audit requirements in 2 CFR § 200, Subpart F.

b. Proceedings About Which You Must Report

You must submit the required information about each proceeding that:

- Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- Reached its final disposition during the most recent five-year period; and
- Is one of the following—
    - A criminal proceeding that resulted in a conviction;
    - A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
    - An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or
    - Any other criminal, civil, or administrative proceeding if—
        - It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);
        - It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

    - The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

- ***Reporting Procedures.*** Enter the required information in *SAM.gov* for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in *SAM.gov* because you were required to do so under Federal procurement contracts that you were awarded.
- ***Reporting Frequency.*** During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in *SAM.gov* for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.
- ***Definitions.*** For purposes of this award term—
    - Administrative proceeding means a non-judicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

- Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).

c. Program Evaluation

The Department intends to measure safety outcomes through a combination of grant agreement activities and data collections, including DOT data collections already underway and program evaluations separate from the individual grant agreements in accordance with Section F.3.iii. As a condition of grant award, SS4A grant recipients may be required to participate in an evaluation undertaken by DOT, or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. The Department may require applicants to collect data elements to aid the evaluation and/or use information available through other reporting. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor; (2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and sub-recipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation

to meaningfully document and measure progress toward meeting safety priority goals. Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115–435 (2019) urges Federal awarding agencies and Federal assistance recipients and sub-recipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency" (codified at 5 U.S.C. § 311). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

J. Other Information

1. Publication of Application Information

Following the completion of the selection process and announcement of awards, the Department intends to publish a list of all applications received along with the names of the applicant organizations and a few relevant data fields from the application. This includes unsuccessful applicants. The Department may share application information within the Department or with other Federal agencies if the Department determines the applicant could benefit from Federal technical assistance programs, or that sharing is relevant to the respective program's objectives.

a. Department Feedback on Applications

The Department strives to provide as much information as possible to assist applicants with the application process. Unsuccessful applicants may request a debrief up to 30 days after the

selected funding recipients are publicly announced on https://www.transportation.gov/grants/SS4A.

b. Grant Application Resources

The Department will provide resources to help interested applicants understand the different DOT discretionary grant programs through webinars, frequently asked questions, templates, and other materials provided on the SS4A program website https://www.transportation.gov/grants/SS4A. Additional grant applications resources for this and other Departmental grant programs can be found on the DOT Navigator at www.transportation.gov/dot-navigator. User-friendly information and resources regarding DOT's discretionary grant programs relevant to rural applicants can be found on the Rural Opportunities to Use Transportation for Economic Success (ROUTES) website at www.transportation.gov/rural.

Leon County
Board of County Commissioners

Notes for Agenda Item #9

Leon County Board of County Commissioners

Agenda Item #9

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Authorization to Replace the Public Safety Complex Data Center In-Row Cooling Units

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator
Lead Staff / Project Team:	Maggie Theriot, Director, Office of Resource Stewardship Michael Boland, Director, Facilities Management Melanie Hooley, Director, Purchasing

Statement of Issue:

This item seeks Board approval to proceed with a purchase from Critical Components of Atlanta, Inc. (CCI), as the authorized vendor of Schnieder Electric, to replace the in-row cooling units at the Public Safety Complex (PSC) data center in the amount of $316,091. Proactive replacement of the in-row cooling units is required to maintain proper conditions within the PSC data center.

Fiscal Impact:

This item has a fiscal impact. Funding for this item is included in the FY 2025 Public Safety Complex CIP budget. Pursuant to the Interlocal Agreement with the City of Tallahassee for Public Safety Complex operations, 50% of these costs will be reimbursed by the City of Tallahassee.

Staff Recommendation:

Option #1: Authorize the execution of a purchase order to Critical Components of Atlanta, Inc. in the amount of $316,091, for replacement of the in-row cooling units of the PSC data center and authorize the County Administrator to execute any subsequent agreements and amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval to proceed with a purchase from Critical Components of Atlanta, Inc. (CCI), as the authorized vendor of Schnieder Electric, to replace the in-row cooling units at the Public Safety Complex data center in the amount of $316,091 (Attachment #1). The PSC houses essential services such as 9-1-1 dispatch, Emergency Medical Services, and the Emergency Operations Center, with the data center being a critical part of the technology infrastructure for these operations. CCI will be utilized to replace the in-row cooling units, a key component to maintain proper conditions within the PSC data center.

The PSC, located at 911 Easterwood Drive in Tallahassee, is a state-of-the-art facility developed in partnership between the City of Tallahassee and Leon County. The PSC houses several key emergency and public safety agencies, including:

- Consolidated Dispatch Agency: Facilitates unified dispatch services for emergency responders.
- Leon County Emergency Medical Services (EMS): Provides medical emergency response and transportation.
- Tallahassee Fire Department Administration: Oversees fire safety and response operations.
- City of Tallahassee Regional Transportation Management Center: Monitors and manages regional transportation systems.
- Leon County Emergency Operations Center: Coordinates disaster response and recovery efforts.

This 100,000 square-foot complex, operational since 2013, is designed to withstand winds from a Category 3 hurricane or an F4 tornado, ensuring resilience during critical events. As part of the mission critical design, the data center features a dedicated cooling system separate from the primary building.

Analysis:

Central to the operation of the PSC is a 3,500 square-foot data center that supports critical technology infrastructure for the above five agencies. This data center relies on in-row cooling units to maintain optimal environmental conditions for servers and networking equipment. The existing cooling units, installed during the facility's inception in 2013, are approaching the end of their operational lifespan and are slated for replacement in FY 2025. The proactive replacement of the specialized cooling units will prevent overheating in the PSC data center.

In accordance with Purchasing Policy 96-1, Section 6.04(A), CCI has been designated a single source provider as the only practical source of supply for the existing automation controls. CCI originally installed the Schneider Electric cooling units in 2013 and has continuously provided maintenance and repair services for the Public Safety Complex since its construction. Due to the

proprietary nature of the Schneider Electric equipment in use, replacement units must be sourced from CCI, the region's authorized provider for Schneider Electric parts and installation.

Seeking an alternative vendor would necessitate a full overhaul of the existing Hot Aisle Containment System, incurring substantial additional costs estimated between $1 million and $1.5 million. Furthermore, transitioning to a new system would require the temporary relocation of critical equipment, posing risks to the continuity of essential public safety operations.

The total replacement cost is $316,091 and will be covered by the County's PSC budget. Operating and maintenance costs for the PSC, including this project, are shared equally with the City of Tallahassee through annual reimbursements. To ensure maximum reliability for the data center while controlling costs, the purchase order is recommended as CCI is the authorized Schneider Electric vendor.

Options:

1. Authorize the execution of a purchase order to Critical Components of Atlanta, Inc. in the amount of $316,091, for replacement of the in-row cooling units of the PSC data center and authorize the County Administrator to execute any subsequent agreements and amendments thereto, subject to legal review by the County Attorney.
2. Do not authorize the execution of a purchase order to Critical Components of Atlanta, Inc. in the amount of $316,091.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Quote from Critical Components of Atlanta Inc.
2. Authorized Dealer Letter

<<CCI>>
Critical Components of Atlanta, Inc.
www.criticalcomponents.net
120 Interstate North Parkway, Suite 305, Atlanta, Georgia 30339
Office: 770-933-5511 Fax: 678-868-2211

Quote

Customer

Name:	**Leon County, Florida**
Attention:	Steve Sandberg
Address:	
Phone:	
Email:	
Project:	**Leon County Public Safety CW Inrow Units**

Date:	May 28, 2025
Quote #:	**CCI.052825**
Rep:	GHM/EMD
FOB:	Destination
Terms:	NET30

Qty	Description		TOTAL
1	**APC InRow Cooling Solution** *Includes equipment and services as listed below:*		**$313,171.00**
20	**InRow RC, 300mm, Chilled Water, 100-240V, 50/60 Hz – ST**		
20	**NetBotz Leak Rope Sensor - 20 ft.**		
20	**5x8 Startup and Assembly Service**		
20	**5x8 Decommissioning of (20) Existing Units - 2 Hours per Unit** *- includes standard Power Troughs*		
1	**Freight - White Glove Inside Delivery**		**$2,920.08**
	***** Please note: Installation is not included.** *** Pricing does not include any equipment, spare parts, special factory testing, field testing, rigging, electrical contracting, installation or other services other than those specifically		
	Please Note: Drawings and/or specification not provided. Items not specifically noted on this quotation may or may not be available. Please consult with CCI for clarification, Provided will be manufacturer's standard product unless noted otherwise. CCI is not responsible for items not specifically noted on this quotation.		
	Standard One (1) Year Warranty unless otherwise noted above.		
	Current Lead Time to Ship A.R.O. : ~ 9-11 Weeks (subject to change)		
	Please provide two (2) weeks notice for product services (including start-up if		
		SubTotal	$316,091.08
	***(FOB Destination; Best Way; Dock-to-Dock; No liftgate) ***	Shipping	*** INCLUDED
		Tax Rate(s)	**TAX EXEMPT**
		TOTAL	**$316,091.08**

Make Purchase Order out to: Critical Components of Atlanta, Inc.; Please email POs to Orders@CCI.tech or fax to 678-868-2211

Freight is FOB Destination

Please Note: Quote is valid for thirty (30) days. Please check pricing after 30 days.

IMPORTANT NOTE: Shipping/Handling/Freight and Sales Tax are NOT Included in the Total Price and will be included on final invoicing unless otherwise specified

TERMS and CONDITIONS OF SALE: Critical Components of Atlanta, Inc. Terms and Conditions of Sale shall apply to all sales made by Critical Components of Atlanta, Inc. stemming from this quotation. Unless statutorily required, any additional or different terms contained in Buyer's purchase orders, invoices, confirmations or other documents generated by the Buyer are hereby specifically and unequivocally rejected and shall not be binding on Critical Components of Atlanta, Inc. unless Critical Components of Atlanta, Inc. specifically agrees in writing to accept such additional or different terms. It is agreed that all invoices will be paid within thirty (30) days unless otherwise agreed to in writing. Any invoice not paid within thirty (30) days shall be considered past due and be subject to a finance charge of 1.5% per month (18% per annum), or the maximum rate permitted by applicable state law, whichever is lesser. If any legal action is instituted to collect past due amounts, CCI shall be entitled to recover, in addition to all said past due amounts, any damages, legal interest, collection costs and a reasonable attorney's fee.

Returns are subject to the manufacturer's specific product return policies and procedures (RMAs/CMAs). All products returned are subject to a minimum 33% restocking fee by Critical Components of Atlanta, Inc. (restocking fees are subject to change at any time in CCI's sole discretion). Freight (if included) is to job site, (no lift-gate truck). Off-loading, rigging and installation of equipment is by others (unless noted otherwise on quotation). Please provide two (2) weeks notice for product startup (if applicable).

APC by Schneider Electric
Channel Partner Program

Schneider Electric IT USA, Inc.
70 Mechanic Street
Foxboro, MA 02035

Critical Components, INC.
120 Interstate N Pkwy SE, Suite 305
Atlanta, Georgia 30339

January 1, 2024

To whom it may concern:

Schneider Electric IT USA, Inc. “formerly known as APC by Schneider Electric”, confirms that Critical Components, INC. is the authorized Advanced Solutions Partner for Georgia, Alabama, Florida, Tennessee and North & South Carolina. This authorization demonstrates their knowledge of APC products and management of customer networks.

Please contact me with any questions regarding this authorization.

Regards,

Heather McKiernan

Heather McKiernan
Strategic Program Manager
Schneider Electric

M (401) 363-8997
E Heather.McKiernan@se.com

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Posted on June 2, 2025

Leon County
Board of County Commissioners

Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: 2024 Concurrency Management Annual Report

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal R. Ezzagaghi, Assistant County Administrator Scott Brockmeier, Director, Development Support and Environmental Management
Lead Staff / Project Team:	Ryan Culpepper, Director, Development Services Division Ryan Guffey, Concurrency Management Planner

Statement of Issue:

This agenda item seeks approval of the 2024 Concurrency Management Annual Report. Section 10-3.106(d) of the Leon County Land Development Code requires an annual status report on the capacity and levels of service of public facilities in Leon County, consistent with the Capital Improvements Element of the Tallahassee-Leon County Comprehensive Plan.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the 2024 Concurrency Management Annual Report (Attachment #1).

Report and Discussion

Background:

This agenda item seeks approval of the 2024 Concurrency Management Annual Report, an annual status report on the capacity and levels of service of public facilities in Leon County (Attachment #1).

On October 16, 1990, the Board adopted the Concurrency Management Ordinance (Article III, Chapter 10 of the Leon County Code of Laws) to support the implementation of the Tallahassee-Leon County Comprehensive Plan. The Ordinance includes Section 10-3.106(d), which requires that an annual status report, consistent with the Capital Improvements Element of the Comprehensive Plan, be submitted to the Board.

The Tallahassee-Leon County Comprehensive Plan, through its Capital Improvements Element, outlines several programs to support the implementation of its goals, objectives, and policies. One of these programs is the Concurrency Implementation and Monitoring System, which includes the Concurrency Management System (CMS). A key component of the CMS is the Concurrency Management Annual Report. This report provides a summary of current capacity and projected capacity over the next five years for each of the seven designated concurrency facilities: roadways, solid waste, parks and recreation, stormwater management, sanitary sewer, potable water, and mass transit.

In addition to these facilities, school concurrency became a requirement on June 6, 2008. Although State law made school concurrency optional in 2011, Leon County, under its home rule authority, chose to continue enforcing it. As part of this process, the Leon County School Board is responsible for reviewing all proposed residential developments for potential impacts on the school system. Any development that would cause a school to exceed its adopted level of service (LOS) standard must provide mitigation.

The County is the local government with sole jurisdiction over the provision of solid waste disposal services and park facilities countywide. The City of Tallahassee provides services through either interlocal or franchise agreements with the County for parks, sanitary sewer, and potable water. The Annual Report includes an assessment of the level of service (LOS) of each concurrency facility within the jurisdiction of the County, including an evaluation of actual LOS standards adopted in the Capital Improvements Element (Policy 1.1.3) of the Tallahassee-Leon County Comprehensive Plan.

This report reflects updated roadway capacities based on the latest Florida Department of Transportation Quality/Level of Service Handbook, incorporating context-sensitive classifications aligned with local land use patterns. Recent traffic count increases are attributed to post-pandemic normalization.

Analysis:

The following is a summary of the 2024 Concurrency Management Annual Report:

- *Roadways:* The CMS now monitors 444 roadway segments, with 38 segments currently operating at or above a 100% volume-to-capacity ratio—an increase from 20 in the previous report (Attachment #2). Ten of the segments are located on five different County roads including Buck Lake Rd., Chaires Cross Rd., Miccosukee Rd., Old Bainbridge Rd., and Pedrick Rd. However, two of the County roadways are designated canopy roads which limits the ability to accommodate additional vehicle capacity. This rise indicates that more segments are exceeding the Level of Service (LOS) standards established in the Tallahassee-Leon County Comprehensive Plan (Attachment #3). The increase is largely attributable to updated traffic counts that reflect post-pandemic conditions, including the resurgence of in-person work and ongoing residential and commercial development. These findings signal a return to pre-pandemic travel behaviors, marked by elevated traffic volumes across the transportation network. In addition, FDOT revised the capacities for arterial roadways which resulted in reduced capacities for 15 of the 38 segments found to be operating at or above capacity, all of which are State roadways. This reduction resulted in some road segments exceeding the LOS standard. To determine whether this represents a sustained trend, collected traffic data from later this year will be analyzed.
- *Solid Waste:* The solid waste LOS continues to be met by the operation of the Gum Road Transfer Station. Solid waste is analyzed for each new development, instead of projecting landfill capacities.
- *Stormwater:* Stormwater is met through the permitting requirements of the Environmental Management Act.
- *Potable Water:* Both the City of Tallahassee and Talquin Electric Cooperative have potable water capacity available for new development contingent on the proximity of the development to existing water service.
- *Sanitary Sewer:* Both the City of Tallahassee and Talquin Electric Cooperative have capacity in their sanitary sewer facilities to serve existing development for the foreseeable future.
- *Mass Transit:* Star Metro continues to serve Unincorporated Leon County through two routes. One along Tennessee Street/Mahan Drive going east to west and another along North Monroe Street from Lake Jackson Town Center to Woodville and Crawfordville Highways. There is available capacity through 2027.
- *Parks and Recreation:* The LOS Standard for Regional Parks and Area Parks has been met and provides sufficient capacity to serve the existing population needs of Leon County.

The current County and City concurrency systems require new development to offset its impact on road networks. While this approach meets legal requirements, it has also resulted in infrastructure backlogs and cost burdens for subsequent developers. In response, the County and City, with input from industry stakeholders, launched the Alternative Mobility Funding Systems Study (AMFSS) to explore new funding options. The study includes three phases: Phase I, which evaluated current and alternative systems, is complete. Phase IIA, proposing a multimodal, tiered

funding model, is under review and will be presented to the Board next year followed by Phase IIB which will develop the implementing ordinances for Board consideration.

Options:

1. Accept the 2024 Concurrency Management Annual Report (Attachment #1).
2. Do not accept the 2024 Concurrency Management Annual Report (Attachment #1).
3. Board direction.

Recommendation:

Option #1

Attachments:

1. 2024 Concurrency Management Annual Report
2. Concurrency Roadway Inventory
3. Roadway Segments exceeding LOS Standard in Leon County

2024 Concurrency Annual Report



Leon County Department of Development Support & Environmental Management
435 North Macomb Street, 2nd Floor
Tallahassee, Florida 32301

2024 Concurrency Annual Report

Transportation System:

The Concurrency Management Annual Report contains more comprehensive and reliable traffic counts than those undertaken in the past couple of years. The traffic count program was impacted by the Covid-19 pandemic, which changed commuting patterns. In the meantime, a new Level of Service (LOS) Handbook was issued by the Florida Department of Transportation (FDOT) that updated capacities for arterial roadways.

Based on the new traffic count data, the number of segments exceeding the LOS has increased from twenty (20) to thirty-eight (38). Concurrency Management's evaluation of the updated traffic counts and roadway capacities reflects current conditions. Additionally, with fewer people working remotely as compared to during the height of the pandemic, impacts to both trip generation, traffic counts, and the distribution of those traffic counts have resumed to pre-pandemic conditions. Staff will review the count data obtained later this year to determine if this trend will continue.

Mass Transit:

Number of Star Metro routes outside City limits and inside the Urban Services Area (USA): 2 (Azalea and Big Bend).

Solid Waste:

Amount of solid waste reserved per capita, per day in Leon County: 7.40 pounds

Parks and Recreation:

The Parks and Recreation Department has constructed a new playground at Canopy Oaks Park, replaced the Fort Braden Community Center playground to make it ADA-accessible, and partnered with tourism for more than 10 major cross-country events. In addition, the Parks and Recreation Department have constructed new tennis courts in Chaires Community Park. The J. Lewis Park in Woodville also received numerous upgrades.

Bicycle/Pedestrian Facilities:

On-street bicycle lanes: 69 miles

Shoulder area for bicycle use: 117 miles

Publicly maintained sidewalks: 113 miles

Water and Sewer Facilities:

City of Tallahassee Utilities (Water) – 88,082 residential and commercial service points

City of Tallahassee Utilities (Sewer) – 75,976 residential and commercial service points

Talquin Electric (Water) – 14,567 parcels served

Talquin Electric (Sewer) – 5,104 parcels served

Septic Tanks (est. from GIS) – 6,245

ROADWAY FACILITIES

Present Conditions

The present traffic conditions have changed dramatically over the last few years. Traffic counts were not taken during the Covid-19 pandemic due to the alteration in travel patterns caused by remote work and social distancing limitations. In addition, there was a significant delay in receiving traffic counts post-pandemic due to certain contractual obligations not being met with the original traffic count consultant. Consequently, the City of Tallahassee secured a contract with a new traffic count consultant. The latest comprehensive counts represent an accurate snapshot of current conditions.

In the meantime, a new FDOT Level of Service (LOS) Handbook was issued that provides revised capacities for arterial roadways. The new inventory utilizes these capacities that are thoroughly vetted by traffic engineers from the Federal Highway Administration and FDOT. It is a generally accepted practice to update roadway capacities every five years. There are other reasons to revise a roadway's capacity on a case-by-case basis, but that is exceedingly rare.

As mentioned previously, there has been an increase in both traffic counts and the number of roadways exceeding the LOS. This was expected as there has been additional development since 2019, which was the last date for a comprehensive count in the roadway concurrency inventory. Staff believes that the current traffic counts provide the most accurate data.

Based on the new data and revised capacities, thirty-eight (38) roadway segments are currently exceeding the LOS Standard required by the Tallahassee-Leon County Comprehensive Plan (Attachment #2). Twenty-eight (28) roadway segments are maintained by FDOT. The remaining ten (10) roadway segments are maintained by Leon County. Some of these roadways are exceeding capacity based on actual traffic counts. Other segments are exceeding the capacity based on committed demand, which includes both approved projects as well as those that are vested.

Staff anticipates that the new traffic counts will provide an updated baseline for traffic patterns for the coming years. It will be important to identify any trends in future traffic counts in order to determine whether roadway capacity projects are needed. Some of the committed demand will be incorporated into future traffic counts as projects are constructed.

Alternative Mobility Funding Systems Study

The current County and City concurrency systems are based on statutory regulations that require new development to mitigate its added impact to road networks but have also led to infrastructure backlogs and cost burdens to subsequent applicants seeking to develop projects in an area where a road's capacity has been consumed. Based on these factors and feedback from industry stakeholders, the County and City hired a consultant with expertise in transportation concurrency models to conduct an Alternative Mobility Funding Systems Study (AMFSS). The AMFSS project includes the following phases:

Phase I (Completed Phase): In 2016, the Board and City Commission directed staff to procure a consultant to evaluate the existing transportation concurrency system and alternatives to concurrency for assessing the proportionate cost of transportation improvements needed to serve the demand generated by development projects. The recommendation from this Phase was to consider a tiered fee funding strategy as a replacement for the existing transportation concurrency system.

Phase IIA (Current Phase): In 2019, the Board and City Commission accepted the Phase I report and directed staff to initiate Phase IIA to develop an infrastructure plan identifying the transportation infrastructure needs and preliminary tiered fees for Board and Commission consideration. Completed analyses include evaluation of vehicle miles of travel (VMT), existing travel and traffic characteristics, identified transportation projects and their funding status, multimodal transportation network gaps, project cost estimates, and multimodal roadway capacities. A draft multimodal transportation plan was developed based on more localized data, and staff is working with City and County Administrations and legal departments to determine the feasibility of the draft tiered funding system and evaluating implications of changes to state legislation. Once finalized, the recommendations will be brought back to the Board and City Commission for consideration. It is anticipated that Phase IIA will be presented to the Board in late Spring/early Summer 2026.

Phase IIB (Potential Future Phase): If the Board and City Commission direct staff to proceed with the recommendations from Phase IIA when they are presented, Phase IIB can commence to develop the implementing ordinances and related documents.

Upcoming Roadway Improvements

There are several roadway improvements that will be undertaken for either safety or increased capacity. FDOT and Leon County are working on improvements to the intersection of Capital Circle Northwest and Old Bainbridge Road to enhance public safety. Another three (3) intersections are either in design, permitting, or right-of-way acquisition: Blairstone Road and Old St. Augustine (permitting), North Monroe Street and Crowder Road (right-of-way acquisition), and Harpers Ferry Road and Centerville Road (under construction).

The Capital Region Transportation Planning Agency (CRTPA) initiated the North Monroe Safety Implementation Plan to identify safety improvements along the North Monroe Corridor from Tharpe Street to Capital Circle Northwest. The improvements include enhanced crosswalks and pedestrian signage, increased lighting, median enhancements, new access management, and turn lane modifications. The goal of the study, which was approved by the CRTPA Board, is to provide an improved, safer roadway for all users.

Blueprint 2020 broke ground in December 2023 on the Northeast Gateway. This new roadway will be constructed from Fleischman Road to Roberts Road and will increase mobility in the northeast portion of Tallahassee and Leon County.

SOLID WASTE

The State requires local government to establish and maintain LOS for the disposal of solid waste, and as such is a concurrency facility. The CMS requires solid waste monitoring pursuant to Policy 1.1.3(7) of the Capital Improvements Element of the Tallahassee-Leon County Comprehensive Plan. The LOS for solid waste is measured in pounds per capita, per day. For 2024 and 2025, the solid waste LOS measure is 7.40 pounds per capita, per day. Leon County is meeting the LOS standard for solid waste.

With the development of the Gum Road Transfer Station, the Leon County CMS no longer analyzes the remaining capacity in the Leon County Landfill for new developments approved in the County. The Springhill Landfill is expected to have capacity for the next thirty-one (31) years. The current focus is on how much solid waste is expected to be produced for each new development and how much capacity remains at the facilities outside the County's jurisdiction that are used for its solid waste.

PARKS AND RECREATION

Parks and recreation facilities are not considered required concurrency facilities under state law. Local governments still have the option of maintaining the existing system for determining concurrency for these types of facilities. Leon County adopted LOS Standards for Regional Management Areas, Regional Area Parks, Area Parks, and Neighborhood Parks in 2009. Policy 1.1.1 of the Parks and Recreation Element of Tallahassee-Leon County Comprehensive Plan indicates that Resource Management Areas are not part of the CMS and Neighborhood Parks are only applicable to the City's CMS.

A "Resource Management Area" is a park category that was created to address the very large acreage of land in the Apalachicola National Forest, Lake Talquin State Forest, and Edwards Wildlife Area. These areas are a great resource to the citizens of Leon County; however, their function is primarily focused on resource management and the recreational opportunities are limited. Counting these large land holdings as part of the Tallahassee-Leon County Regional Park System would dramatically increase the acres of land per population but would not be an accurate reflection of a broad range of recreational opportunities.

The Comprehensive Plan contains a LOS standard of eight (8) acres per 1,000 population for Regional Parks in Leon County and 1 acre per 1,000 population for area parks. The Florida Department of Environmental Protection (DEP) adopted a new Florida Statewide Comprehensive Outdoor Recreation Plan (SCORP) in 2023. The new SCORP does not provide a recommendation of a given number of acres per 1,000 population, as have previous editions. Leon County provides 16.7 acres of County parks per 1,000 population, thus exceeding the requirement of eight (8) acres per 1,000 population for regional parks.

The area park LOS is one acre per 1,000 population. Leon County Concurrency Management will monitor new residential development to ensure the LOS for regional and area parks are maintained. Sufficient capacity exists to meet the demands of the population for the next five years and beyond for both jurisdictions.

The following items were completed by the Leon County Parks and Recreation Department in 2023 and 2024:

- New playground at Canopy Oaks Park.
- Upgrades to the Fort Braden Community Center playground to ensure that it is ADA-accessible.
- Improvements to J. Lewis Park, including playground replacement, restroom renovations, replacement of all rails and fencing, parking lot resurfacing, and a new scoreboard for the baseball/softball field.
- Leon County received a grant from the Healthy Kids Initiative to assist in the replacement of the Miccosukee Community Park playground.

STORMWATER

The Leon County Concurrency Management Policies and Procedures Manual includes stormwater as a concurrency facility. The County has adopted a performance-based LOS for stormwater, which is identified in Policy 1.5.2 of the Stormwater Management Sub-Element of the Utilities Element of the Tallahassee - Leon County Comprehensive Plan. The adopted Performance-Based LOS is focused on meeting the goals of the Environmental Management Act (EMA). The EMA was developed based on feedback from various stakeholders and an initial directive from the Board of County Commissioners. In conjunction with all the stakeholders' feedback, performance expectations were specified within the EMA Parameters (Expectations) covering Stormwater Quality (aka Stormwater Treatment Standards), Stormwater Quantity (aka Stormwater Rate and Volume Standards), and Environmentally Sensitive Areas protections (Wetlands, Watercourses, Water-bodies, Lake Special Development Zones, Karst Features, etc.), and were specifically stated as part of the initial Performance Expectations Development Phase.

All proposed development activities within Leon County are subject to the EMA; Ordinances (Performance Expectations) go through a review/permitting stage (Performance Planning). Proposed mitigation measures are designed by applicants and reviewed for compliance by staff. Once permitted development activities have been completed, a final inspection (Performance Evaluation) is conducted. The goal is to verify the performance of the built infrastructure (i.e. Meets or Exceeds Standards, or Below Standards). A follow-up coordination with the developer/contractor/engineer of record for the project (Performance Evaluation Session) is completed, and work performance of the built infrastructure is discussed. To ensure long-term/continuous conformity to the set Performance-Base LOS, a three-year Stormwater Operating Permit is required.

POTABLE WATER

Potable water is a concurrency requirement at the local level. In general, on-site wells furnish County residents outside the USA with potable water. Pursuant to the City/County Water and Sewer Agreement, certain County residents located within the USA and within a County-approved franchise area may, however, be required to connect to the City of Tallahassee (COT) or a Talquin Electric Cooperative central potable water system.

Policy 1.2.2 of the Potable Water Sub-Element of the Utilities Element within the Tallahassee-Leon County Comprehensive Plan states that the LOS standard inside the USA is 160 gallons per capita, per day. Policy 1.2.3 of the Potable Water Sub-Element of the Utilities Element of the Tallahassee-Leon County Comprehensive Plan states that the LOS standard outside the USA is 100 gallons per day. This LOS is met by both the COT and Talquin Electric.

SANITARY SEWER

Sanitary sewer is a concurrency requirement at the local level. The majority of the population residing within the unincorporated areas of the County outside the USA utilizes septic tanks, and in a few minor exceptions, package treatment plants, as the method of sewage treatment. Septic tanks used to be permitted by the Leon County Public Health Unit of the Florida Department of Health; however, those duties, and permitting of package treatment plants, were transferred to the Florida Department of Environmental Protection (DEP) on January 1, 2025. On-site systems must also comply with the provisions of the Comprehensive Plan. Pursuant to the City/County Water and Sewer Agreement, County residents located within certain portions of the USA may be required to use sanitary sewer, provided that service and adequate capacity is available. The LOS for sewer is met by both the City of Tallahassee and Talquin Electric. Tallahassee-Leon County GIS estimates approximately 6,245 parcels are served by a septic tank, which is less than previous years. This reduction may be the result of property owners being required to connect to available sewer when the septic tank is no longer in working order, one parcel being served by multiple septic tanks, or by the abandonment of septic tanks as sewer is expanded in certain areas through the County's Septic to Sewer projects.

Additionally, the Board approved an interlocal agreement with the City of Tallahassee to provide sewer services to the Woodville community. Leon County will design and build the sewage treatment facilities, subject to the approval of the City of Tallahassee. The project consists of four (4) phases. The first phase of construction started in June 2023 and is anticipated to be completed in August 2025. Leon County Public Works has applied for funding from the State of Florida for Phase 2, which is tentatively scheduled for winter 2025, contingent upon securing additional state funding. Once completed, Leon County will convey the sewage treatment facilities to the City, who will then be responsible for operation and maintenance.

MASS TRANSIT

StarMetro operates two routes serving the unincorporated areas of Leon County: Azalea and Big Bend. The Azalea Route travels east and west along Tennessee Street and Mahan Drive and provides service to the Fallschase Shopping Center on the east and Hopkins Crossing on the West, both of which serve as regional park and ride lots. The Big Bend Route travels north and south along Monroe Street to the south along Woodville and Crawfordville Highways to Capital Circle Southeast, and in the north along US 27 to the Lake Jackson Town Center which also serves as a park and ride lot. Star Metro indicated in the 2022 Concurrency Annual Report that they anticipated sufficient capacity through 2027.

In addition to the fixed route service, StarMetro operates one FLEX route in the unincorporated county. The Southside FLEX connects citizens in the southern portion of Leon County with three of StarMetro's fixed routes (Big Bend, Gulf, and Moss) at the South Monroe Commons Shopping

Center. StarMetro discontinued the Lake Jackson Flex route in January 2024 due to the cost and low ridership.

Along with fixed route service, StarMetro also provides complimentary paratransit services as required by the Americans with Disabilities Act (ADA) within ¾ mile of the fixed route system providing 74,812 trips in FY 2024 and serves as the Community Transportation Coordinator (CTC) for the unincorporated county where 43,428 trips were provided In FY 2024.

Star Metro completed a route re-design study, called Think Transit, in June, 2024. This two-year study provided recommendations for route modifications, which include the opening of the Southside Transit Center in Fall, 2026.

BICYCLE AND PEDESTRIAN FACILITIES

According to the Planning Department, Leon County added 12.8 miles of new sidewalks since 2022. An analysis of GIS data concluded no increase in the number of miles of bicycle shoulders or bicycle lanes.

SCHOOL CONCURRENCY

School concurrency became effective in Leon County in 2008, which was consistent with State law at the time; however, school concurrency is now optional under Florida law. Leon County has maintained the requirement and requires an application for school concurrency with all new residential projects. The Leon County School Board provides an analysis based on that application. School Impact Analysis Forms are reviewed at a formal meeting of the School Board and are considered "official" at that time. DSEM coordinates mitigation on projects that exceed available capacity.

SUMMARY

This year's annual report is significant in that it represents new traffic data that was previously unavailable, due to the Covid-19 pandemic impacts. Traffic has resumed to pre-Covid levels as many people no longer work from home. The new traffic data indicates an increase in volumes, with an update to roadway capacities. Staff considers the new data a "new normal," but will continue to monitor future data to determine if the trend continues and therefore require consideration of new roadway projects to address the increased traffic.

The AMFSS is still in process by the Planning Department. The possibility of a mobility fee is still an option that requires further action by the Board and City Commission. The adoption of such a fee would be contingent upon approval by the City Commission and Board of County Commissioners after the changes to the relevant sections of the Land Use and Mobility Elements of the Tallahassee-Leon County Comprehensive Plan have been adopted.

The solid waste, potable water, and sanitary sewer components of concurrency continue to be met. Star Metro has two (2) dedicated routes in the unincorporated area and Star Metro had previously indicated sufficient capacity through 2027. New sidewalks have been constructed since the last report which increased pedestrian mobility. School concurrency continues to be met on a project-by-project basis.

CONCURRENCY ROADWAY INVENTORY

Volume to Capacity > 110%
Volume to Capacity 100-109.99%
Volume to Capacity 80-99.9%

Seg#	Road	Segment	Dir	ADOPT. LOS	Cap	Traffic Counts	Committed Demand from Approved Concurrency Projects	Committed Demand from Exempt & Vested Projects	Total Com-mitted Dem.	Total Dem.	Rem. Cap.	# of Trips to Reach 110% Cap	V/C Ratio
10100	Acadian Boulevard	Weems to Sabine	EB	E	900	97	29	0	29	126	774	990	14.00%
10101	Acadian Boulevard	Sabine to Weems	WB	E	450	301	0	0	0	301	149	495	66.89%
10130	Acadian Boulevard	Sabine to Fallschase	EB	E	1420	1	15	0	15	16	1404	1562	1.13%
10131	Acadian Boulevard	Fallschase to Sabine	WB	E	1420	1	3	0	3	4	1416	1562	0.28%
11440	Aenon Church Road	Sullivan to Blountstown	NB	D	740	87	3	0	3	90	650	814	12.16%
11441	Aenon Church Road	Blountstown to Sullivan	SB	D	740	89	3	0	3	92	648	814	12.43%
11450	Aenon Church Road	Blountstown to Gum	NB	D	740	136	19	262	281	417	323	814	56.35%
11451	Aenon Church Road	Gum to Blountstown	SB	D	740	176	6	194	200	376	364	814	50.81%
11460	Aenon Church Road	Gum to Tennessee	NB	D	740	176	0	226	226	402	338	814	54.32%
11461	Aenon Church Road	Tennessee to Gum	SB	D	740	128	3	33	36	164	576	814	22.16%
12840	Apalachee Parkway	Conner Ext. to Williams Road	EB	D	1810	1371	347	4	351	1722	88	1991	95.12%
12841	Apalachee Parkway	Williams Road to Conner Ext.	WB	D	1480	818	375	45	420	1238	242	1628	83.66%
12860	Apalachee Parkway	Williams Road to Chaires	EB	D	1810	915	114	19	133	1048	762	1991	57.89%
12861	Apalachee Parkway	Chaires to Williams Rd	WB	D	1480	573	22	52	74	647	833	1628	43.70%
12880	Apalachee Parkway	Chaires to Jefferson County	EB	C	1560	393	105	5	110	503	1057	1716	32.22%
12881	Apalachee Parkway	Jefferson County to Chaires	WB	C	1240	225	20	0	20	245	995	1364	19.76%
13150	Arendell Way	Mahan to Miccosukee	NB	D	1120	15	50	41	91	106	1014	1232	9.50%
13151	Arendell Way	Miccosukee to Mahan	SB	D	1120	18	27	4	31	49	1071	1232	4.35%
13460	Balkin Rd	Capital Circle to Ballard	EB	E	660	91	0	6	6	97	563	726	14.70%
13461	Balkin Rd	Ballard to Capital Circle	WB	E	324	84	0	2	2	86	238	356	26.54%
13470	Ballard Rd	Balkin to Rainbow	NB	D	740	94	0	4	4	98	642	814	13.21%
13471	Ballard Rd	Rainbow to Balkin	SB	D	740	93	0	6	6	99	641	814	13.33%
13500	Bannerman Road	Meridian to Preservation	EB	D	1140	402	21	100	121	523	617	1254	45.88%
13501	Bannerman Road	Preservation to Meridian	WB	D	1140	270	10	4	14	284	856	1254	24.91%

CONCURRENCY ROADWAY INVENTORY

Volume to Capacity > 110%
Volume to Capacity 100-109.99%
Volume to Capacity 80-99.9%

Seg#	Road	Segment	Dir	ADOPT. LOS	Cap	Traffic Counts	Committed Demand from Approved Concurrency Projects	Committed Demand from Exempt & Vested Projects	Total Com-mitted Dem.	Total Dem.	Rem. Cap.	# of Trips to Reach 110% Cap	V/C Ratio
13540	Bannerman Road	Bull Headley to Beginning of 4 Laning	EB	D	2600	521	140	333	473	994	1606	2860	38.23%
13541	Bannerman Road	Beginning of 4 Laning to Bull Headley	WB	D	3180	892	183	75	258	1150	2030	3498	36.16%
13560	Bannerman Road	End of 4 Lane Segment to Thomasville	EB	D	1467	597	258	18	276	873	594	1614	59.51%
13561	Bannerman Road	Thomasville to End of 4 Lane Segment	WB	D	1467	935	311	15	326	1261	206	1614	85.96%
13650	Barineau Road	Blountstown to Tennessee	NB	D	740	71	17	124	141	212	528	814	28.65%
13651	Barineau Road	Tennessee to Blountstown	SB	D	740	124	35	6	41	165	575	814	22.30%
13820	Baum Rd	Capitola to Wadesboro	NB	C	430	93	40	9	49	142	288	473	33.12%
13821	Baum Rd	Wadesboro to Capitola	SB	C	430	83	18	10	28	111	319	473	25.89%
13840	Baum Rd	Wadesboro to 90 East	NB	C	430	60	26	0	26	86	344	473	20.00%
13841	Baum Rd	90 East to Wadesboro	SB	C	430	27	6	0	6	33	397	473	7.67%
13860	Baum Rd	90 East to Miccosukee	NB	C	430	45	15	5	20	65	365	473	15.05%
13861	Baum Rd	Miccosukee to 90 East	SB	C	430	38	6	24	30	68	363	473	15.70%
13880	Beech Ridge Trail	Bannerman to Kinhega	NB	D	1140	22	2	0	2	24	1116	1254	2.11%
13881	Beech Ridge Trail	Kinhega to Bannerman	SB	D	1140	32	3	0	3	35	1105	1254	3.07%
14340	Benjamin Chaires Rd	Capitola to Buck Lake	NB	C	430	21	14	0	14	35	395	473	8.14%
14341	Benjamin Chaires Rd	Buck Lake to Capitola	SB	C	430	30	2	0	2	32	398	473	7.44%
15740	Blountstown Highway	Liberty County to Smith Creek	EB	C	590	182	0	0	0	182	408	649	30.85%
15741	Blountstown Highway	Smith Creek to Liberty County	WB	C	720	293	15	4	19	312	408	792	43.30%
15760	Blountstown Highway	Smith Creek to Ben Stoutamire	EB	C	590	131	2	0	2	133	457	649	22.54%
15761	Blountstown Highway	Ben Stoutamire to Smith Creek	WB	C	720	283	19	0	19	302	418	792	41.94%
15780	Blountstown Highway	Ben Stoutamire to William's Landing	EB	C	590	187	2	0	2	189	401	649	32.03%
15781	Blountstown Highway	William's Landing to Ben Stoutamire	WB	C	720	401	53	9	62	463	257	792	64.31%
15800	Blountstown Highway	William's Landing to Coe's Landing	EB	C	590	187	1	7	8	195	395	649	33.05%
15801	Blountstown Highway	Coe's Landing to William's Landing	WB	C	720	507	53	9	62	569	151	792	79.03%

CONCURRENCY ROADWAY INVENTORY

Volume to Capacity > 110%
Volume to Capacity 100-109.99%
Volume to Capacity 80-99.9%

Seg#	Road	Segment	Dir	ADOPT. LOS	Cap	Traffic Counts	Committed Demand from Approved Concurrency Projects	Committed Demand from Exempt & Vested Projects	Total Com-mitted Dem.	Total Dem.	Rem. Cap.	# of Trips to Reach 110% Cap	V/C Ratio
15820	Blountstown Highway	Coe's Landing to Geddie Rd	EB	C	590	326	25	95	120	446	144	649	75.59%
15821	Blountstown Highway	Geddie Rd to Coe's Landing	WB	C	720	791	59	100	159	950	-230	792	131.94%
15840	Blountstown Highway	Geddie Rd to Aenon Church Rd	EB	D	590	388	26	87	113	501	89	649	84.92%
15841	Blountstown Highway	Aenon Church to Geddie Rd	WB	D	720	749	98	97	195	944	-224	792	131.11%
15860	Blountstown Highway	Aenon Church to Capital Circle	EB	D	1110	288	51	180	231	519	591	1221	46.76%
15861	Blountstown Highway	Capital Circle to Aenon Church	WB	D	2020	729	24	103	127	856	1164	2222	42.38%
16000	Bloxham Cutoff	SR 20 to National Forest Rt 367	EB	C	590	83	0	0	0	83	507	649	14.07%
16001	Bloxham Cutoff	National Forest Rt 367 to SR 20	WB	C	720	101	0	0	0	101	619	792	14.03%
16050	Bloxham Cutoff	National Forest Rt 367 to Wakulla Co	EB	C	590	72	0	0	0	72	518	649	12.20%
16051	Bloxham Cutoff	Wakulla Co to National Forest Rt 367	WB	C	720	139	0	0	0	139	581	792	19.31%
16830	Bradfordville Road	Thomasville to Velda Dairy	EB	D	1467	513	153	22	175	688	779	1614	46.87%
16831	Bradfordville Road	Velda Dairy to Thomasville	WB	D	1467	613	160	12	172	785	682	1614	53.53%
16840	Bradfordville Road	Velda Dairy to Pisgah Church	EB	D	720	330	123	22	145	475	245	792	65.92%
16841	Bradfordville Road	Pisgah Church to Velda Dairy	WB	D	720	148	150	12	162	310	410	792	43.09%
16850	Bradfordville Road	Centerville to Pisgah	NB	C	747	364	94	15	109	473	274	822	63.33%
16851	Bradfordville Road	Pisgah to Centerville	SB	C	747	189	9	6	15	204	543	822	27.26%
18900	Buck Lake Road	Mahan to Vermillion	EB	E	1446	972	377	268	645	1617	-171	1591	111.83%
18901	Buck Lake Road	Vermillion to Mahan	WB	E	768	365	317	328	645	1010	-242	845	131.51%
19000	Buck Lake Road	Vermillion to Davis	EB	E	1204	486	301	61	362	848	356	1324	70.44%
19001	Buck Lake Road	Davis to Vermillion	WB	E	820	272	122	123	245	517	303	902	63.07%
19050	Buck Lake Road	Davis to Pedrick	EB	E	820	875	71	61	132	1007	-187	902	122.82%
19051	Buck Lake Road	Pedrick to Davis	WB	E	800	484	15	123	138	622	178	880	77.77%
19100	Buck Lake Road	Pedrick to Walden	EB	E	800	498	115	13	128	626	174	880	78.27%
19101	Buck Lake Road	Walden to Pedrick	WB	E	625	308	118	31	149	457	168	688	73.12%

Volume to Capacity > 110%
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19160	Buck Lake Road	Walden to Hill & Dale	EB	E	820	203	63	31	94	297	523	902	36.22%
19161	Buck Lake Road	Hill & Dale to Walden	WB	C	800	115	22	24	46	161	640	880	20.06%
19180	Buck Lake Road	Hill & Dale to Chaires Cross	EB	C	800	216	4	31	35	251	549	880	31.38%
19181	Buck Lake Road	Chaires Cross to Hill & Dale	WB	C	800	168	26	24	50	218	583	880	27.19%
19200	Buck Lake Road	Chaires Cross to Benjamin Chaires	EB	C	800	164	42	0	42	206	594	880	25.75%
19201	Buck Lake Road	Benjamin Chaires to Chaires Cross	WB	C	430	106	19	0	19	125	305	473	29.07%
19220	Buck Lake Road	Benjamin Chaires to Baum	EB	C	430	134	23	0	23	157	273	473	36.51%
19221	Buck Lake Road	Baum to Benjamin Chaires	WB	C	430	84	17	0	17	101	329	473	23.49%
19240	Buck Lake Road	Baum to Capitola	EB	C	430	158	10	0	10	168	262	473	39.07%
19241	Buck Lake Road	Capitola to Baum	WB	C	430	56	1	0	1	57	373	473	13.26%
19280	Bull Headley Rd	Bannerman to Lloyd Cove Rd	NB	D	740	385	22	35	57	442	298	814	59.70%
19281	Bull Headley Rd	Lloyd Cove Rd to Bannerman	SB	D	740	172	6	0	6	178	562	814	24.05%
23800	Capital Circle	Crawfordville to Woodville	EB	D	1473	538	228	155	383	921	552	1620	62.53%
23801	Capital Circle	Woodville to Crawfordville	WB	D	1630	1518	325	9	334	1852	-222	1793	113.62%
23900	Capital Circle	Crawfordville to Southbrook Entrance	NW	D	886	538	359	0	359	897	-11	975	101.24%
23901	Capital Circle	Southbrook Entrance to Crawfordville	SE	D	1076	1518	133	233	366	1884	-808	1184	175.10%
23950	Capital Circle	Southbrook Entrance to Spring Hill	NW	D	1076	767	253	19	272	1039	37	1184	96.56%
23951	Capital Circle	Spring Hill to Southbrook Entrance	SE	D	1140	840	30	256	286	1126	14	1254	98.77%
24350	Capital Circle	Gum to Tennessee	NB	D	2524	1050	287	332	619	1669	855	2776	66.13%
24351	Capital Circle	Tennessee to Gum	SB	D	2667	870	171	314	485	1355	1312	2934	50.81%
24720	Capital Circle	I-10 to Fred George	NB	D	1058	1213	143	776	919	2132	-1074	1164	201.51%
24721	Capital Circle	Fred George to I-10	SB	D	1471	801	45	494	539	1340	131	1618	91.09%
24740	Capital Circle	Fred George to Old Bainbridge	NB	D	1110	505	163	286	449	954	156	1221	85.95%
24741	Capital Circle	Old Bainbridge to Fred George	SB	D	1110	676	83	83	166	842	268	1221	75.86%

CONCURRENCY ROADWAY INVENTORY

Volume to Capacity > 110%
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24760	Capital Circle	Old Bainbridge to North Monroe	NB	D	1110	1038	171	401	572	1610	-500	1221	145.05%
24761	Capital Circle	North Monroe to Old Bainbridge	SB	D	1110	756	66	49	115	871	239	1221	78.47%
24840	Capitola Road	Chaires to Benjamin Chaires	EB	C	430	127	69	15	84	211	219	473	49.08%
24841	Capitola Road	Benjamin Chaires to Chaires	WB	C	430	66	0	5	5	71	359	473	16.44%
24850	Capitola Rd	Benjamin Chaires to Cap Tram/Baum	EB	C	430	123	51	15	66	189	241	473	43.96%
24851	Capitola Rd	Cap Tram/Baum to Benjamin Chaires	WB	C	430	69	0	5	5	74	356	473	17.14%
24860	Capitola Road	Baum to Jefferson County	EB	C	430	126	42	9	51	177	253	473	41.26%
24861	Capitola Road	Jefferson County to Baum	WB	C	430	57	2	3	5	62	368	473	14.38%
24880	Cap Tram Rd	Apalachee Pkwy to Capitola	NB	C	430	15	55	0	55	70	360	473	16.17%
24881	Cap Tram Rd	Capitola to Apalachee Pkwy	SB	C	430	9	6	1	7	16	414	473	3.72%
26130	Centerville Road	Pimlico to Bradfordville	NB	D	717	151	35	6	41	192	525	789	26.73%
26131	Centerville Road	Bradfordville to Pimlico	SB	D	847	94	49	3	52	146	701	932	17.22%
26150	Centerville Road	Bradfordville to Pisgah	NB	C	648	177	2	0	2	179	469	713	27.62%
26151	Centerville Road	Pisgah to Bradfordville	SB	C	531	97	35	0	35	132	399	584	24.86%
26170	Centerville Road	Pisgah to Proctor	NB	C	648	130	14	0	14	144	504	713	22.22%
26171	Centerville Road	Proctor to Pisgah	SB	C	531	87	32	0	32	119	412	584	22.41%
26190	Centerville Road	Proctor to Moccasin Gap	NB	C	648	8	6	0	6	14	634	713	2.16%
26191	Centerville Road	Moccasin Gap to Proctor	SB	C	531	18	0	0	0	18	513	584	3.41%
26210	Centerville Road (Dirt)	Moccasin Gap to County Line N.	NB	C	648	22	2	0	2	24	624	713	3.76%
26211	Centerville Road (Dirt)	County Line N. to Moccasin Gap	SB	C	531	6	0	0	0	6	525	584	1.13%
26240	Chaires Crossroads	U.S. 27 to Capitola	NB	C	430	410	168	34	202	612	-182	473	142.29%
26241	Chaires Crossroads	Capitola to U.S. 27	SB	C	430	318	55	61	116	434	-4	473	100.95%
26260	Chaires Crossroads	Capitola to Buck Lake	NB	C	747	287	87	19	106	393	354	822	52.58%
26261	Chaires Crossroads	Buck Lake to Capitola	SB	C	747	271	142	56	198	469	278	822	62.84%

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26280	Chaires Crossroads	Buck Lake to Mahan	NB	C	430	283	156	7	163	446	-16	473	103.62%
26281	Chaires Crossroads	Mahan to Buck Lake	SB	C	430	293	177	15	192	485	-55	473	112.80%
28000	Commonwelth Ext W.	Lowe's/Capital Walk Entrance To CCNW	EB	D	1140	173	0	0	0	173	967	1254	15.18%
28001	Commonwelth Ext W.	CCNW to Lowes/Capital Walk Entrance	WB	D	1140	183	0	0	0	183	957	1254	16.05%
29340	Crawfordville Road	Wakulla Co. to Oak Ridge Rd	NB	C	590	391	0	0	0	391	199	649	66.27%
29341	Crawfordville Road	Oak Ridge Rd to Wakulla Co.	SB	C	720	1112	0	7	7	1119	-399	792	155.42%
29360	Crawfordville Road	Oak Ridge Rd to SR 61	NB	C	590	667	70	0	70	737	-147	649	124.92%
29361	Crawfordville Road	SR 61 to Oak Ridge Rd	SB	C	720	1969	41	12	53	2022	-1302	792	280.86%
29420	Crawfordville Road	SR 61 to Munson	NB	C	590	394	0	0	0	394	196	649	66.78%
29421	Crawfordville Road	Munson to SR 61	SB	C	720	1189	69	12	81	1270	-550	792	176.42%
29460	Crawfordville Road	Munson to Capital Circle	NB	C	2095	574	35	0	35	609	1486	2305	29.07%
29461	Crawfordville Road	Capital Circle to Munson	SB	C	2469	1300	40	26	66	1366	1103	2716	55.34%
29500	Crawfordville Road	Capital Circle to Shelfer	NB	D	1737	521	1	93	94	615	1122	1911	35.41%
29501	Crawfordville Road	Shelfer to Capital Circle	SB	D	1232	1265	1	62	63	1328	-96	1355	107.80%
29540	Crawfordville Road	Shelfer to Gaile/Ridge	NB	D	1777	521	0	93	93	614	1163	1955	34.56%
29541	Crawfordville Road	Gaile/Ridge to Shelfer	SB	D	2226	1265	2	62	64	1329	897	2449	59.71%
29560	Cromartie Road	Veterans Memorial to Magnolia Road	EB	C	430	19	4	0	4	23	407	473	5.35%
29561	Cromartie Road	Magnolia Road to Veterans Memorial	WB	C	430	9	9	0	9	18	412	473	4.19%
29580	Crossway Road	Crawfordville to Shelfer	EB	E	502	67	10	6	16	83	419	552	16.46%
29581	Crossway Road	Shelfer to Crawfordville	WB	E	335	41	0	1	1	42	293	369	12.52%
29600	Crossway Road	Shelfer to Woodville	EB	D	335	69	0	16	16	85	250	369	25.37%
29601	Crossway Road	Woodville to Shelfer	WB	D	502	24	0	0	0	24	478	552	4.78%
29620	Crowder Road	Monroe to Lake	NE	D	740	273	13	50	63	336	404	814	45.38%
29621	Crowder Road	Lake to Monroe	SW	D	740	278	7	2	9	287	453	814	38.77%

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29640	Crump Rd	Mahan to Miles Johnson	NB	C	430	159	162	15	177	336	94	473	78.15%
29641	Crump Rd	Miles Johnson to Mahan	SB	C	430	217	59	6	65	282	148	473	65.50%
29660	Crump Rd	Miles Johnson to Miccosukee	NB	C	430	307	110	12	122	429	1	473	99.82%
29661	Crump Rd	Miccosukee to Miles Johnson	SB	C	430	324	29	0	29	353	77	473	82.09%
29680	Crump Rd	Miccosukee to Roberts	NB	C	430	271	50	20	70	341	89	473	79.24%
29681	Crump Rd	Roberts to Miccosukee	SB	C	430	184	21	3	24	208	222	473	48.33%
29700	Deerlake Road North	Turkey Run to Golden Eagle West	NB	D	1140	440	7	16	23	463	677	1254	40.61%
29701	Deerlake Road North	Golden Eagle West to Turkey Run	SB	D	1140	445	1	13	14	459	681	1254	40.28%
29720	Deerlake Road South	Golden Eagle West to Tekesta	EB	D	1140	51	0	10	10	61	1079	1254	5.38%
29721	Deerlake Road South	Tekesta to Golden Eagle West	WB	D	1140	36	0	18	18	54	1086	1254	4.72%
29740	Deerlake Road East	Tekesta to Kinhega	EB	D	1140	198	0	30	30	228	912	1254	20.01%
29741	Deerlake Road East	Kinhega to Tekesta	WB	D	1140	102	0	18	18	120	1020	1254	10.51%
29760	Deerlake Road East	Kinhega to Golden Eagle Dr E	NB	D	1140	237	0	42	42	279	861	1254	24.50%
29761	Deerlake Road East	Golden Eagle Dr E to Kinhega	SB	D	1140	155	0	17	17	172	968	1254	15.08%
29820	Dempsey Mayo Road	Mahan to Miccosukee	NB	D	572	223	89	0	89	312	260	629	54.55%
29821	Dempsey Mayo Road	Miccosukee to Mahan	SB	D	572	348	116	16	132	480	92	629	83.91%
32250	Edenfield Road	Mahan to Miccosukee	NB	D	1140	101	22	22	44	145	995	1254	12.69%
32251	Edenfield Road	Miccosukee to Mahan	SB	D	1140	216	31	54	85	301	839	1254	26.37%
32350	Elgin Road	Wakulla County to Woodville Hwy	NE	C	430	52	0	0	0	52	378	473	12.09%
32351	Elgin Road	Woodville Hwy to Wakulla County	SW	C	430	63	2	0	2	65	365	473	15.12%
32850	County Rd 12 (Fairban	Ochlockonee River to Meridian	EB	C	430	106	1	0	1	107	323	473	24.88%
32851	County Rd 12 (Fairban	Meridian to Ochlockonee River	WB	C	430	105	1	1	2	107	323	473	24.87%
32960	Fallschase Parkway	Acadian Blvd to Mahan Drive	NB	E	1440	1	0	158	158	159	1281	1584	11.02%
32961	Fallschase Parkway	Mahan Drive to Acadian Blvd	SB	E	1440	1	0	480	480	481	959	1584	33.41%

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33550	Forward Pass Trail	Pimlico to Whirlaway	NB	D	740	28	0	0	0	28	712	814	3.78%
33551	Forward Pass Trail	Whirlaway to Pimlico	SB	D	740	9	0	0	0	9	731	814	1.22%
34750	Fred George	Capital Circle to Mission	EB	D	676	333	5	141	146	479	197	744	70.86%
34751	Fred George	Mission to Capital Circle	WB	D	633	349	5	29	34	383	250	696	60.53%
34950	Fuller Rd	Doris to Livingston	EB	D	740	10	0	0	0	10	730	814	1.35%
34951	Fuller Rd	Livingston to Doris	WB	D	740	27	0	0	0	27	713	814	3.65%
37500	Gearhart Rd	Capital Circle to Mission	EB	D	373	181	2	181	183	364	9	410	97.70%
37501	Gearhart Rd	Mission to Capital Circle NW	WB	D	344	131	0	45	45	176	168	378	51.20%
37550	Geddie Road	Blountstown to Tennessee	NB	D	740	235	0	0	0	235	505	814	31.76%
37551	Geddie Road	Tennessee to Blountstown	SB	D	740	418	1	59	60	478	262	814	64.62%
38450	Grenville	Pisgah to Proctor	NB	C	740	50	0	2	2	52	688	814	7.01%
38451	Grenville	Proctor to Pisgah	SB	C	740	36	0	1	1	37	703	814	4.99%
38770	Gum Rd	Aenon Church to Capital Cr.	EB	D	740	24	0	24	24	48	692	814	6.48%
38771	Gum Rd	Capital Cr. to Aenon Church	WB	D	740	22	0	0	0	22	718	814	2.97%
40140	County Rd 12 (Iamonia	Meridian to Beadle	EB	C	430	24	0	8	8	32	398	473	7.55%
40141	County Rd 12 (Iamonia	Beadle to Meridian	WB	C	430	34	0	1	1	35	395	473	8.13%
40160	County Rd 12 (Iamonia	Beadle to Thomasville	EB	C	430	52	1	8	8	60	370	473	14.04%
40161	County Rd 12 (Iamonia	Thomasville to Beadle	WB	C	430	49	0	9	9	58	372	473	13.58%
40350	Interstate 10	Gadsden County to Capital Circle	EB	B	2010	1369	29	28	57	1426	584	2211	70.95%
40351	Interstate 10	Capital Circle to Gadsden County	WB	B	1640	1624	39	43	82	1706	-66	1804	104.02%
41150	Interstate 10	90 East to Jefferson County	EB	B	2010	367	306	38	344	711	1299	2211	35.35%
41151	Interstate 10	Jefferson County to 90 East	WB	B	1640	241	121	0	121	362	1278	1804	22.07%
43550	Kinhega Drive	Thomasville to Beech Ridge	NB	D	1140	536	64	91	155	691	449	1254	60.61%
43551	Kinhega Drive	Beech Ridge to Thomasville	SB	D	1140	301	36	39	75	376	764	1254	32.98%

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43580	Kinhega Drive	Beech Ridge to Deerlake	NB	D	1140	604	49	89	138	742	398	1254	65.11%
43581	Kinhega Drive	Deerlake to Beech Ridge	SB	D	1140	360	10	38	48	408	732	1254	35.79%
44300	Lake Bradford Road (S	Capital Circle to Orange	NB	E	558	46	3	161	164	210	348	614	37.63%
44301	Lake Bradford Road (S	Orange to Capital Circle	SB	E	492	51	9	7	6	57	435	541	11.59%
45000	Lake Shore, E	Monroe to Sharer Rd	NW	D	1140	199	2	3	5	204	936	1254	17.94%
45001	Lake Shore, E	Sharer Rd to Monroe	SE	D	1140	108	4	14	18	126	1014	1254	11.09%
45100	Lake Shore, N	Meridian to Sharer Rd	NE	D	1140	53	3	4	7	60	1080	1254	5.24%
45101	Lake Shore, N	Sharer Rd to Meridian	SW	D	1140	64	1	0	1	65	1075	1254	5.74%
45850	Livingston Rd	Fuller to Monroe	NB	D	1140	24	0	0	0	24	1116	1254	2.11%
45851	Livingston Rd	Monroe to Fuller	SB	D	1140	15	0	0	0	15	1125	1254	1.32%
46100	Lonnie Rd	Dempsey Mayo to Miccosukee	NB	D	1140	23	51	0	51	74	1066	1254	6.49%
46101	Lonnie Rd	Miccosukee to Dempsey Mayo	SB	D	1140	63	84	55	139	202	938	1254	17.68%
46130	Louvinia	Williams Rd to Louvinia Ct	NB	C	1140	115	20	0	20	135	1005	1254	11.84%
46131	Louvinia	Louvinia Ct to Williams Rd	SB	C	1140	258	29	0	29	287	853	1254	25.18%
46150	Louvinia	Louvinia Ct. to Old St Augustine	NB	C	1140	88	20	1	21	109	1031	1254	9.56%
46151	Louvinia	Old St. Augustine to Louvinia Ct.	SB	C	1140	179	29	0	29	208	932	1254	18.22%
46170	Louvinia	Old St. Augustine to US 27	NB	D	1140	53	21	0	21	74	1066	1254	6.49%
46171	Louvinia	US 27 to Old St. Augustine	SB	D	1140	56	36	0	36	92	1048	1254	8.07%
46600	Maclay Rd	Meridian to Maclay Blvd	EB	D	1280	341	2	2	4	345	935	1408	26.95%
46601	Maclay Rd	Maclay Blvd to Meridian	WB	D	594	431	40	3	43	474	120	653	79.77%
49150	McCracken Road	Miccosukee Road to Baum Road	EB	C	780	12	1	24	25	37	743	858	4.80%
49151	McCracken Road	Baum Road to Miccosukee	WB	C	780	10	3	0	3	13	767	858	1.67%
50500	Meridian Road	Henderson to Timberlane	NB	D	1058	946	11	28	39	985	73	1164	93.10%
50501	Meridian Road	Timberlane to Henderson	SB	D	922	488	14	1	15	503	419	1014	54.56%

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50600	Meridian Road	Timberlane to Maclay	NB	D	999	813	45	52	97	910	89	1099	91.09%
50601	Meridian Road	Maclay to Timberlane	SB	D	999	400	10	20	30	430	569	1099	43.04%
50800	Meridian Road	Ox Bottom to Bannerman	NB	D	999	906	26	27	53	959	40	1099	96.00%
50801	Meridian Road	Bannerman to Ox Bottom	SB	D	750	534	17	26	43	577	173	825	76.93%
50830	Meridian Road	Bannerman to Orchard Pond	NB	D	648	147	27	7	34	181	467	713	27.93%
50831	Meridian Road	Orchard Pond to Bannerman	SB	D	531	96	10	122	132	228	303	584	42.94%
50860	Meridian Road	Orchard Pond to Georgia	NB	C	648	82	9	15	24	106	542	713	16.36%
50861	Meridian Road	Georgia to Orchard Pond	SB	C	531	73	4	2	6	79	452	584	14.88%
52600	Miccosukee Road	Fleischmann to Dempsey Mayo	EB	D	1062	743	45	181	226	969	93	1168	91.24%
52601	Miccosukee Road	Dempsey Mayo to Fleischmann	WB	D	413	373	78	86	164	537	-124	454	130.02%
52700	Miccosukee Road	Dempsey Mayo to Thornton	NE	D	950	519	60	111	171	690	260	1045	72.62%
52701	Miccosukee Road	Thornton to Dempsey Mayo	SW	D	962	201	48	71	119	320	643	1058	33.21%
52750	Miccosukee Road	Thornton to Miles Johnson	NE	D	950	271	79	111	190	461	489	1045	48.52%
52751	Miccosukee Road	Miles Johnson to Thornton	SW	D	962	107	11	71	82	189	774	1058	19.59%
52800	Miccosukee Road	Miles Johnson to Crump	NE	D	950	140	80	36	116	256	694	1045	26.92%
52801	Miccosukee Road	Crump to Miles Johnson	SW	D	680	79	21	0	21	100	580	748	14.71%
52820	Miccosukee (Cr 347)	Crump to McCracken	NE	C	891	81	20	22	42	123	768	980	13.76%
52821	Miccosukee (Cr 347)	McCracken to Crump	SW	C	648	48	6	0	6	54	594	713	8.33%
52840	Miccosukee (Cr 347)	McCracken to Baum	NE	C	891	25	17	0	17	42	849	980	4.71%
52841	Miccosukee (Cr 347)	Baum to McCracken	SW	C	648	13	4	0	4	17	631	713	2.62%
52860	Miccosukee (Cr 347)	Baum to Moccasin Gap	NE	C	891	20	1	0	1	21	870	980	2.36%
52861	Miccosukee (Cr 347)	Moccasin Gap to Baum	SW	C	648	15	1	0	1	16	632	713	2.47%
52930	Miles Johnson Rd	Miccosukee to Crump	SE	C	300	60	5	0	5	65	235	330	21.67%
52931	Miles Johnson Rd	Crump to Miccosukee	NW	C	300	26	7	0	7	33	267	330	11.00%

CONCURRENCY ROADWAY INVENTORY

Volume to Capacity > 110%
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52950	Miller Landing Road	Miller Landing to Meridian	EB	C	430	245	0	0	0	245	185	473	56.98%
52951	Miller Landing Road	Meridian to Miller Landing	WB	C	430	177	0	0	0	177	253	473	41.16%
54450	Moccassin Gap Road	Centerville to Veterans Memorial	EB	C	430	55	12	0	12	67	363	473	15.58%
54451	Moccassin Gap Road	Veterans Memorial to Centerville	WB	C	430	48	1	0	1	49	381	473	11.40%
58000	Monroe Street	Sams/Sessions to Fred George Rd	NW	D	1799	1214	465	15	480	1694	105	1979	94.16%
58001	Monroe Street	Fred George to Sams/Sessions	SW	D	2261	684	253	74	327	1011	1250	2487	44.71%
58030	Monroe Street	Fred George to Faulk/Perkins	NW	D	2193	1133	444	39	483	1616	577	2412	73.67%
58031	Monroe Street	Faulk/Perkins to Fred George	SW	D	1470	617	227	169	396	1013	457	1617	68.91%
58050	Monroe Street	Faulk/Perkins to Capital Circle	NW	D	1810	1559	291	116	407	1966	-156	1991	108.60%
58051	Monroe Street	Capital Circle to Faulk/Perkins	SW	D	1480	850	265	176	441	1291	189	1628	87.23%
58080	Monroe Street	Capital Circle to Gadsden Co.	NW	C	1700	2063	64	51	115	2178	-478	1870	128.12%
58081	Monroe Street	Gadsden County to Capital Circle	SW	C	1390	1248	31	22	53	1301	89	1529	93.60%
58730	Natural Bridge Road	Woodville to Register	EB	C	430	67	39	0	39	106	324	473	24.65%
58731	Natural Bridge Road	Register to Woodville	WB	C	430	94	33	0	33	127	303	473	29.53%
58740	Natural Bridge	Register to Old Plank	EB	C	430	43	1	0	1	44	386	473	10.23%
58741	Natural Bridge	Old Plank to Register	WB	C	430	40	0	0	0	40	390	473	9.30%
58750	Natural Bridge (Dirt)**	Old Plank to Jim French	EB	C	430	48	30	0	30	78	352	473	18.07%
58751	Natural Bridge (Dirt)**	Jim French to Old Plank	WB	C	430	34	30	0	30	64	366	473	14.82%
59030	Oak Ridge Road	Crawfordville Hwy to SR 61	EB	C	430	90	6	0	6	96	334	473	22.33%
59031	Oak Ridge Road	SR 61 to Crawfordville Hwy	WB	C	430	76	7	0	7	83	347	473	19.30%
59050	Oak Ridge Road	SR 61 to Woodville Hwy	EB	C	430	122	20	6	26	148	282	473	34.33%
59051	Oak Ridge Road	Woodville Hwy to SR 61	WB	C	430	175	13	0	13	188	242	473	43.72%
59070	Oak Ridge Road	Woodville Hwy to Taff	EB	C	430	45	18	0	18	63	367	473	14.65%
59071	Oak Ridge Road	Taff to Woodville Hwy	WB	C	430	36	5	0	5	41	389	473	9.53%

CONCURRENCY ROADWAY INVENTORY

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60100	Old Bainbridge	Stone to Fred George	NW	D	964	567	99	87	186	753	211	1060	78.11%
60101	Old Bainbridge	Fred George to Stone	SE	D	1224	332	41	161	202	534	690	1346	43.63%
60200	Old Bainbridge	Fred George to Capital Circle	NW	D	470	459	34	33	67	526	-56	517	111.91%
60201	Old Bainbridge	Capital Circle to Fred George	SE	D	734	232	31	34	65	297	437	807	40.46%
60230	Old Bainbridge	Monroe to Lake Jackson Landing	NB	C	1530	591	8	147	155	746	784	1683	48.76%
60231	Old Bainbridge	Lake Jackson Landing to Monroe	SB	C	1251	285	3	11	14	299	952	1376	23.90%
60260	Old Bainbridge	Lake Jackson Landing to Gadsden	NB	C	1530	419	13	143	156	747	783	1683	48.82%
60261	Old Bainbridge	Gadsden to Lake Jackson Landing	SB	C	1251	182	8	10	18	303	948	1376	24.22%
60300	Old Magnolia Road (D	U.S. 90 to Sun Ray	NB	C	430	3	7	0	7	10	420	473	2.33%
60301	Old Magnolia Road (D	Sun Ray to US 90	SB	C	430	3	7	0	7	10	420	473	2.33%
60320	Old Magnolia Road (D	Sun Ray to TS Green	NB	C	430	3	39	0	39	42	388	473	9.77%
60321	Old Magnolia Road (D	TS Green to Sun Ray	SB	C	430	3	83	0	83	86	344	473	20.00%
60330	Old Plank	Wakulla Co. to Natural Bridge Rd	NB	C	430	102	0	0	0	102	328	473	23.72%
60331	Old Plank	Natural Bridge to Wakulla Co.	SB	C	430	95	0	0	0	95	335	473	22.09%
60340	Old Plank	Natural Bridge to Goodwin Cemetary	NB	C	430	95	1	0	1	96	334	473	22.33%
60341	Old Plank	Goodwin Cemetary to Natural Bridge	SB	C	430	102	1	0	1	103	327	473	23.95%
60800	Old St. Augustine	Southwood to Williams	EB	D	891	216	59	11	70	286	605	980	32.13%
60801	Old St. Augustine	Williams to Southwood	WB	D	648	113	10	1	11	124	524	713	19.13%
60830	Old St. Augustine	Williams to Louvinia	EB	D	891	104	15	3	18	122	769	980	13.67%
60831	Old St. Augustine	Louvinia to Williams	WB	D	648	36	0	1	1	37	611	713	5.70%
60860	Old St. Augustine (Dir	Louvinia to WW Kelley	EB	D	891	55	2	0	2	57	834	980	6.40%
60861	Old St. Augustine (Dir	WW Kelley to Louvinia	WB	D	648	74	0	0	0	74	574	713	11.42%
62430	Orchard Pond Road (D	Old Bainbridge to Buck Pond	EB	C	430	133	0	141	141	274	156	473	63.72%
62431	Orchard Pond Road (D	Buck Pond to Old Bainbridge	WB	C	430	114	1	9	10	124	306	473	28.76%

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62460	Orchard Pond Road (D	Buck Pond to Meridian	EB	C	430	162	1	141	142	304	126	473	70.70%
62461	Orchard Pond Road (D	Meridian to Buck Pond	WB	C	430	132	0	9	9	141	289	473	32.79%
62500	Ox Bottom Road	Meridian to Kerry Forest Ext.	EB	D	1100	205	29	12	41	246	854	1210	22.36%
62501	Ox Bottom Road	Kerry Forest Ext. to Meridian	WB	D	1100	245	10	0	10	255	845	1210	23.18%
62600	Ox Bottom Road	Kerry Forest Ext. to Thomasville Rd	EB	D	1100	117	10	10	20	137	963	1210	12.45%
62601	Ox Bottom Road	Thomasville Rd to Kerry Forest Ext.	WB	D	1100	366	26	2	28	394	706	1210	35.82%
64520	Paul Russell Rd Ext.	Woodville Highway to Powerline	NE	D	1140	1	14	0	14	15	1125	1254	1.32%
64521	Paul Russell Rd Ext.	Powerline to Woodville Highway	SW	D	1140	1	132	0	132	133	1007	1254	11.67%
65130	Pedrick Rd	Buck Lake to Mahan	NB	E	462	520	101	41	142	662	-200	508	143.37%
65131	Pedrick Rd	Mahan to Buck Lake	SB	E	777	430	106	0	106	536	241	855	68.98%
65200	Pensacola	Capital Circle to Nina	EB	E	1600	776	21	518	539	1315	285	1760	82.18%
65201	Pensacola	Nina to Capital Circle	WB	E	1444	985	16	144	160	1145	299	1588	79.28%
67050	Perkins	Old Bainbridge to N. Monroe	NE	D	1140	141	9	74	83	224	916	1254	19.65%
67051	Perkins	N. Monroe to Old Bainbridge	SW	D	1140	155	1	3	4	159	981	1254	13.94%
67180	Pimlico	Clarecastle to Whirlaway	NW	D	1140	25	0	0	0	25	1115	1254	2.19%
67181	Pimlico	Whirlaway to Clarecastle	SE	D	1140	23	0	0	0	23	1117	1254	2.02%
67200	Pimlico	Clarecastle to Centerville	EB	D	611	64	4	0	4	68	543	672	11.13%
67201	Pimlico	Centerville to Clarecastle	WB	D	640	61	11	0	11	72	568	704	11.25%
67220	Pisgah Church Road (I	Bradfordville to Centerville	EB	C	430	80	55	2	57	137	293	473	31.83%
67221	Pisgah Church Road (I	Centerville to Bradfordville	WB	C	430	64	67	0	67	131	299	473	30.47%
67450	Proctor Road	Roberts to Centerville	NB	C	430	95	43	5	48	143	287	473	33.19%
67451	Proctor Road	Centerville to Roberts	SB	C	430	48	1	1	2	50	380	473	11.61%
68050	Rhoden Cove	Meridian to Lake	EB	D	740	97	1	1	2	99	641	814	13.38%
68051	Rhoden Cove	Lake to Merdian	WB	D	740	111	0	1	1	112	628	814	15.14%

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68740	Roberts	Centerville to Crump	EB	C	430	223	9	3	12	235	195	473	54.61%
68741	Roberts	Crump to Centerville	WB	C	430	160	57	15	72	232	198	473	53.96%
68770	Rococo Road	Veterans Memorial to Old Magnolia	EB	C	430	15	4	5	9	24	406	473	5.51%
68771	Rococo Road	Old Magnolia to Veterans Memorial	WB	C	430	12	0	5	5	17	413	473	3.88%
68800	Ross Road	Crawfordville to Shelfer	EB	E	512	82	0	8	8	90	422	563	17.67%
68801	Ross Road	Shelfer to Crawfordville	WB	E	341	63	0	1	1	64	277	375	18.75%
68830	Ross Road	Shelfer to Woodville	EB	E	156	106	7	0	7	113	43	172	72.44%
68831	Ross Road	Woodville to Shelfer	WB	E	477	103	8	0	8	111	366	525	23.27%
70350	Shady Oaks	Monroe to Ruth	NB	D	430	81	0	0	0	81	349	473	18.84%
70351	Shady Oaks	Ruth to Monroe	SB	D	430	33	0	0	0	33	397	473	7.67%
71100	Sharer Rd	Locksley to Lake Shore	NB	D	430	113	1	0	1	114	316	473	26.50%
71101	Sharer Rd	Lake Shore to Locksley	SB	D	430	56	0	0	0	56	374	473	13.02%
71150	Shelfer Rd	Capital Circle to Crossway	NB	E	512	135	47	0	47	182	330	563	35.55%
71151	Shelfer Rd	Crossway to Capital Circle	SB	E	341	83	17	0	17	100	241	375	29.33%
71200	Shelfer Rd	Crossway to Ross	NB	E	512	77	0	0	0	77	435	563	15.04%
71201	Shelfer Rd	Ross to Crossway	SB	E	512	56	0	0	0	56	456	563	10.94%
71230	Shelfer Rd	Ross to Crawfordville Hwy	NB	E	352	94	1	0	1	95	257	387	26.99%
71231	Shelfer Rd	Crawfordville Hwy to Ross	SB	E	665	122	2	5	7	129	536	732	19.35%
71450	Silver Lake Rd	South End to Blountstown Hwy	NB	C	430	50	0	0	0	50	380	473	11.63%
71451	Silver Lake Rd	Blountstown Hwy to South End	SB	C	430	58	0	0	0	58	372	473	13.49%
72350	Smith Creek Road	Wakulla County to SR 20	NB	C	430	43	0	0	0	43	387	473	10.00%
72351	Smith Creek Road	SR 20 to Wakulla County	SB	C	430	34	1	0	1	35	395	473	8.14%
72850	Springhill Road	Wakulla County to Tom Roberts	NB	C	531	93	10	0	10	103	428	584	19.40%

CONCURRENCY ROADWAY INVENTORY

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72851	Springhill Road	Tom Roberts to Wakulla County	SB	C	648	310	26	10	36	346	302	713	53.45%
72900	Springhill Road	Tom Roberts to Capital Circle	NB	E	863	133	6	2	8	141	722	949	16.34%
72901	Springhill Road	Capital Circle to Tom Roberts	SB	E	720	412	93	14	107	519	201	792	72.08%
73000	Springhill Road	Capital Circle to Springsax	NB	E	1332	175	0	109	109	284	1048	1465	21.32%
73001	Springhill Road	Springsax to Capital Circle	SB	E	981	370	15	13	28	398	583	1079	40.59%
74660	Sunflower/County Line	County Line to Elgin Rd	EB	C	430	32	93	0	93	125	305	473	29.07%
74661	Sunflower/County Line	Elgin Rd to County Line	WB	C	430	32	0	0	0	32	398	473	7.44%
74770	Taff Road	Natural Bridge to Oak Ridge Rd	NB	C	430	6	0	0	0	6	424	473	1.40%
74771	Taff Road	Oak Ridge to Natural Bridge Road	SB	C	430	11	0	0	0	11	419	473	2.56%
74800	Talpeco Rd	Old Bainbridge to Monroe	EB	D	740	168	0	15	15	183	557	814	24.74%
74801	Talpeco Rd	Monroe to Old Bainbridge	WB	D	740	224	0	33	33	257	483	814	34.73%
74820	Talpeco Rd	Monroe to Doris	EB	D	740	42	0	1	1	43	697	814	5.81%
74821	Talpeco Rd	Doris to Monroe	WB	D	740	44	0	3	3	47	693	814	6.35%
74850	Tekesta	Bannerman to Deerlake South	NB	D	1140	346	20	56	76	422	718	1254	37.02%
74851	Tekesta	Deerlake South to Bannerman	SB	D	1140	377	12	10	22	399	741	1254	35.03%
74870	Tennessee Street West	Gadsden Co to Aenon Church	EB	D	1340	940	199	0	199	1139	201	1474	85.00%
74871	Tennessee Street West	Aenon Church to Gadsden	WB	D	1640	1358	214	64	278	1636	4	1804	99.75%
74900	Tennessee Street West	Aenon Church to Capital Circle	EB	D	1363	862	47	239	286	1148	215	1499	84.21%
74901	Tennessee Street West	Capital Circle to Aenon Church	WB	D	2132	1053	73	0	73	1126	1006	2345	52.81%

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77980	Tennessee Street East	Dempsey Mayo to Charlais	EB	D	2680	1208	744	85	829	2037	643	2948	76.01%
77981	Tennessee Street East	Charlais to Dempsey Mayo	WB	D	2190	845	576	75	651	1496	694	2409	68.31%
78010	Tennessee Street East	Charlais to Pedrick	EB	D	2680	951	705	77	782	1733	947	2948	64.66%
78011	Tennessee Street East	Pedrick to Charlais	WB	D	2190	816	519	41	560	1376	814	2409	62.83%
78040	Tennessee Street East	Pedrick to Vineland	EB	D	2680	948	789	159	948	1896	784	2948	70.74%
78041	Tennessee Street East	Vineland to Pedrick	WB	D	2190	595	826	111	937	1532	658	2409	69.95%
78070	Tennessee Street East	Vineland to I-10	EB	D	1110	1131	826	40	866	1997	-887	1221	179.95%
78071	Tennessee Street East	I-10 to Vineland	WB	D	1110	1216	868	146	1014	2230	-1120	1221	200.87%
78080	Tennessee Street East (US 90)		EB	D	1110	332	165	0	165	497	613	1221	44.77%
78081	Tennessee Street East (US 90)		WB	D	1110	442	417	0	417	859	251	1221	77.39%
78100	Tennessee Street East	I-10 to Apex	EB	D	1110	1004	639	0	639	1643	-533	1221	148.02%
78101	Tennessee Street East	Apex to I-10	WB	D	1110	705	836	0	836	1541	-431	1221	138.83%
78130	Tennessee Street East	Apex to Chaires Crossroads	EB	D	1254	227	439	0	439	666	588	1379	53.11%
78131	Tennessee Street East	Chaires Crossroads to Apex	WB	D	748	98	141	0	141	239	509	823	31.95%
78160	Tennessee Street East	Chaires Crossroad to Baum	EB	C	720	549	134	0	134	683	37	792	94.86%
78161	Tennessee Street East	Baum to Chaires Crossroads	WB	C	590	271	100	0	100	371	219	649	62.88%
78190	Tennessee Street East	Baum to Magnolia Road	EB	C	720	227	79	7	86	313	407	792	43.47%
78191	Tennessee Street East	Magnolia Road to Baum	WB	C	590	200	25	0	25	225	365	649	38.14%
78220	Tennessee Street East	Magnolia Rd to Jefferson County	EB	C	720	345	63	2	65	410	310	792	56.93%
78221	Tennessee Street East	Jefferson County to Magnolia Rd	WB	C	590	205	8	0	8	213	377	649	36.10%
81100	Thomasville Road	Killearney Way to Foxcroft	NB	D	2730	2597	280	118	398	2995	-265	3003	109.71%
81101	Thomasville Road	Foxcroft to Killearney Way	SB	D	2230	2178	112	34	146	2324	-94	2453	104.22%
81200	Thomasville Road	Foxcroft to Kerry Forest	NB	D	2730	2288	277	112	389	2677	53	3003	98.06%
81201	Thomasville Road	Kerry Forest to Foxcroft	SB	D	2230	1504	129	29	158	1662	1068	3003	60.88%

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81300	Thomasville Road	Kerry Forest to Brad/Bann	NB	D	2680	2261	317	114	431	2692	-462	2453	120.72%
81301	Thomasville Road	Brad/Bann to Kerry Forest	SB	D	2190	1524	217	62	279	1803	387	2409	82.33%
81330	Thomasville Road	Bannerman to Kinhega	NB	C	2620	1315	164	91	255	1570	1050	2882	59.92%
81331	Thomasville Road	Kinhega to Bannerman	SB	C	2140	920	91	26	117	1037	1103	2354	48.46%
81360	Thomasville Road	Kinhega to Iamonia	NB	C	1700	1275	30	8	38	1313	387	1870	77.24%
81361	Thomasville Road	Iamonia to Kinhega	SB	C	1390	1020	22	3	25	1045	345	1529	75.18%
81390	Thomasville Road	Iamonia to Georgia St Line	NB	C	1700	609	21	3	24	633	1067	1870	37.22%
81391	Thomasville Road	Georgia St Line to Iamonia	SB	C	1390	424	3	0	3	427	963	1529	30.72%
81470	Thornton Road	Mahan to Miccosukee	NB	D	1140	77	97	16	113	190	950	1254	16.66%
81471	Thornton Road	Miccosukee to Mahan	SB	D	1140	67	35	17	52	119	1021	1254	10.43%
81500	Timberlane Rd	W. End to Meridian	EB	D	1140	39	0	5	5	44	1096	1254	3.86%
81501	Timberlane Rd	Meridian to W. End	WB	D	1140	58	0	0	0	58	1082	1254	5.09%
81530	Timberlane Road	Meridian to Trillium Ct	EB	D	1140	354	9	3	12	366	774	1254	32.11%
81531	Timberlane Road	Trillium Ct to Meridian	WB	D	1140	457	40	3	43	500	640	1254	43.86%
81550	Timberlane Road	Trillium Ct to Market	EB	D	1246	554	10	4	14	568	678	1371	45.59%
81551	Timberlane Road	Market to Trillium Ct	WB	D	1033	455	38	3	41	496	537	1136	48.02%
81850	Tower Rd	Bombadil to Capital Circle	EB	D	740	219	141	49	190	409	331	814	55.27%
81851	Tower Rd	Capital Circle to Bombadil	WB	D	740	268	189	33	222	490	250	814	66.20%
82100	Tram Road	Capital Circle SE to Four Oaks Blvd	EB	E	964	280	130	23	153	433	531	1060	44.87%
82101	Tram Road	Four Oaks Blvd to Capital Circle SE	WB	E	939	320	66	0	66	386	553	1033	41.11%
82130	Tram Road	Four Oaks to St. Joe	EB	D	1430	165	290	23	313	478	952	1573	33.40%
82131	Tram Road	St. Joe to Four Oaks	WB	D	964	111	0	0	0	111	853	1060	11.51%
82160	Tram Road	St. Joe to WW Kelly	EB	C	648	189	193	20	213	402	246	713	62.00%
82161	Tram Road	WW Kelly to St. Joe	WB	C	531	63	26	0	26	89	442	584	16.76%

CONCURRENCY ROADWAY INVENTORY

Volume to Capacity > 110%
Volume to Capacity 100-109.99%
Volume to Capacity 80-99.9%

Seg#	Road	Segment	Dir	ADOPT. LOS	Cap	Traffic Counts	Committed Demand from Approved Concurrency Projects	Committed Demand from Exempt & Vested Projects	Total Com-mitted Dem.	Total Dem.	Rem. Cap.	# of Trips to Reach 110% Cap	V/C Ratio
82190	Tram Road	WW Kelley to Jefferson County	EB	C	648	93	1	0	1	94	554	713	14.51%
82191	Tram Road	Jefferson County to WW Kelley	WB	C	531	50	0	0	0	50	481	584	9.42%
82550	T.S. Green Road	CR 59 to Jefferson County	EB	C	430	10	0	0	0	10	420	473	2.33%
82551	T.S. Green Road	Jefferson County to CR 59	WB	C	430	13	0	0	0	13	417	473	3.02%
82900	Velda Dairy	Kerry Forest to Bradfordville	NB	D	430	130	24	0	24	154	276	473	35.81%
82901	Velda Dairy	Bradfordville to Kerry Forest	SB	D	991	186	52	2	54	240	751	1090	24.21%
82930	Veterans Memorial	U.S. 90 to Rococo	NB	C	648	127	12	5	17	144	504	713	22.22%
82931	Veterans Memorial	Rococo to U.S. 90	SB	C	531	84	11	1	12	96	435	584	18.08%
82960	Veterans Memorial	Rococo to Moccasin Gap	NB	C	648	90	7	2	9	99	549	713	15.26%
82961	Veterans Memorial	Moccasin Gap to Rococo	SB	C	531	70	0	0	0	70	461	584	13.18%
82990	Veterans Memorial	Moccasin Gap to Georgia	NB	C	648	72	2	0	2	74	574	713	11.42%
82991	Veterans Memorial	Georgia to Moccasin Gap	SB	C	531	71	0	0	0	71	460	584	13.37%
83550	Village Way	Top Way to Capital Circle NW	EB	D	740	130	0	1	1	131	609	814	17.70%
83551	Village Way	Capital Circle NW to Top Way	WB	D	740	186	12	9	21	207	533	814	27.97%
84380	W.W. Kelley Road	Tram to Rose	NB	C	430	125	118	15	133	258	172	473	60.01%
84381	W.W. Kelley Road	Rose to Tram	SB	C	430	83	86	0	86	169	261	473	39.30%
84410	W.W. Kelley Road	Rose to US 27	NB	C	430	139	160	15	175	314	116	473	73.03%
84411	W.W. Kelley Road	U.S. 27 to Rose	SB	C	430	172	47	0	47	219	211	473	50.93%
84440	Wadesboro	Mahan to Baum Rd	EB	C	430	35	24	8	32	67	363	473	15.47%
84441	Wadesboro	Baum Rd to Mahan	WB	C	430	81	10	2	12	93	337	473	21.60%
84530	Wakulla Springs Road	Wakulla County to Oak Ridge Rd	NB	C	648	211	8	0	8	219	429	713	33.80%
84531	Wakulla Springs Road	Oak Ridge Rd to Wakulla County	SB	C	531	791	183	5	188	979	-448	584	184.31%
84560	Wakulla Springs Road	Oak Ridge Rd to US 319	NB	C	648	157	11	14	25	182	466	713	28.10%
84561	Wakulla Springs Road	US 319 to Oak Ridge Rd	SB	C	531	582	350	14	364	946	-415	584	178.17%

CONCURRENCY ROADWAY INVENTORY

Volume to Capacity > 110%
Volume to Capacity 100-109.99%
Volume to Capacity 80-99.9%

Seg#	Road	Segment	Dir	ADOPT. LOS	Cap	Traffic Counts	Committed Demand from Approved Concurrency Projects	Committed Demand from Exempt & Vested Projects	Total Com-mitted Dem.	Total Dem.	Rem. Cap.	# of Trips to Reach 110% Cap	V/C Ratio
85040	Whirlaway Dr	Shannon Lake North to Pimlico	NE	D	1120	258	0	15	15	273	847	1232	24.38%
85041	Whirlaway Dr	Pimlico to Shannon Lake North	SW	D	1120	124	0	3	3	127	993	1232	11.32%
85070	Whirlaway Dr	Pimlico to Forward Pass	EB	D	1120	28	0	8	8	36	1084	1232	3.17%
85071	Whirlaway Dr	Forward Pass to Pimlico	WB	D	1120	40	0	1	1	41	1079	1232	3.66%
85290	Williams Road	St. Joe to WW Kelley	EB	C	430	55	32	0	32	87	343	473	20.23%
85291	Williams Road	WW Kelley to St Joe	WB	C	430	50	2	6	8	58	372	473	13.40%
85320	Williams Road	St. Joe to Old St. Augustine	NB	C	430	81	36	6	42	123	307	473	28.52%
85321	Williams Road	Old St. Augustine to St. Joe	SB	C	430	87	60	0	60	147	283	473	34.19%
85350	Williams Road	Old St. Augustine to US 27	NB	D	430	32	46	13	59	91	339	473	21.20%
85351	Williams Road	US 27 to Old St. Augustine	SB	D	430	156	53	0	53	209	221	473	48.60%
85430	Woodhill	Fred George to Carnwath	NE	D	430	73	0	0	0	73	357	473	16.98%
85431	Woodhill	Carnwath to Fred George	SW	D	430	37	0	4	4	41	389	473	9.53%
85470	Woodville Highway	Wakulla Co. to Natural Bridge Rd	NB	C	720	379	24	0	24	403	317	792	55.97%
85471	Woodville Highway	Natural Bridge Road to Wakulla Co.	SB	C	590	545	48	9	57	602	-12	649	102.10%
85500	Woodville Highway	Natural Bridge Rd to Oak Ridge	NB	C	720	654	80	0	80	734	-14	792	101.94%
85501	Woodville Highway	Oak Ridge to Natural Bridge Road	SB	C	590	1172	407	9	416	1588	-998	649	269.22%
85530	Woodville Highway	Ross to Paul Russell Ext	NB	C	767	406	28	0	28	434	333	844	56.58%
85531	Woodville Highway	Paul Russell Ext to Ross	SB	C	1126	624	403	9	412	1036	90	1239	92.04%
85600	Woodville Highway	Capital Circle to Ross	NB	D	1236	728	3	11	14	742	494	1360	60.03%
85601	Woodville Highway	Ross to Capital Circle	SB	D	1100	1180	22	10	32	1212	-112	1210	110.21%

Roadway Segments Exceeding the LOS Standard in Leon County

Segment #	Roadway	Segment	Dir	State Rd.	Cap. Con-strained	Exceeding LOS due to Committed Demand	Exceeding LOS due to Traffic Counts	Proposed Improvements	FDOT Capacity: Increase, Same, or Decrease?	Why is the segment failing?
15821	Blountstown Highway	Geddie Rd to Coe's Landing	WB	Y			X	Staff will continue to monitor	Decrease	Because FDOT Capacity Decreased
15841	Blountstown Highway	Aenon Church to Geddie Rd	WB	Y			X	Staff will continue to monitor	Decrease	Because FDOT Capacity Decreased
18900	Buck Lake Road	Mahan to Vermillion	EB	N		X		Staff will continue to monitor	Same	Committed Demand
18901	Buck Lake Road	Vermillion to Mahan	WB	N		X		Staff will continue to monitor	Same	Committed Demand
19050	Buck Lake Road	Davis to Pedrick	EB	N			X	Staff will continue to monitor	Same	Traffic Count Increase
23801	Capital Circle	Woodville to Crawfordville	WB	Y		X		6-lane improvements completed; ongoing monitoring	Decreased	Because FDOT Capacity Decreased
23900	Capital Circle	Crawfordville to Southbrook Entrance	NW	Y				Construction begins Spring 2026	Decreased	Because FDOT Capacity Decreased
23901	Capital Circle	Southbrook Entrance to Crawfordville	SE	Y			X	Construction begins Spring 2026	Same	Traffic Count Increase
24720	Capital Circle	I-10 to Fred George	NB	Y		X		Staff will continue to monitor	Same	Committed Demand
24760	Capital Circle	Old Bainbridge to North Monroe	NB	Y		X		Staff will continue to monitor	Increased	Committed Demand
26240	Chaires Crossroads	U.S. 27 to Capitola	NB	N		X		Staff will continue to monitor	Same	Committed Demand
26241	Chaires Crossroads	Capitola to U.S. 27	SB	N		X		Staff will continue to monitor	Same	Committed Demand
26280	Chaires Crossroads	Buck Lake to Mahan	NB	N		X		Staff will continue to monitor	Same	Committed Demand
26281	Chaires Crossroads	Mahan to Buck Lake	SB	N		X		Staff will continue to monitor	Same	Committed Demand
29341	Crawfordville Road	Oak Ridge Rd to Wakulla Co.	SB	Y			X	ROW acquisition thru 2027	Decrease	Because FDOT Capacity Decreased
29360	Crawfordville Road	Oak Ridge Rd to SR 61	NB	Y			X	ROW acquisition thru 2027	Decrease	Because FDOT Capacity Decreased
29361	Crawfordville Road	SR 61 to Oak Ridge Rd	SB	Y			X	ROW acquisition thru 2027	Decrease	Because FDOT Capacity Decreased
29421	Crawfordville Road	Munson to SR 61	SB	Y			X	4-lane improvements completed; ongoing monitoring	Decrease	Because FDOT Capacity Decreased
29501	Crawfordville Road	Shelfer to Capital Circle	SB	Y			X	Staff will continue to monitor	Same	Traffic Count Increase
40351	Interstate 10*	Capital Circle to Gadsden County	WB	Y		X		May be an anomaly, will continue to review	Decrease	Because FDOT Capacity Decreased
52601	Miccosukee Road	Dempsey Mayo to Fleischmann	WB	N	Y	X		Canopy Road	Same	Committed Demand
58050	Monroe Street	Faulk/Perkins to Capital Circle	NW	Y		X		Staff will continue to monitor	Decrease	Traffic Count Increase
58080	Monroe Street	Capital Circle to Gadsden Co.	NW	Y			X	Staff will continue to monitor	Decrease	Traffic Count Increase
60200	Old Bainbridge	Fred George to Capital Circle	NW	N		X		Intersection improvement	Same	Committed Demand
65130	Pedrick Rd	Buck Lake to Mahan	NB	N			X	Staff will continue to monitor	Same	Traffic Count Increase
78070	Tennessee Street East	Vineland to I-10	EB	Y			X	Staff will continue to monitor	Decrease	Because FDOT Capacity Decreased
78071	Tennessee Street East	I-10 to Vineland	WB	Y			X	Staff will continue to monitor	Decrease	Because FDOT Capacity Decreased
78100	Tennessee Street East	I-10 to Apex	EB	Y		X		Staff will continue to monitor	Increase	Committed Demand
78101	Tennessee Street East	Apex to I-10	WB	Y		X		Staff will continue to monitor	Decrease	Committed Demand
81100	Thomasville Road	Killearney Way to Foxcroft	NB	Y		X		Staff will continue to monitor	Decrease	Because FDOT Capacity Decreased
81101	Thomasville Road	Foxcroft to Killearney Way	SB	Y		X		Staff will continue to monitor	Decrease	Because FDOT Capacity Decreased
81300	Thomasville Road	Kerry Forest to Brad/Bann	NB	Y		X		Staff will continue to monitor	Increase	Committed Demand
84531	Wakulla Springs Road	Oak Ridge Rd to Wakulla County	SB	Y			X	Staff will continue to monitor	Increase	Traffic Count Increase
84561	Wakulla Springs Road	US 319 to Oak Ridge Rd	SB	Y			X	Staff will continue to monitor	Decrease	Traffic Count Increase
85471	Woodville Highway	Natural Bridge Road to Wakulla Co.	SB	Y		X		Staff will continue to monitor	Decrease	Because FDOT Capacity Decreased
85500	Woodville Highway	Natural Bridge Rd to Oak Ridge	NB	Y		X		Staff will continue to monitor	Decrease	Because FDOT Capacity Decreased
85501	Woodville Highway	Oak Ridge to Natural Bridge Road	SB	Y			X	Staff will continue to monitor	Decrease	Traffic Count Increase
85601	Woodville Highway	Ross to Capital Circle	SB	Y			X	Partial ROW acquisition; estimated completion N/A	Same	Traffic Count Increase

*Also on the Federal Highway Administration Interstate System

15 failing due to capacity decrease

13 failing due to committed demand

10 failing due to increased traffic counts

County Maintained Roads

Leon County
Board of County Commissioners

Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on the Woodville Aquaculture Facility

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator
Lead Staff / Project Team:	Scott Brockmeier, Director, Development Support & Environmental Management (DSEM)

Statement of Issue:

As requested by the Board, this item provides a status report on development activity related to the Woodville Aquaculture Facility, an 18-acre property on Woodville Highway initially proposed for an aquaculture operation.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Status Report on the Woodville Aquaculture Facility.

Report and Discussion

Background:

On April 8, 2025, the Board requested an update on development activity at an 18-acre property on Woodville Highway (Parcel ID: 33-05-20-002-000-0). Initially proposed for an aquaculture operation (fish farm), the site is now dormant, appears to be unfinished, and is in a dilapidated condition. A partially built structure on the property shows significant disrepair, with deteriorating materials, and signs of long-term abandonment. To the south of the structure, large quantities of construction rubble including broken cinder blocks and discarded concrete have been disposed (Attachment #1). This item outlines legal protections afforded to agricultural operations in Florida, presents the most recent updates from the State regulatory authority, the Florida Department of Agriculture and Consumer Services (FDACS), and outlines the circumstances where Leon County may exercise regulatory authority over the facility.

In October 2019, the property owner applied to FDACS to formally establish an aquaculture facility pursuant to the Florida Right to Farm Act (F.S. § 823.14; see Attachment #2). This application marked the first step toward establishing an aquaculture use and resulted in the issuance of a Certificate of Registration by FDACS.

The Florida Right to Farm Act specifically limits the duplication of government regulation on bona fide farm operations by barring counties and municipalities from imposing ordinances, rules, fees, or permit requirements that "prohibit, restrict, regulate, or otherwise limit" an activity of a legitimate farm operation on land with an agricultural classification. This preemption applies when such operations follow State-approved Best Management Practices (BMPs) or interim measures set by FDACS, the Florida Department of Environmental Protection (FDEP), or a water management district. For instance, once FDACS issues a Certificate of Registration for fertilizer use, livestock waste management, or aquaculture, the County's local regulatory authority is effectively overridden by State regulatory authority.

If the certificate expires or lapses and the property is no longer engaged in active agricultural use, the protections of the Right to Farm Act no longer apply. At that point, the County may enforce local regulations, including those addressing junk accumulation and dilapidated structures. Until then, local regulation is preempted.

Construction of the aquaculture facility began in 2021 and stalled by 2022. In January 2023, ongoing community complaints prompted County staff to seek project information and an update from FDACS, which confirmed the facility held a valid certificate and was in compliance with regulatory standards, though they acknowledged concerns about large tree debris piles and agreed to follow up with the owner. A subsequent inquiry in June 2023 revealed the owner had submitted a renewal application, including an updated project timeline as to when the facility would be operational. At that time, FDACS confirmed the certificate remained active with construction expected to resume. By October 2024, a renewed commitment by the owner was made to have 25% of the facility operational by the end of the year, with FDACS scheduling a follow-up inspection to ensure progress.

The site is now dormant, appears to be unfinished, and is in a dilapidated condition. The current Certificate of Registration is scheduled to expire on June 30, 2025. This item outlines legal protections afforded to agricultural operations in Florida, presents the most recent updates from the State regulatory authority (the Florida Department of Agriculture and Consumer Services), and outlines the circumstances where Leon County may exercise regulatory authority over this facility.

Analysis:

Under Florida's Right to Farm Act (F.S. § 823.14), local regulatory enforcement is preempted when a property is actively used for a bona fide agricultural operation, such as aquaculture or other uses recognized and regulated by the State. This includes operations compliant with State-approved Best Management Practices (BMPs). As long as a valid Certificate of Registration remains in effect, or there is a bona fide agricultural operation, local governments are prohibited from applying ordinances, rules, or permitting requirements that would otherwise regulate such farm activities.

County staff recently contacted the property owner, who indicated that while he does not intend to renew the existing aquaculture certificate (set to expire June 30, 2025), he is currently evaluating the potential to establish a nursery operation on the site under the Florida Right to Farm Act which would continue to preempt the County's regulatory authority.

Consequently, the County's ability to enforce local land development codes—such as those governing dilapidated structures or junk accumulation—remains contingent upon the lapse of the aquaculture certificate *and* the absence of any newly established agricultural activity.

Effective code compliance and enforcement require balancing community standards with the rights of individual property owners. In doing so, alleged violations must be substantiated by evidence and addressed through a transparent, legally sound process. Once the current aquaculture Certificate of Registration expires on June 30, 2025—and no new bona fide agricultural use is initiated—the County would regain authority to enforce applicable local regulations. Any potential code enforcement actions will be carried out through the Leon County Code Enforcement Board, a quasi-judicial body that ensures code compliance while safeguarding the due process rights of property owners as provided under Chapter 162, Florida Statutes.

All enforcement procedures will adhere to established due process, including official notice, an opportunity to respond, and a formal hearing before the Code Enforcement Board. This ensures that County actions remain equitable, and legally compliant.

In summary, the owner's current Certificate of Registration and past efforts to establish an aquaculture facility have, up to this point, shielded the property from local code enforcement under the protections afforded by the Florida Right to Farm Act. However, those protections are contingent upon the presence of a valid certificate and a bona fide agricultural use.

If no new agricultural activity is initiated following the expiration of the current certificate on June 30, 2025, the County will regain jurisdiction to enforce relevant land development and property maintenance codes. In that case, staff will initiate formal Code Compliance procedures through the Leon County Code Enforcement Board.

Conversely, if the owner pursues and establishes a nursery operation as a protected agricultural activity under State law, the County's regulatory authority will be preempted and enforcement of local codes will remain limited. In that event, the County will continue to coordinate with the appropriate State agencies to monitor the site for compliance with applicable agricultural standards.

Options:

1. Accept the Status Report on the Woodville Aquaculture Facility.
2. Do not accept the Status Report on the Woodville Aquaculture Facility.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Site Observation Imagery – 05/27/2025
2. Florida's Right to Farm Act


May 27, 2025 11:32 AM


LEON COUNTY
STOP
May 27, 2025 11:32 AM


May 27, 2025 11:31 AM


May 27, 2025 11:29 AM

The 2024 Florida Statutes

Title XLVI **Chapter 823**
CRIMES **PUBLIC NUISANCES**

823.14 Florida Right to Farm Act.—
(1) SHORT TITLE.—This section shall be known and may be cited as the "Florida Right to Farm Act."
(2) LEGISLATIVE FINDINGS AND PURPOSE.—The Legislature finds that agricultural production is a major contributor to the economy of the state; that agricultural lands constitute unique and irreplaceable resources of statewide importance; that the continuation of agricultural activities preserves the landscape and environmental resources of the state, contributes to the increase of tourism, including agritourism, and furthers the economic self-sufficiency of the people of the state; and that the encouragement, development, improvement, and preservation of agriculture will result in a general benefit to the health and welfare of the people of the state. The Legislature further finds that agricultural activities conducted on farm land in urbanizing areas are potentially subject to lawsuits based on the theory of nuisance and that these suits encourage and even force the premature removal of the farm land from agricultural use. It is the purpose of this act to protect reasonable agricultural and complementary agritourism activities conducted on farm land from nuisance suits and other similar lawsuits.
(3) DEFINITIONS.—As used in this section:
(a) "Agritourism activity" has the same meaning as provided in s. 570.86.
(b) "Established date of operation" means the date the farm operation commenced. For an agritourism activity, the term "established date of operation" means the date the specific agritourism activity commenced. If the farm operation is subsequently expanded within the original boundaries of the farm land, the established date of operation of the expansion shall also be considered as the date the original farm operation commenced. If the land boundaries of the farm are subsequently expanded, the established date of operation for each expansion is deemed to be a separate and independent established date of operation. The expanded operation shall not divest the farm operation of a previous established date of operation.
(c) "Farm" means the land, buildings, support facilities, machinery, and other appurtenances used in the production of farm or aquaculture products.
(d) "Farm operation" means all conditions or activities by the owner, lessee, agent, independent contractor, or supplier which occur on a farm in connection with the production of farm, honeybee, or apiculture products or in connection with complementary agritourism activities. These conditions and activities include, but are not limited to, the marketing of farm products at roadside stands or farm markets; the operation of machinery and irrigation pumps; the generation of noise, odors, dust, fumes, and particle emissions; ground or aerial seeding and spraying; the placement and operation of an apiary; the application of chemical fertilizers, conditioners, insecticides, pesticides, and herbicides; agritourism activities; and the employment and use of labor.
(e) "Farm product" means any plant, as defined in s. 581.011, or animal or insect useful to humans and includes, but is not limited to, any product derived therefrom.
(f) "Nuisance" means any interference with reasonable use and enjoyment of land, including, but not limited to, noise, smoke, odors, dust, fumes, particle emissions, or vibration. The term also includes all claims that meet the requirements of this definition, regardless of whether the plaintiff designates those claims as brought in nuisance, negligence, trespass, personal injury, strict liability, or other tort.
(4) FARM OPERATIONS; NUISANCE.—
(a) No farm operation which has been in operation for 1 year or more since its established date of operation and which was not a nuisance at the time of its established date of operation shall be a public

or private nuisance if the farm operation conforms to generally accepted agricultural and management practices, except that the following conditions shall constitute evidence of a nuisance:

1. The presence of untreated or improperly treated human waste, garbage, offal, dead animals, dangerous waste materials, or gases which are harmful to human or animal life.

2. The presence of improperly built or improperly maintained septic tanks, water closets, or privies.

3. The keeping of diseased animals which are dangerous to human health, unless such animals are kept in accordance with a current state or federal disease control program.

4. The presence of unsanitary places where animals are slaughtered, which may give rise to diseases which are harmful to human or animal life.

(b) No farm operation shall become a public or private nuisance as a result of a change in ownership, a change in the type of farm product being produced, a change in conditions in or around the locality of the farm, or a change brought about to comply with best management practices adopted by local, state, or federal agencies if such farm has been in operation for 1 year or more since its established date of operation and if it was not a nuisance at the time of its established date of operation.

(c) A farm may not be held liable for nuisance unless the plaintiff proves by clear and convincing evidence that the claim arises out of conduct that did not comply with state or federal environmental laws, regulations, or best management practices.

(d) A nuisance action may not be filed against a farm operation unless the real property affected by the conditions alleged to be a nuisance is located within one-half mile of the source of the activity or structure alleged to be a nuisance.

(5) WHEN EXPANSION OF OPERATION NOT PERMITTED.—This act shall not be construed to permit an existing farm operation to change to a more excessive farm operation with regard to noise, odor, dust, or fumes where the existing farm operation is adjacent to an established homestead or business on March 15, 1982.

(6) LIMITATION ON DUPLICATION OF GOVERNMENT REGULATION.—It is the intent of the Legislature to eliminate duplication of regulatory authority over farm operations as expressed in this subsection. Except as otherwise provided for in this section and s. 487.051(2), and notwithstanding any other provision of law, a local government may not adopt any ordinance, regulation, rule, or policy to prohibit, restrict, regulate, or otherwise limit an activity of a bona fide farm operation on land classified as agricultural land pursuant to s. 193.461, where such activity is regulated through implemented best management practices or interim measures developed by the Department of Environmental Protection, the Department of Agriculture and Consumer Services, or water management districts and adopted under chapter 120 as part of a statewide or regional program. When an activity of a farm operation takes place within a wellfield protection area as defined in any wellfield protection ordinance adopted by a local government, and the adopted best management practice or interim measure does not specifically address wellfield protection, a local government may regulate that activity pursuant to such ordinance. This subsection does not limit the powers and duties provided for in s. 373.4592 or limit the powers and duties of any local government to address an emergency as provided for in chapter 252.

(7) COMPENSATORY DAMAGES.—When the alleged nuisance emanated from a farm operation, the compensatory damages that may be awarded to a plaintiff for a private nuisance action must be measured by the reduction in the fair market value of the plaintiff's property caused by the nuisance, but may not exceed the fair market value of the property.

(8) PUNITIVE DAMAGES.—Any punitive damages claim in a nuisance action brought against a farm is subject to ss. 768.71-768.81. Additionally, a plaintiff may not recover punitive damages in a nuisance action against a farm unless:

(a) The alleged nuisance is based on substantially the same conduct that was subject to a civil enforcement judgment or criminal conviction; and

(b) The conviction or judgment occurred within 3 years of the first action forming the basis of the nuisance action.

(9) NUISANCE ACTIONS BASED ON EXISTING FARM OPERATIONS.—A plaintiff who fails to prevail in a nuisance action based on a farm operation that has been in existence for 1 year or more before the date that the action was instituted and that conforms with generally accepted agricultural and management practices or state and federal environmental laws is liable to the farm for all costs, fees, and expenses incurred in defense of the action.

History.—s. 1, ch. 79-61; ss. 1, 2, ch. 82-24; s. 9, ch. 87-367; s. 75, ch. 93-206; s. 1279, ch. 97-102; s. 25, ch. 99-391; s. 39, ch. 2000-308; s. 13, ch. 2012-83; s. 1, ch. 2021-7; s. 65, ch. 2022-4.

Leon County
Board of County Commissioners

Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: May 2025 Quarterly Economic Dashboard Report

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)
Lead Staff / Project Team:	Keith Bowers, Director, Office of Economic Vitality (OEV) Dan Lucas, Business Intelligence Manager, OEV

Statement of Issue:

This item seeks Board acceptance of the May 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 May 2025 Quarterly Economic Dashboard Report (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of the May 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. 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 first quarter of 2025 (Q1, January-March), or the latest information available for the 13 indicators (Attachment #1). The Dashboard metrics include:

Employment & Labor Market Trends (Year-over-Year)

- Employment levels averaged 204,900, a 2.0% increase from Q1 2024.
- Private sector employment in the MSA (Gadsden, Jefferson, Leon, Wakulla Counties) rose by 3,400 jobs (2.5%).
- The 3-month average Unemployment Rate was 3.7%, up 0.5 points from Q1 2024 and up 0.2 points from Q4 2024. The 3-month average Unemployment Rate has been under 4% since Q4 2021 (14 quarters).
- Initial Unemployment Claims increased 10.6% from Q1 2024 but were 82% lower than the 5-year Q1 average.
- The MSA Labor Force increased by 1.8% year-over-year, while the statewide labor force increased by only 0.7%.

Wages & Housing Market

- The Average Weekly Wage in Q3 2024 was $1,142, a 6.2% increase from Q3 2023 but still 88% of the state's average.
- Average weekly wages in Q3 2024 grew 6.2% year-over-year.
- Adjusted for regional inflation (2.4%), the real wage increase was 3.8%.
- Median Single-Family Home Sales Price was $325,000, up 0.9% year-over-year but down 1.5% from Q3 2024.
- New Single-Family Construction Permits dropped 7.7%, with 143 total permits issued, primarily in Canopy Units 4 & 5, Lake Mary Forest, Fallschase, and Landon Hills.
- Mortgage Foreclosures in Leon County fell to 54, remaining 44% below the 10-year Q1 average.

Commercial & Real Estate

- The Office Vacancy Rate rose to 4.9% from 4.4% in Q1 2024, staying under 6% since Q1 2020.
- The Industrial Vacancy Rate was 3.2%, up from 1.4% in Q1 2024, staying under 4% since Q1 2018.
- Office property vacancy rates remained under 5% for five consecutive quarters—marking the first time since Q3 2019.
- Industrial vacancy rates stayed under 4% since Q1 2018, surpassing 3% only three times since Q2 2018.
- Median single-family home prices stabilized, with year-over-year growth averaging 1.6% since Q3 2023.
- Mortgage foreclosures were 44% lower than the 10-year Q1 average.

Consumer & Business Activity

- Taxable Sales in Q4 2024 totaled $1.74 billion, a 3.9% increase year-over-year and 15% above the 5-year Q4 average.
- Tourist Development Tax Receipts in Q4 2024 rose 3.4% year-over-year and 27.2% from Q3 2024.
- TLH Airport Passengers reached 219,877, down 1.9% year-over-year but 25% more than the 10-year Q1 average.

Quarter-over-Quarter Highlights

This section summarizes economic data from Q4 2024 (October–December) to Q1 2025 (January–March), reflecting recent trends and changes in key indicators. Leon County has added about 3,000 jobs, raising total employment by 2 percent year-over-year, while the labor force expanded by 1.8 percent. The unemployment rate increased to 3.7 percent, yet initial claims remain 77 percent below their ten-year seasonal norm. Real wages climbed 3.8 percent, outpacing

inflation, and consumer strength showed in record taxable sales of $1.74 billion and a 27 percent quarter-over-quarter jump in Tourist Development Tax receipts. Housing cooled slightly as median single-family prices slipped 1.5 percent from Q3 2024, and new-home permits fell 7.7 percent, yet prices are still higher than a year ago. Office and industrial vacancies ticked up to 4.9 percent and 3.2 percent, respectively, as new space came online but remain well below pre-pandemic averages, underscoring continued economic resilience. The overall findings and key takeaways from Q1 2025 are reflected as follows:

- Employment growth remains steady, while the labor force slightly expands.
- Wage growth outpaced inflation, improving real earnings.
- Real estate markets have shown stability, with low office & industrial vacancies.
- Foreclosures and unemployment claims remain well below long-term averages.

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.

As Leon County continues to demonstrate economic resilience across key indicators, it is important to acknowledge that the national economic landscape is evolving. The new Presidential administration has signaled a shift toward reduced federal spending, including proposed cuts to university research grants, an area with significant implications for a research-based community such as ours. Additionally, ongoing trade negotiations, potential tariffs, and broader economic uncertainty may introduce volatility in business and consumer confidence. While these federal-level developments could impact long-term planning, the continued monitoring of local economic data through the Quarterly Dashboard helps ensure that the County remains agile and responsive to both challenges and opportunities ahead.

Options:

1. Accept the May 2025 Quarterly Economic Dashboard Report (Attachment #1).
2. Do not accept the May 2025 Quarterly Economic Dashboard Report.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. May 2025 Quarterly Economic Dashboard

May 2025 Edition

QED
Quarterly Economic Dashboard

OFFICE OF ECONOMIC VITALITY

Indicator* – Most Recent Quarter		Since Last Year	What Does This Mean?
EMPLOYMENT	204,900 (1st qtr. 2025)	+2.0% Up 4,100 from Q1 2024	MSA **Employment** was down 0.7% from the Q4 2024 average of 205,700. Private sector employment in Q1 2025 increased by 3,400 (2.5%) compared to Q1 2024.
UNEMPLOYMENT CLAIMS	480 (1st qtr. 2025)	+10.6% 46 more than in Q1 2024	MSA **Initial Claims for Unemployment Compensation** in Q1 2025 were up by 10 (2.1%) from a total of 470 in Q4 2024, and 77% less than the 10-year Q1 average of 2,053 during 2015-2024.
NEW SINGLE-FAMILY CONSTRUCTION PERMITS	143 (1st qtr. 2025)	-7.7% 12 fewer than in Q1 2024	**Single-Family Construction Permits** in Leon Co. totaled 143 (City of Tallahassee, 110; Unincorporated Leon Co., 33), up 33 (30.0%) from 110 permits in Q4 2024, and 16.8% lower than the 10-year Q1 average of 172 permits during 2015-2024.
MEDIAN SINGLE-FAMILY HOME SALES PRICE	$325,000 (4th qtr. 2024)	+0.9% Up $3K from Q4 2023	MSA **Median Sales Price** was down 1.5% from Q3 2024, has risen in 12 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	$2.95 M (4th qtr. 2024)	+3.4% Up $97K from Q4 2023	MSA **Tourist Development Tax Receipts** increased by 27.2% from Q3 2024 (receipts for Q4 were higher than Q3 in 19 of the past 20 years). Receipts were 42% higher than the 5-year Q4 average of $2.08M during 2019-2023.
TALLAHASSEE PASSENGERS	219,877 (1st qtr. 2025)	-1.9% 4,225 fewer than in Q1 2024	**TLH Passengers** in Q1 2025 were down 14.6% from Q4 2024 and 25% higher than the 10-year Q1 average of 175,763 during 2015-2024.
UNEMPLOYMENT RATE	3.7% (1st qtr. 2025)	+0.5 pts. Up from 3.2% in Q1 2024	The MSA 3-month average **Unemployment Rate** was up 0.2 points from 3.5% in Q4 2024. The 3-month average Unemployment Rate has been under 4% since Q4 2021.
AVERAGE WEEKLY WAGE	$1,142 (3rd qtr. 2024)	+6.2% $67 more than in Q3 2023	MSA **Average Weekly Wage** was unchanged from Q2 2024, with quarter-to-quarter increases in 15 of the past 20 quarters.
MORTGAGE FORECLOSURES	54 (1st qtr. 2025)	-18.2% 12 fewer than in Q1 2024	**Mortgage Foreclosures** in Leon Co. were up by 17 from a total of 37 in Q4 2024. Foreclosures in Q1 2025 were 44% lower than the 10-year Q1 average of 97 during 2015-2024.
OFFICE VACANCY RATE	4.9% (1st qtr. 2025)	+0.5 pts. Up from 4.4% in Q1 of 2024	MSA **Office Vacancy** was up 0.5 points from 4.4% in Q4 2024, and has been under 6% every quarter since Q1 2020.
INDUSTRIAL VACANCY RATE	3.2% (1st qtr. 2025)	+1.8 pts. Up from 1.4% in Q1 of 2024	MSA **Industrial Vacancy** was up 0.6 points from 2.6% in Q4 2024, and has been under 4% every quarter since Q1 2018.
LABOR FORCE	210,840 (1st qtr. 2025)	+1.8% Up 3,674 from Q1 2024	MSA avg. monthly **Labor Force** was down 186 (-0.1%) from Q4 2024. Statewide labor force in Q1 2025 was up only 0.7% compared to Q1 2024.
TAXABLE SALES	$1.74 B (4th qtr. 2024)	+3.9% Up $65.6M from Q4 2023	MSA **Taxable Sales** in Q4 2024 were up 9.1% from Q3 2024, and 15% higher than the Q4 average of $1.51 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 down -0.7% from the Q4 2024 average of 205,700. Private sector employment in Q1 2025 increased 2.5% compared to Q1 2024. Month-to-month employment levels have increased in 38 of the past 60 months, with an average gain of approximately 350 per month.
- **Initial Claims for Unemployment Compensation** in Q1 2025 were up by 10 (2.1%) from a total of 470 in Q4 2024, and 77% less than the 10-year Q1 average of 2,053 during 2015-2024. Quarterly claims have been under 700 since Q3 2021.
- **New Single-Family Construction Permits** in Leon County totaled 143, up 33 (30.0%) from 110 permits in Q4 2024, and 16.8% lower than the 10-year Q1 average of 172 permits during 2015-2024. The City of Tallahassee accounted for 77% of Q1 2025 permits; unincorporated Leon County, 23%. Total permit value was $38.2 million, down 5.2% from the five-year (2020-2024) Q1 average, but up 3.3% from the 10-year (2015-2024) Q1 average of $36.9 million.
- The Q4 2024 **Median Single-Family Home Sales Price** was down 1.5% from Q3 2024, has risen in 12 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** increased by 27.2% from Q3 2024 (receipts for Q4 were higher than Q3 in 19 of the past 20 years). Receipts were 42% higher than the 5-year Q4 average of $2.08M during 2019-2023.
- The volume of **TLH Passengers** in in Q1 2025 was down -14.6% from Q4 2024 but 25% higher than the 10-year Q1 average of 175,763 during 2015-2024. Passenger traffic has increased year-over-year in 13 of the past 20 quarters.
- 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 unchanged from Q3 2023, with quarter-to-quarter increases in 15 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 Q3 2024 average weekly wage was 88% of the State's average ($1,296).
- Leon County **Mortgage Foreclosures** were up by 17 from a total of 37 in Q4 2024. Foreclosures in Q1 2025 were 44% lower than the 10-year Q1 average of 97 during 2015-2024. Foreclosures have been under 90 per quarter since Q4 2019.
- The **Office Vacancy Rate** was up 0.5 points from 4.4% in Q4 2024, and has been under 6% every quarter since Q1 2020. The **Industrial Vacancy Rate** was up 0.6 points from 2.6% in Q4 2024, and has been under 4% every quarter since Q1 2018.
- The Tallahassee metro area average monthly **Labor Force** was down -0.1% from Q4 2024. Although the MSA labor force increased 1.8% from Q1 2024 to Q1 2025, labor force statewide only increased 0.7% during that time.
- **Taxable Sales** in in Q4 2024 were up 9.1% from Q3 2024, and 15% higher than the Q4 average of $1.51 B during 2019-2023. Leon County accounted for 86% of metro area taxable sales.

Leon County
Board of County Commissioners

Notes for Agenda Item #13

Leon County Board of County Commissioners

Agenda Item #13

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on Leon County's Ongoing Efforts to Reduce and Prevent Pedestrian, Bicycle, and Traffic Crashes in Leon County

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) Brent Pell, Director, Public Works Autumn Calder, Director, Blueprint Intergovernmental Agency
Lead Staff / Project Team:	Charles Wu, Director of Engineering Services Timothy Barden, Administrative Services Manager

Statement of Issue:

This item provides a status report on the ongoing actions taken by Leon County to continually improve safety for all users of our multimodal transportation system, including people bicycling, walking, and driving.

Fiscal Impact:

This item has a fiscal impact. Option #2 includes a proposed cost share in the amount of $210,000, leveraging FDOT's $1.1 million construction funding and, if approved, will be reflected in the proposed FY 2026 Intersection and Safety Improvements capital improvement budget.

Staff Recommendation:

Option #1: Accept the status report on Leon County's Ongoing Efforts to Reduce and Prevent Pedestrian, Bicycle, and Traffic Crashes in Leon County.

Option #2: Direct staff to allocate $210,000 in the proposed Fiscal Year 2026 Intersection and Safety Improvements capital improvement budget for the purpose of leveraging the Florida Department of Transportation's $1.1 million in construction funding for improvements at the intersection of Woodville Highway and Natural Bridge Road, which will include the installation of a traffic signal and the addition of a northbound left-turn lane.

Report and Discussion

Background:

This item provides a status report on the ongoing actions taken by Leon County to continually improve safety for all users of our multimodal transportation system, including people bicycling, walking, and driving.

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

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

Pedestrian, bicycle, and traffic safety are widely recognized priorities, however effective solutions require approaches that reflect the unique conditions and needs of each community. In Leon County, suburban and rural areas present different pedestrian, bicycle, and vehicular safety demands compared to the City of Tallahassee's more urban environment, where higher volumes of vehicle, pedestrian, and bicycle traffic — along with a large college student population — create a unique risk profile.

Despite significant ongoing efforts, Leon County continues to face complex transportation safety challenges across its diverse network—from a rural environment to a busy urban corridor with high pedestrian activity. While many efforts have yielded positive results, the pace of progress varies by area and risk remains, especially for vulnerable road users. Addressing these challenges requires more than strong policy—it demands closing infrastructure gaps, addressing risky behaviors, and securing sustainable funding. The following take a clear look at what's working, where critical gaps remain, and how upcoming strategies and investments are designed to meet the County's safety needs.

In response to these ongoing challenges, Tallahassee and Leon County have established a comprehensive, policy-driven approach to transportation safety—one that places equal priority on pedestrians, cyclists, and drivers. This is achieved via the Tallahassee-Leon County Comprehensive Plan, which lays out specific policies guiding land use and development. One of its cornerstones, Objective 1.1: [M] – Land Use & Transportation Coordination, promotes compact, mixed-use development patterns that naturally encourage walking, biking, and transit use. These are not just urban design ideals—they're backed by enforceable requirements. For example, Policy 1.1.8: [M] – Development Standards mandates that new projects include essential features such as sidewalks, bike parking, and pedestrian crossings. These elements are built into project design from the beginning, making active transportation a safer, more realistic option for residents.

That same attention to design carries into the streets themselves. Through Objective 1.2: [M] – Complete Streets, every roadway project—whether new, resurfaced, or expanded—is evaluated for bicycle and pedestrian infrastructure. Policy 1.2.2: [M] – Facility Evaluation ensures features like sidewalks, bike lanes, and transit shelters are considered as a standard part of project development. The region also identifies and prioritizes the most vulnerable areas, particularly school zones, with Policy 1.2.8: [M] – Safe Routes to School Priority, which supports improvements within a two-mile radius of K–8 schools. However, infrastructure alone isn't enough. Education and enforcement also play key roles, with Policies 1.2.10: [M] and 1.2.11: [M] backing public outreach and traffic law enforcement to support safer behavior on the roads.

Long-term success depends on how well the transportation network adapts to growth. That's where connectivity and access management come in. Objective 1.4: [M] – Connectivity & Access Management promotes designs that reduce unnecessary vehicle trips while improving access for cyclists and pedestrians. For example, Policy 1.4.1: [M] – Interconnections requires linkages between neighboring developments to create a more seamless, less car-dependent network. These strategies ensure that safety isn't just achieved once but is maintained and reinforced as the region evolves. These Objectives and Policies in the current Mobility Element are all incorporated into the proposed Land Use and Mobility Element currently being considered by the Board and City Commission.

In parallel to the City and County Comprehensive Plan, and covering the state roadways within our community, the FDOT is implementing a series of interlinked strategies aimed at making Florida's roads safer, more inclusive, and resilient for all users. At the forefront of these efforts is *Target Zero*, which is the Florida Department of Transportation's statewide safety policy that commits to reducing traffic deaths and serious injuries to zero by applying the Safe System/Vision Zero framework—coordinating data-driven engineering fixes, targeted enforcement, public education, and emergency response so roads are forgiving of human error. Embedded in Florida's Strategic Highway Safety Plan, this initiative unites state and local partners around the principle that no loss of life is acceptable and channels resources to the riskiest behaviors and locations until the number of fatalities is zero.

Complementing this initiative is FDOT's *Complete Streets Policy*, which reimagines the State Highway System as a space for users of all ages and abilities. Through context-sensitive design standards and active collaboration with Metropolitan Planning Organizations (MPOs) and local governments at each project phase, this policy ensures that roadways are inclusive, accessible, and tailored to the unique characteristics of each community. The policy also underpins broader planning efforts by embedding equity and multimodal access into the fabric of transportation design. This context-sensitive approach is also reflected in the proposed Land Use and Mobility Element currently being considered by the Board and City Commission.

To protect some of the most vulnerable users on the road, FDOT's *Pedestrian & Bicycle Strategic Safety Plan (PBSSP)*, outlines a targeted, five-year framework to reduce severe injuries and deaths among walkers and cyclists. The plan identifies seven emphasis areas—Data, Analysis & Evaluation; Law Enforcement; Driver Education & Licensing and Legislation, Regulation & Policy; Planning, Design & Operations; Communication, Outreach & Education; Emergency

Medical Services; and Vision Zero Florida—ensuring a multifaceted response that addresses safety from every angle.

As FDOT leads transportation planning and infrastructure development across the state, the Capital Region Transportation Planning Agency (CRTPA) serves as the MPO for Leon, Gadsden, Jefferson, and Wakulla counties. Focused on the unique needs of Florida's capital region, CRTPA works in close partnership with FDOT, local governments, and community stakeholders to guide long-range, multimodal transportation planning that prioritizes safety, equity, and accessibility. A major component of CRTPA's safety planning is the development of a regional High Injury Network (HIN) (Attachment #2) —a data-driven analysis that identifies the corridors with the highest concentrations of serious injuries and fatalities involving vulnerable road users. The HIN dataset is a critical tool used to identify roadway segments with high concentrations of severe and fatal crashes involving pedestrians and cyclists. By mapping crash locations and analyzing contributing factors—such as time of day, roadway speed, user demographics, and traffic volumes—CRTPA and its partners can precisely target the corridors where interventions are most urgently needed. This data-driven approach allows planners to prioritize investments based on measurable risk rather than anecdotal reports.

Once identified, high-injury corridors are integrated into long-range planning documents such as the CRTPA Bicycle and Pedestrian Master Plan, where they receive higher priority scores for future funding and project development. This ensures that transportation investments are directed toward the most at-risk populations and designed with a context-sensitive approach—tailored to the unique conditions of each corridor.

Among the many corridors identified through the HIN, West Pensacola Street—a corridor near Florida State University—stood out for its high incidence of pedestrian crashes, particularly at night. In response, FDOT, CRTPA and the City pursued targeted safety upgrades, including Rectangular Rapid Flashing Beacons (RRFBs) at key crossings, enhanced street lighting, and high-visibility crosswalks. These countermeasures were specifically designed to address issues identified by a review of crash records, such as low visibility conditions and mid-block crossings used by students and residents.

Another example is Monroe Street, a major north-south arterial with a mix of commercial and residential uses, which has also been prioritized due to frequent pedestrian and bicycle crashes. Using HIN data, planners identified intersections and mid-block locations with elevated risk levels and developed a phased plan that includes sidewalk widening, and pedestrian refuge islands. These interventions aim to reduce crossing distances and increase the predictability of pedestrian movements in a corridor with high vehicular traffic.

CRTPA's integration of HIN insights into its Bicycle and Pedestrian Master Plan ensures that transportation investments target the most at-risk populations, enhance connectivity, and reflect a context-sensitive design approach.

Together, these policies reflect a cohesive and data-informed vision: safer roads, equitable design, and long-term mobility for every Floridian.

At the local level, the City of Tallahassee is advancing these same goals through its own policies and investments, reinforcing the statewide vision with place-specific action. Tallahassee's commitment to safer, more accessible streets is also anchored by its own Complete Streets policy, which ensures every road project considers the needs of all users—pedestrians, cyclists, drivers, and transit riders. In partnership with Leon County, the City's Bicycle and Pedestrian Master Plan outlines key priorities like protected bike lanes, expanded trails such as the St. Marks Trail extension, redesigned intersections, and a new Safe Routes to Schools system. Investments are also targeting historically underserved neighborhoods like South City and Bond, with ADA-compliant sidewalks, traffic calming measures, and solar-powered lighting to enhance safety and visibility. Though not formally part of Vision Zero, Tallahassee embraces its principles by using crash data, smart beacons, and demographic analysis to identify risk zones and prioritize equity in project planning.

Building on this policy framework, the City is taking tangible steps to improve safety in specific areas. In CollegeTown, for instance, speed limits have been lowered on Pensacola and St. Augustine Streets, and safety features like raised crosswalks, speed tables, enhanced signage, and RRFBs have been installed to protect students and pedestrians. The Jake Gaither neighborhood is next in line for improvements, with plans that include new sidewalks, raised crosswalks, clear pavement markings, and additional traffic calming tools. These on-the-ground upgrades are a direct outcome of the City's strategic, data-driven approach to making Tallahassee's streets safer and more equitable for everyone.

While the City of Tallahassee focuses its safety improvements in the dense urban core, Leon County addresses a broader and more varied landscape, where suburban neighborhoods and rural roads pose distinct challenges. From 2014 to 2024, the County relied on serious injury and fatal crash data to shape its safety priorities, infrastructure investments, and strategic partnerships. This evidence-based approach avoids one-size-fits-all solutions, instead tailoring interventions to the specific risks and conditions found in urban, suburban, and rural settings. In support of this strategy, the County operates a range of transportation safety programs that target road conditions, pedestrian access, nighttime visibility, and multimodal connectivity. The Sidewalk Program, guided by Board Policy 13-1, uses crash data and equity metrics to identify high-priority projects, many of which are delivered through Safe Routes to School partnerships that improve walkability around schools. Nighttime safety is enhanced through the Street Lighting Program, which prioritizes intersections and corridors under Board Policy 15-22, and the School Bus Stop Lighting Program, which installs fixtures at student gathering areas in unincorporated communities. For broader access, shared-use paths like the Magnolia Drive Trail connect neighborhoods, jobs, and transit stops. In rural areas, the L.I.F.E. Rural Road Safety Stabilization Program provides one-time repairs and upgrades to private dirt roads where infrastructure is limited.

These programs build on Leon County's broader efforts to improve pedestrian and bicycle safety. Since 2015, the County's Sidewalk Program has added more than 37,000 feet of sidewalks and trails across various neighborhoods, and over 60 miles of bike lanes, sidewalks, and multi-use trails have been constructed or upgraded through the Blueprint program. The County also maintains an extensive greenway system that supports both recreation and transportation. Through compact, walkable development promoted within the Urban Service Area, Leon County continues

to foster safer, more connected communities. Specific projects representing these programs are presented in greater detail in the analysis section that follows.

Through close collaboration between Leon County, the City of Tallahassee, the FDOT, along with other community partners, targeted improvements have been made to enhance pedestrian and bicycle safety. These efforts — supported by infrastructure projects, policy updates, and in-depth studies — demonstrate a commitment to using evidence-based strategies that address the specific pedestrian, bicycle, and traffic safety needs of every part of the community.

To enhance safety along key corridors, the Board requested an agenda item on November 19, 2024, to explore strategies for reducing pedestrian and vehicle crashes, as outlined in the Analysis section below. Just weeks later, on December 10, 2024, the Board directed staff to examine specific segments of Apalachee Parkway, Woodville Highway, and Oak Ridge Road. In response, four separate safety studies were simultaneously launched. Results and recommendations for the Oak Ridge Road (a county roadway) are expected as early as this summer, with the remaining FDOT safety studies anticipated by spring 2026.

Analysis:

Data continues to guide planning, infrastructure investments, and strategic partnerships. Between 2014 and 2024, Leon County recorded 292 crashes resulting in serious injuries and 115 crashes that were fatal, involving pedestrians and bicyclists (Attachment #1). Out of the 292 crashes resulting in serious injuries, 53 crashes (18%) occurred in the unincorporated area while 239 crashes (82%) were in the City. Further analysis of this data revealed that within the unincorporated area, the number of crashes on County roadways was 22 (8%), while the other crashes occurred on State roads.

During the same 10-year span, 41 fatal crashes involving a pedestrian or bicycle (36%) occurred in the unincorporated area and 74 fatal crashes (64%) occurred in the City. With further review of the data, 29 out of 41 fatal crashes involving a pedestrian or bicycle in the unincorporated area were on State roads, and 12 (10%) were on County roadways.

Leon County remains committed to making its roads safer for everyone and continues to take significant steps to reduce pedestrian-, bicycle-, and vehicle-related injuries and fatalities. Through planning, infrastructure investment, and strategic partnerships, the County leads efforts to create a transportation network that's safer, healthier, and more equitable for all residents.

The remainder of this agenda item focuses on specific Board directives (transportation safety efforts), infrastructure improvements, safety education and enforcement, and Leon County's Safe Systems Approach to improving our transportation networks.

Leon County Transportation Safety Efforts

As described in the Background section above, the Tallahassee-Leon County Comprehensive Plan provides a comprehensive, policy-driven approach to transportation safety that places equal priority on pedestrians, cyclists, and drivers. This approach is continued in the proposed Land Use and Mobility Element currently being considered by the Board and City Commission. This update

to the Comprehensive Plan incorporates current best planning practices. For example, proposed updates to the Complete Streets policy build upon the current policy and incorporate the most recent guidance from Smart Growth America. Additionally, the transect approach to land uses complements the Context Classification system used by FDOT in support of their Complete Streets Policy. This context-sensitive approach to transportation planning helps ensure that roadways and transportation systems are designed with appropriate sidewalks, bicycle facilities, travel lane widths, and speeds for their given context (i.e., designing urban roadways for urban areas, suburban roads for suburban areas, and rural roadways for rural areas).

On December 10, 2024, the Board directed staff to assess high-risk segments along Apalachee Parkway, Woodville Highway, and Oak Ridge Road. In response, staff worked with FDOT to request safety studies for the State roadway segments and launched a separate study for Oak Ridge Road, which is a County road. This effort also included exploring possible safety improvements at the Woodville Highway and Natural Bridge Road intersection, such as adding a traffic signal and a turn lane. The current status of these efforts is summarized below:

Woodville Highway and Natural Bridge Road Intersection: In response to the County's 2024 request for intersection improvements at Woodville Highway and Natural Bridge Road, FDOT conducted a new intersection signal warrant study and, in January 2025, notified the County of its findings and consent to improve this area by adding a traffic signal and a northbound left turn lane.

To help accelerate the County's requested improvements, FDOT has agreed to include them in the Woodville Highway Resurfacing Project (from Natural Bridge Road to Capital Circle). This project is currently outside FDOT's five-year Capital Improvement Program (CIP); however, FDOT has proposed a cost share to accelerate this project. The proposed cost share includes a county contribution of $210,000 toward right-of-way costs, with FDOT funding $376,000 in design for FY 2025. This commitment would move the project from beyond the current 5-year window into FY 2028 for construction, with right-of-way acquisition planned for FY 2027. The County's contribution would leverage $1.1 million in FDOT construction funding and provide for expedited implementation. If Option #2 is approved, this leveraging opportunity will be formalized through an agreement with FDOT, and the expenditure will be included in the proposed FY26 Intersection and Safety Improvements capital improvement budget.

Oak Ridge Road: A safety study of Oak Ridge Road (a county roadway) is underway. The results of this study are expected in summer 2025, and implementation of the improvements will start as early as this Summer with completion planned by end of this year.

Capital Circle/Apalachee Parkway Traffic and Safety Study: The Board requested a traffic and safety study for a five-mile stretch of Apalachee Parkway, starting at Capital Circle SE and extending east toward Apalachee Regional Park. Since both roads are State roads, County staff formally requested FDOT to conduct a safety study. FDOT initially declined the County's request for a formal study, citing the request's broad scope as its reason. However, in an effort to prompt reconsideration, the County began collecting and analyzing crash data involving vehicles, pedestrians, and cyclists. This data was submitted to FDOT in April 2025, and a response is anticipated back by end of this year.

Woodville Highway Traffic and Safety Study: The Board requested a traffic and safety study for Woodville Highway, from Capital Circle SE to the County line. Since the highway is a state road, County staff formally requested FDOT to evaluate current conditions. FDOT responded by requesting more detailed information, including specific segments of concern and supporting data. County staff are currently reviewing crash data and will submit identified issues and a recommended study scope to FDOT by the end of May 2025.

Leon County Infrastructure Improvements

Since 2015, the County's Sidewalk Program has added more than 37,000 feet of sidewalks and trails, improving access and mobility in neighborhoods across the area. Every new subdivision includes pedestrian infrastructure by design, ensuring walkability. To make school crossings safer, Leon County partnered with the Knight Creative Communities Institute to install painted and raised crosswalks near several schools. These and other infrastructure improvements are described below:

Sidewalk Program: Before the implementation of the Sidewalk Program, local roads were only eligible for sidewalks through the Safe Routes to Schools (SRTS) initiative. While the Board affirmed that SRTS projects should remain the highest priority, it also recognized the broader community value of sidewalks in other areas. Understanding the long-term benefits to safety, connectivity, and quality of life, the Board took proactive steps to expand eligibility by adopting Policy No. 13-1, *Sidewalk Eligibility Criteria and Implementation*.

This forward-thinking policy laid the groundwork for the County's Sidewalk Program, which has since delivered over 37,000 feet of new sidewalks and trails. Sidewalk segments are screened and prioritized under Board Policy No. 13-1, "Sidewalk Eligibility Criteria and Implementation." All candidate segments must satisfy at least one of eight objective criteria—for example, being on the region's Safe Routes to School (SRTS) list, closing a documented safety gap, or linking a neighborhood to an existing trail inside the Urban Service Area. Projects that qualify are placed on the County's Approved Sidewalk List and then sorted into two funding tracks—SRTS projects and broader Community Sidewalk Enhancements—to ensure that school-area needs do not crowd out other connectivity gaps. The policy assigns each project to a Priority Tier (Tier 1 being highest and Tier 4 lowest) based on how many criteria it meets: Tier 1 includes segments meeting four or more criteria; Tier 2 includes those meeting three; Tier 3 includes one or two; and Tier 4 includes those where the opposite side of the roadway already has a sidewalk. Funded through a combination of gas and sales tax revenues and augmented by state and federal grants, the program continues to expand mobility and improve access across the County, meeting both school safety and broader community connectivity needs. Recent examples of pedestrian facilities constructed by Leon County through this program include:

- Tram Road trail from Gail Avenue to Crossing Rocks Road
- Natural Bridge Road sidewalk from Woodville Highway to Taff Road
- Crowder Road sidewalk from North Monroe Street to Indian Mound Road
- Chadwick Way sidewalk from Bull Headley Road to Deer Lake West
- Chaires Cross Road sidewalk from Green Oak Drive to Boykin Road

Private Development: In addition to the County providing sidewalks, new private development is also required to provide sidewalks inside the Urban Service Area (USA). Based on regulations in the Leon County Land Development Code, every new public subdivision inside the USA requires the inclusion of pedestrian infrastructure by design, ensuring walkability.

KCCI Partnerships: Recognizing the need for safer routes in a county with a large student population, Leon County partnered with the Knight Creative Communities Institute (KCCI) in 2023 to launch the *Crosswalks to Classrooms* project. The initiative combined public art with practical safety improvements by installing painted and raised crosswalks. Two notable installations—at W.T. Moore Elementary and the Westminster Oaks Retirement Community—produced measurable results: southbound vehicle speeds dropped from 37 MPH to 29 MPH (a 22% reduction), and northbound speeds fell from 38 MPH to 29 MPH (a 24% reduction).

Building on this success—and recognizing the broader needs of the County's workforce, residents, and visitors—Leon County and KCCI expanded the effort to the downtown core earlier this year. Brightly painted crosswalks were installed along Calhoun Street at College Avenue and Jefferson Street, enhancing pedestrian safety while contributing to the visual vibrancy of Tallahassee's high-traffic corridors.

Blueprint 2000: Leon County, through the Blueprint 2000 Program, has delivered over 60 miles of new or improved bike lanes, sidewalks, and multi-use trails, reflecting a long-standing commitment to enhancing walkability, connectivity, and safety. This commitment continues through several projects currently underway and scheduled for construction over the next five years. Each year, $2.5 million in sales surtax revenue is allocated specifically for sidewalk improvements—split evenly between Leon County and the City of Tallahassee—to support ongoing pedestrian safety initiatives. As the Blueprint 2000 program concludes, final projects such as the Magnolia Drive Trail and Capital Cascades Trail Segment 4 will further expand the multi-use trail network, linking neighborhoods to key destinations. In addition, annual funding supports the implementation of the Tallahassee-Leon County Greenways Master Plan ($790,000) and the countywide bike route network ($750,000), further strengthening alternative transportation infrastructure. Safety features are also built into Regional Mobility and Gateway Projects, which include traffic calming, roundabouts, sidewalks, bike lanes, and multi-use trails such as the Bannerman Road project, which combines roadway expansion with the addition of the 10-foot-wide Bannerman Trail. Moreover, Community Enhancement, Connectivity, and Quality of Life projects advance these goals by creating safe, accessible public spaces. A current example is the Monroe-Adams Corridor Placemaking project, which is redesigning the corridor to better serve pedestrians, cyclists, and transit users alike.

Safety Through Education and Enforcement

In addition to planning and building physical infrastructure improvements, Leon County promotes safety information through a variety of different channels, including the following educational outreach tools and safety enforcement programs:

Let's Get There Together Campaign: Since 2016, Leon County has prioritized public education around transportation safety through its "Let's Get There Together" campaign, approved by the Board as part of its strategic commitment to enhancing quality of life and multimodal connectivity. The campaign was launched during National Bike Month to educate pedestrians, bicyclists, and motorists on the safe use of sidewalks, bike lanes, and mid-block crossings. As part of the campaign, the County developed a robust outreach strategy using social media, radio, TV, print materials, and community partnerships. CMR will again be putting Let's Get There Together campaign material in the upcoming County Link. This sustained effort underscores the County's belief that public safety begins with informed citizens and shared responsibility on our roadways. Through continuous education, Leon County helps ensure everyone can get where they're going—safely and together.

Bike Tallahassee: The Tallahassee-Leon County Planning Department maintains the www.BikeTallahassee.com website with information about bicycling in Leon County. This includes the Bike Route Map that shows comfort ratings for different routes, bicycle facility types, and locations of bicycle parking. The website also includes information about bicycle safety, how to report a crash, how to load and unload your bicycle on buses, and other resources.

Trailahassee: The Leon County Division of Tourism maintains the Trailahassee website at https://visittallahassee.com/trailahassee/. This website provides maps and descriptions of 700+ miles of hiking, biking, riding and paddling trails. Information about the trails includes what activities are appropriate on the trail (e.g., running, bicycling, etc.), what the trail surface is made of (e.g., asphalt, gravel, etc.), and the difficulty level of the trail (i.e., easy, intermediate, or hard). This allows trail users to find trails that best meet their needs and abilities.

Bike Months: Florida Bike Month in March and National Bike Month in May are key opportunities for promoting pedestrian and bicycle safety in Leon County. These events include Bike to Work Week and Bike to Work Day, and serve as platforms for raising awareness about safe biking practices. Leon County actively participates by issuing safety-focused proclamations, sharing educational content on social media, and organizing community bike rides in partnership with the Tallahassee-Leon County Planning Department and the Office of Resource Stewardship. These efforts are all aimed at making walking and biking safer and more accessible for everyone.

Law Enforcement: Local law enforcement also runs high-visibility enforcement (HVE) in areas with frequent crashes. HVE is a traffic safety approach designed to educate on safe driving, walking, and biking behaviors and to increase compliance with traffic laws. The goal of this data driven enforcement program is to reduce traffic crashes resulting in serious and fatal injuries to pedestrians and bicyclists. Offered through a grant from the University of North Florida, the program has been used extensively by both local law enforcement agencies. It should be noted that the emphasis of the program is education, not necessarily enforcement. As an example, since August, only about 5% of the 432 interactions which the Tallahassee Police Department (TPD) initiated under this program resulted in a traffic citation. Officers also hand out bicycle lights to improve safety for cyclists.

The program designates specific corridors and times of day for the interactions. For the period mentioned earlier, the designated corridors were as follows:

West Pensacola Street	North Monroe Street	West Gaines Street
East Orange Avenue	West Tennessee Street	

School Zone Cameras: Leon County is exploring new tools enabled by recent changes in state law, including the use of school zone speed enforcement cameras. A recent study of 32 school zones recorded over 23,000 potential speeding violations in a single day, highlighting the need for action. On April 8, 2025, the Board directed staff to prepare a draft ordinance to implement a school zone automated speed enforcement program. This draft ordinance is now being developed in coordination with the Leon County Sheriff's Office and will be presented to the board at its September meeting. Once implemented, the program would generate up to $275,000 annually to support the costs associated with the program. More importantly, the effort aims to significantly reduce speeding around schools, improving safety for children walking and biking to class.

Safe Systems Approach

Vision Zero: Leon County is committed to advancing Vision Zero, a nationwide initiative to eliminate all traffic fatalities and serious injuries. At the local level, the County works closely with the CRTPA, which adopted a goal in 2023 to reach zero traffic-related deaths and serious injuries by 2040. This regional effort aligns with Florida's statewide Target Zero initiative, led by the FDOT, which uses data-driven strategies to reduce dangerous driving behaviors and improve the planning, design, and maintenance of the transportation network.

Achieving this goal requires fully integrating safety into transportation plans, projects, and programs, while working closely with agency and community partners. Leon County has consistently required that all roadway designs comply with established standards, including FDOT's Greenbook, Design Manual, Standard Plans, and Engineering Standards and Manuals, as well as the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD). To build on this strong foundation, further support the Safe Systems Approach and Vision Zero goals, and consolidate standards into a single comprehensive resource, Leon County is developing a Public Infrastructure Engineering Standards and Guidelines Manual. This new manual will complement existing requirements by providing a formalized, County-specific framework that clearly and consistently defines safety expectations for subdivision and public infrastructure design, with particular emphasis on pedestrian facilities. The manual will be presented to the Board for consideration later this year.

Conclusion and Next Steps

Leon County is aware of the serious and ongoing challenges related to pedestrian, bicycle, and traffic safety. We recognize the impact that crashes have on individuals, families, and neighborhoods, and understand that addressing these issues requires both urgency and long-term commitment.

This report has demonstrated the County's commitment to advancing transportation safety through integrated policy frameworks, such as the Tallahassee-Leon County Comprehensive Plan and FDOT's Target Zero and Complete Streets policies. With programs like the Sidewalk Program, Safe Systems Approach, and High Injury Network analysis, the County has taken a data-driven, equitable, and community-tailored approach. Coordinated efforts with the City of Tallahassee, FDOT, CRTPA, and local stakeholders have led to tangible improvements, including targeted corridor upgrades, safer school zones, and expanded pedestrian infrastructure. These collective actions represent not only a response to current risks but also a sustained, forward-looking commitment to a safer, healthier transportation network for all Leon County residents.

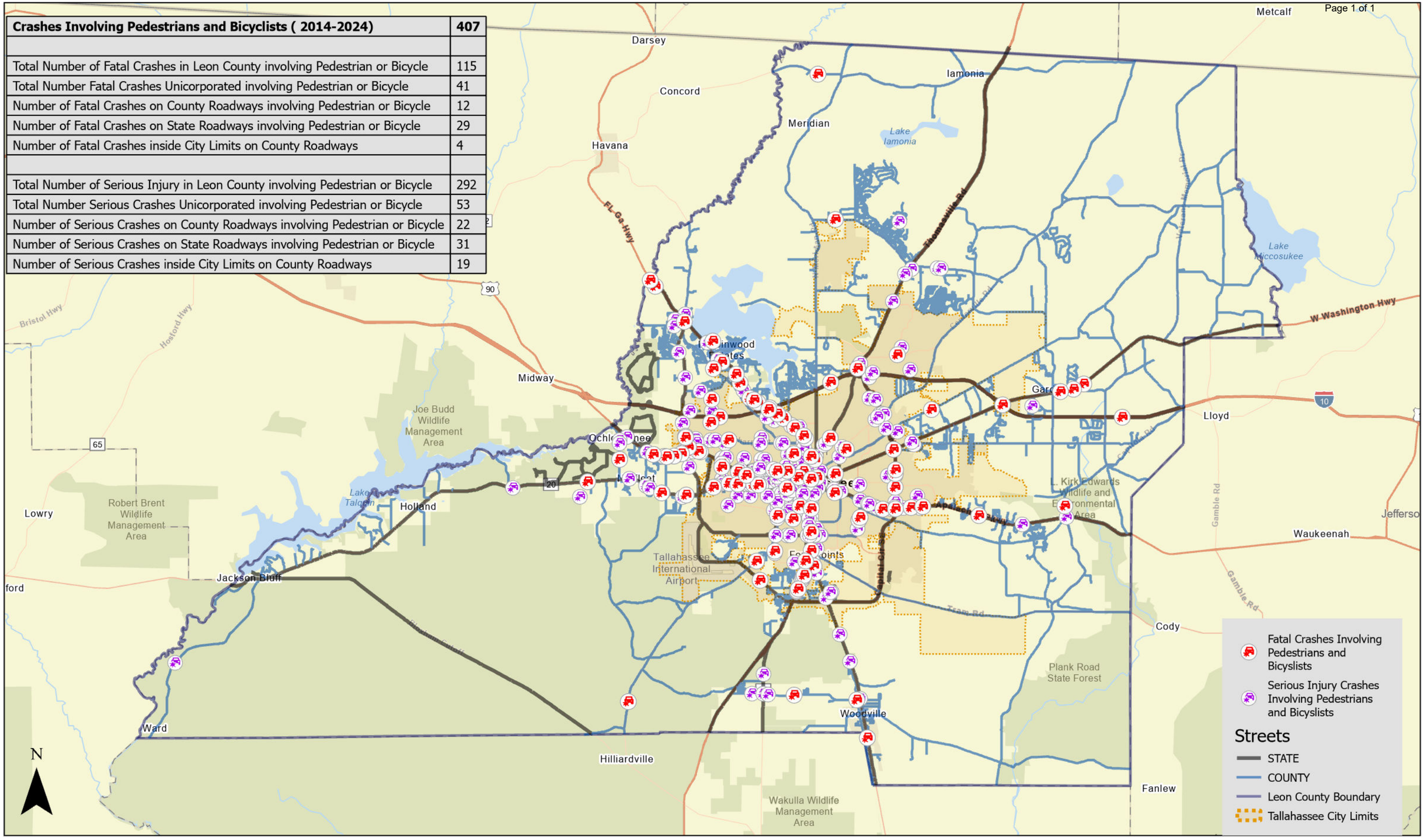
Options:

1. Accept the status report Leon County's Ongoing Efforts to Reduce and Prevent Pedestrian, Bicycle, and Traffic Crashes in Leon County.
2. Direct staff to allocate $210,000 in the proposed Fiscal Year 2026 Intersection and Safety Improvements capital improvement budget for the purpose of leveraging the Florida Department of Transportation's $1.1 million in construction funding for improvements at the intersection of Woodville Highway and Natural Bridge Road, which will include the installation of a traffic signal and the addition of a northbound left-turn lane.
3. Do not accept the status report Leon County's Ongoing Efforts to Reduce and Prevent Pedestrian, Bicycle, and Traffic Crashes in Leon County.
4. Board direction.

Recommendation:
Options #1 and #2

Attachments:
1. Leon County Crash Data
2. High Injury Network Data

Crashes Involving Pedestrians and Bicyclists (2014-2024)	407
Total Number of Fatal Crashes in Leon County involving Pedestrian or Bicycle	115
Total Number Fatal Crashes Unicorporated involving Pedestrian or Bicycle	41
Number of Fatal Crashes on County Roadways involving Pedestrian or Bicycle	12
Number of Fatal Crashes on State Roadways involving Pedestrian or Bicycle	29
Number of Fatal Crashes inside City Limits on County Roadways	4
Total Number of Serious Injury in Leon County involving Pedestrian or Bicycle	292
Total Number Serious Crashes Unicorporated involving Pedestrian or Bicycle	53
Number of Serious Crashes on County Roadways involving Pedestrian or Bicycle	22
Number of Serious Crashes on State Roadways involving Pedestrian or Bicycle	31
Number of Serious Crashes inside City Limits on County Roadways	19



Crash Locations for Pedestrians and Bicyclists (2014-2024)
Crash Data Source: Signal Four Analytics

0 3.25 6.5 13 Miles

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

Posted on June 2, 2025

High-Injury Network – ALL MODES OF TRANSPORTATION				
Roadway	**From Street**	**To Street**	**Category**	**EPDO Crash Rate (per 100 MVMT)***
S CALHOUN ST	E PARK AVE	APALACHEE PKWY	HIGH	130.72
S MAGNOLIA DR	E LAFAYETTE ST	APALACHEE PKWY	HIGH	101.58
FAIRBANKS FERRY RD	EAST OF DALTON LN	N MERIDIAN RD	HIGH	86.18
TRAM RD	MERCHANTS ROW BLVD	CAPITAL CIR SE	HIGH	85.74
N CALHOUN ST	E TENNESSEE ST	E PARK AVE	HIGH	72.97
S FRANKLIN BLVD	E LAFAYETTE ST	E PARK AVE	HIGH	71.91
W W KELLEY RD	TRAM RD	WILLIAMS RD	MEDIUM	56.70
N CALHOUN ST	THOMASVILLE RD	E TENNESSEE ST	MEDIUM	52.64
N GADSDEN ST	E PARK AVE	E TENNESSEE ST	MEDIUM	48.82
SPRINGHILL RD	SPRINGSAX RD	W ORANGE AVE	MEDIUM	45.70
MICCOSUKEE RD	FLEISCHMANN RD	DEMPSEY MAYO RD	MEDIUM	44.13
N MAGNOLIA DR	MICCOSUKEE RD	E 6TH AVE	MEDIUM	43.81
E LAFAYETTE ST	S FRANKLIN BLVD	S MAGNOLIA DR	MEDIUM	42.17
S GADSDEN ST	APALACHEE PKWY	E PARK AVE	MEDIUM	41.27
E GAINES ST	S CALHOUN ST	S GADSDEN ST	MEDIUM	39.86
OLD PLANK RD	SUGAR HILL RUN	NATURAL BRIDGE RD	MEDIUM	39.68
CHAIRES CROSS RD	APALACHEE PKWY	CAPITOLA RD	MEDIUM	33.05
MICCOSUKEE RD	LONG AND WINDING RD	MOCCASIN GAP RD	MEDIUM	32.14
SMITH CREEK RD	NORTH OF CHASON RD	STOUTAMIRE LANDING RD	MEDIUM	31.80
W THARPE ST	N MISSION RD	MERIADOC RD	MEDIUM	29.22
N GADSDEN ST	E 6TH AVE	E 7TH AVE	MEDIUM	29.13
W THARPE ST	HIGH RD	OLD BAINBRIDGE RD	MEDIUM	27.09
OLD ST AUGUSTINE RD	N PAUL RUSSELL RD	EXECUTIVE CENTER CIR E	MEDIUM	26.09
OLD ST AUGUSTINE RD	MIDYETTE RD	CAPITAL CIR SE	MEDIUM	25.44

**Note: The crashes were weighted by severity utilizing the below Equivalent Property Damage Only (EPDO) crash rate formula. Segments where the EPDO crash rate was higher than 60 crashes per 100 million vehicle miles) traveled (MVMT) are classified as 'High Hazard' streets and those upon which the EPDO crash rate was higher than 25 but lower than 60 crashes per 100 million vehicle miles traveled were classified as 'Medium Hazard' streets.*

$$EPDO\ Crash\ Rate = \frac{(N_{KA} * EPDO_{KA} + N_B * EPDO_B + N_C * EPDO_C + N_O * EPDO_O) * 100{,}000{,}000}{365 * Years * V * Length * SUM\_EPDO}$$

Where:

EPDO = weighting factors for specific severities, according to FDOT estimated crash costs

N = number of crashes

Years = number of years of data (5)

V = Traffic volume on the segment, daily

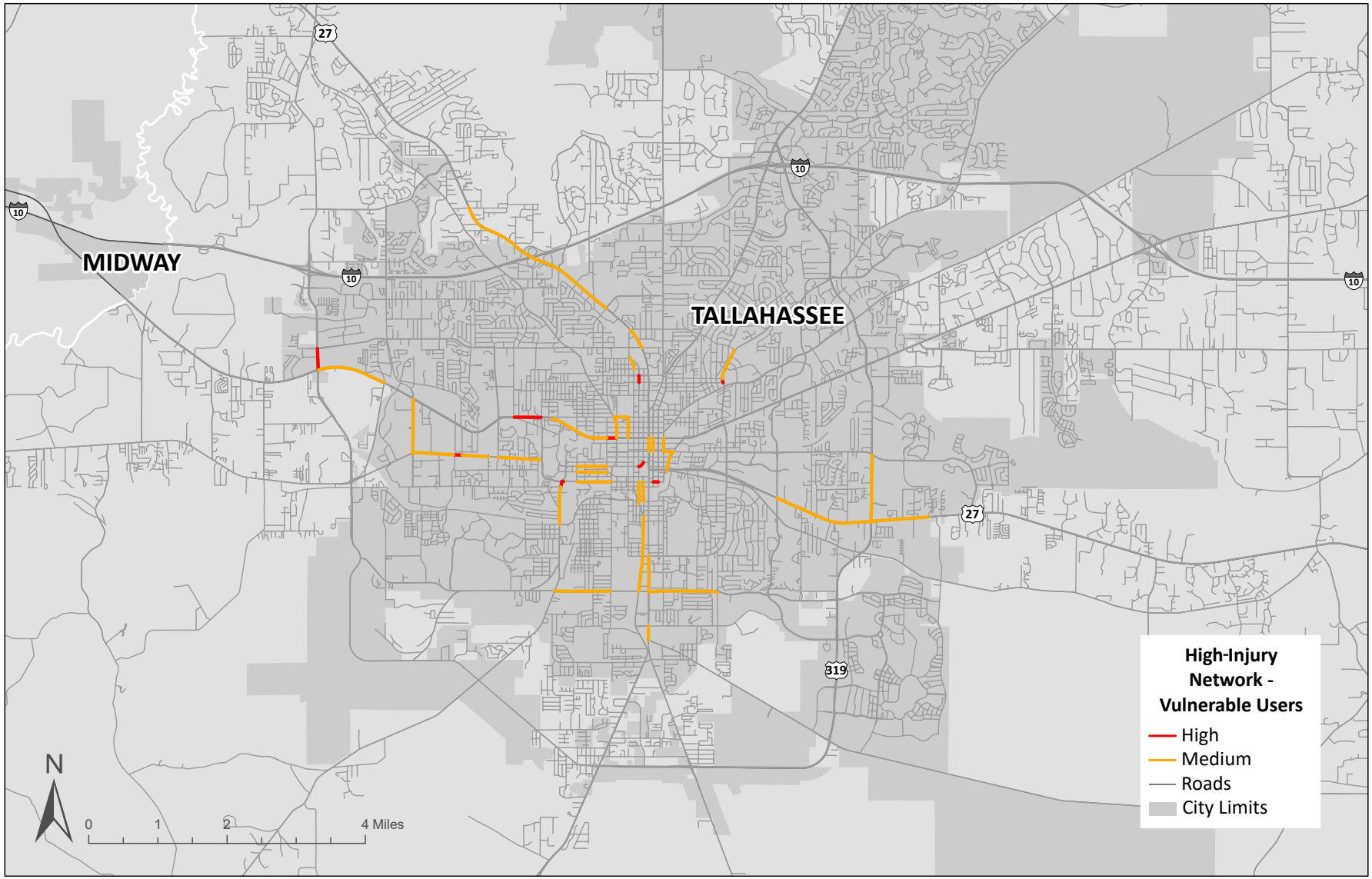
Length = Length of the roadway segment, in miles

SUM_EPDO = sum of EPDOs of all severities

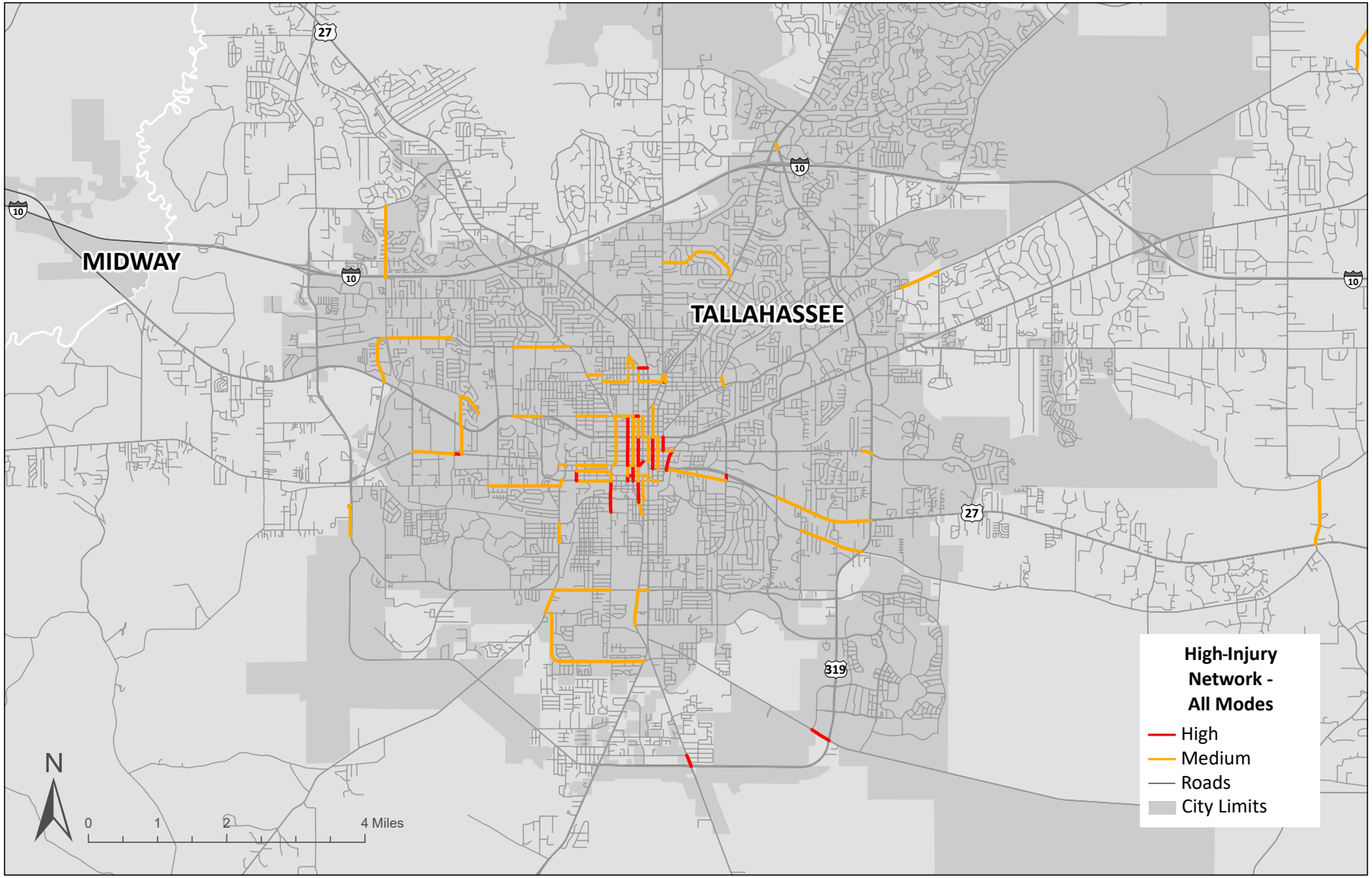
High-Injury Network – VULNERABLE USERS				
Roadway	**From**	**To**	**Category**	**Vulnerable Road User Crashes per Mile**
E GAINES ST	S CALHOUN ST	S GADSDEN ST	HIGH	26.36
N CALHOUN ST	E TENNESSEE ST	E PARK AVE	MEDIUM	15.15
ORANGE AVE	S MONROE ST	JIM LEE RD	MEDIUM	9.01
S FRANKLIN BLVD	E LAFAYETTE ST	E PARK AVE	MEDIUM	6.59

The following maps are taken from the CRTPA Safe Streets and Roads for All Safety Action Plan.

MAP 4: HIGH-INJURY NETWORK - VULNERABLE USERS, TALLAHASSEE DETAIL



MAP 6: HIGH-INJURY NETWORK - ALL MODES, TALLAHASSEE DETAIL



Leon County
Board of County Commissioners

Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Update on the 2026 World Athletics Cross Country Championships at Apalachee Regional Park

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Mathieu Cavell, Director, Community Relations and Resilience
Lead Staff / Project Team:	Kerri L. Post, Director, Division of Tourism Amanda Heidecker, Director, Parks and Recreation Taylor Wheaton, Senior Sports Sales Manager

Statement of Issue:

This item seeks Board acceptance of a status update for the 2026 World Athletics Cross Country Championships (WXC) being hosted at Apalachee Regional Park on January 10, 2026.

Fiscal Impact:

This item does not have a fiscal impact. However, since being awarded the bid in 2022 and commitment to host the 2026 WXC, the County has strategically planned its financial investment for the successful execution of this global event with some expenses to be offset through the support of state and national partner organizations and corporate sponsors. To date, the Board has allocated $500,000 in tourism funds and additional tourism funding will be included in the development of the FY 2026 budget.

Staff Recommendation:

Option #1: Accept the status update for the 2026 World Athletics Cross Country Championships being hosted at Apalachee Regional Park on January 10, 2026.

Report and Discussion

Background:

This item seeks Board acceptance of a status update for the 2026 WXC which will take place at Apalachee Regional Park (ARP) on January 10, 2026.

Hosting the 2026 WXC at ARP advances the following FY 2022 – FY 2026 Strategic Initiatives, Bold Goal, and Five-Year Targets:

- *Continue to build upon the reputation of Apalachee Regional Park as a destination venue for cross country athletes by securing state, regional and national competitions. (2022-6)*
- *Implement the statewide planning, coordination, and fundraising efforts to successfully host the 2026 World Cross Country Championships at Apalachee Regional Park. (2024-69)*
- *Grow the five-year tourism economy to $5 billion. (BG1)*
- *Attract 100 state, regional, or national championships across all sports. (T1)*
- *Support 900 community events, sporting competitions, festivals, performances, and cultural programming that will attract visitors and residents. (T10)*

These particular Strategic Initiatives, Bold Goal, and Five-Year Targets align with the Board's Economy and Quality of Life Strategic Priorities:

- *(EC4) Grow our tourism economy, its diversity, competitiveness, and economic impact.*
- *(Q1) Maintain and enhance our parks and recreational offerings and green spaces.*

The WXC is considered the most prestigious cross country event in the world. This world championship welcomes professional and amateur athletes from over 60 countries to compete on the largest cross country stage every two years. This international competition has only been held in the United States twice, with Boston serving as the most recent domestic host in 1992.

On September 14, 2021, the Board approved the submission to bid on the 2026 WXC Championships including an out-of-cycle allocation of $250,000 in tourism funds required for the performance bond. Following the award of the event, an additional $250,000 in tourism funds was allocated during the annual budget process. As a host community, the County guaranteed a minimum commitment of $1.75 million toward the formation and execution of the event. Event costs continue to be offset through the support of state and national partner organizations, corporate sponsorships, other revenue opportunities. However, additional tourism funding will be included in the FY 2026 budget development process.

On July 14, 2022, Leon County was awarded the bid to host the 2026 WXC Championships. Hosting the 2026 WXC further solidifies ARP's national prominence in the sport of cross country and will provide significant visibility and visitation to the community in the years ahead. The course at ARP has been recognized as one of the premier cross country venues in both the United States and the world. Since 2009, the Leon County Division of Tourism, working in collaboration

with Leon County Parks and Recreation and other various County departments or community partners, has hosted over 100 large-scale meets and twelve national championships, contributing more than $80 million in direct economic impact to the local community. In addition to serving as the home cross country course for Florida State University (FSU), Florida Agricultural and Mechanical University (FAMU), Tallahassee State College (TSC), and Leon County Schools throughout the year, ARP has also frequently hosted championship races for the Florida High School Athletic Association (FHSAA), the Amateur Athletic Union (AAU), all major cross country championships for USA Track and Field (USATF), the National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), Southwestern Athletic Conference, and the Atlantic Coast Conference (ACC).

Since the County transformed a portion of the landfill property into a cross country course in 2009, ARP has hosted premiere cross country events and has quickly become one of the most sought after race destinations in the country. The County's capital investments in ARP combined with the ongoing recruitment of championship events have made cross country events an economic staple of the local tourism industry over the last fifteen years, generating tens of thousands of visitors each year and solidifying its reputation as a world-class event site. Investments in ARP supported by the Tourist Development Tax (TDT) and County general revenue funds have been made by utilizing the feedback from athletes, coaches, and spectators with the goal of attracting and retaining the largest and most prestigious events in the country.

In January 2020, as part of the ARP Master Plan, the Board approved a bid for the construction of additional cross country facility improvements. This $2.7 million investment into the course area included a multipurpose operations building/facility, permanent awards stage, permanent finish line structure, sidewalks, landscaping, and permanent signage. These improvements were completed in the Summer of 2021 in advance of hosting the 2021 Division I NCAA National Championships at ARP. The NCAA National Championships were held on November 20, 2021, and televised on ESPN. Taking the next step in the maturation as a world-class destination for cross country championships, the County submitted the bid for the 2026 WXC in October 2021.

World Athletics

World Athletics, formerly known as the International Association of Athletics Federations, is the international governing body for the sport of athletics, covering track and field, cross country running, road running, racewalking, mountain running and ultrarunning. World Athletics is also the key driver in the consideration for cross country to be reintroduced at the 2028 Summer Olympic games in Los Angeles. Included in its charge are the standardization of rules and regulations for the sports, recognition and management of world records, and the organization and sanctioning of athletics competitions, including the cross country championships.

The WXC will offer a cross country experience unlike any previous event held at ARP. Embracing World Athletics' vision to return the sport to its roots, this championship will feature natural obstacles such as mud, water, and other challenging terrain bringing back the raw, unpredictable spirit of traditional cross country running. Leon County's vision for the course is bold and inspiring: **"Welcoming the World to Florida!"** With a goal of delivering the most unique, demanding, and memorable edition of the World Cross Country Championships to date, the County is reimagining ARP's pristine 2-kilometer loop. Through creative design, innovative planning, and a deep appreciation for the sport, the course will be transformed into a vibrant showcase of Florida's natural beauty and character. This dynamic layout will test athletes' strength, stamina, and strategy at every turn, while offering spectators an immersive, exciting experience that spans the entire venue which has never been experienced at a WXC Championship event to date.

In 2019, the WXC event was held in Aarhus, Denmark, and attracted over 500 runners from 63 different countries. In 2021, this biennial athletic competition was impacted by the COVID-19 pandemic. The championship series was paused for two years moving the 2021 championship in Bathurst, Australia, to February of 2023. Following the 2023 event in Australia, World Athletics moved back to hosting its championship races on even years to better align with the Olympic games.

World Athletics awarded bids for the 2024 and 2026 championship races in July 2022, with Medulin and Pula, Croatia, being awarded the 2024 event, and Leon County, Florida, being awarded the 2026 event. This event will not only bring global attention to our community but also deliver substantial economic and cultural benefits, reinforcing the legacy of ARP as one of the most iconic cross country venues in the world.

Analysis:

Building on more than 15 years of strategic course development, event planning, and sustained investment, Leon County is proud to host the WXC on January 10, 2026. This prestigious event will bring together approximately 550 elite athletes from over 60 countries, supported by more than 500 volunteers, and is expected to draw over 10,000 spectators and participants from around the world generating an estimated $4.3 million in direct economic impact for our community.

As a host community, the County guaranteed a minimum commitment of $1.75 million toward the event's planning, execution, and marketing the destination. The FY 2026 budget will include $1.075 million in the County Tourism budget to host the world championship. Event costs continue to be offset by support from state and national partner organizations, corporate sponsorships, and other revenue sources. Sufficient TDT funds remain available to offset associated expenses.

Laying the Groundwork

Since being awarded the event in July 2022, staff has worked tirelessly to transition from vision to execution, laying the critical groundwork necessary to deliver a world-class championship experience. This effort has included coordinating with international and national athletics

organizations, developing detailed operational and security plans, upgrading course infrastructure at ARP, and fostering partnerships with local stakeholders, tourism agencies, and volunteer networks. These foundational steps are essential to not only meeting the high standards of World Athletics, but also to showcase Leon County as a premier destination for global sporting events.

Learning from Global Best Practices

A major step in that process included participating in two official site visits organized by World Athletics at the 2023 and 2024 Championships held in Bathurst, Australia, and Belgrade, Serbia, respectively. These visits were essential to fulfilling hosting requirements and provided invaluable first-hand insight into the operational demands, logistics, and international standards required to stage a world-class event. Notably, the 2024 event was relocated from Croatia to Serbia due to logistical issues, underscoring the importance of early preparation and strong local support.

Building the Local Organizing Group

Overseen by the County's Division of Tourism and the Parks and Recreation Division, a Local Organizing Group (LOG) was created to serve as the backbone of event operations. World Athletics' event-delivery model calls for a multidisciplinary local group that covers every facet of a World Athletics Series meet—from the start-line gantry to the broadcast compound—and our LOG mirrors that structure. Specifically, the committee is built around **10 core teams**:

1. **Medical**: finish-line procedures, on-course medical coordination, doping-control station, sample collection.
2. **Event Services:** visas, accreditation, athlete/official accommodations, transportation, arrivals & departures.
3. **Volunteer Operations**: volunteer recruitment, training, scheduling, recognition programs.
4. **Spectator Services**: spectator logistics, customer service desks, information kiosks, wayfinding.
5. **Marketing and Communications**: look-and-feel/venue dressing, brand identity, website management, local engagement plan, creative content assets, social media, event-signage package, licensing.
6. **Media Operations:** communications strategy, digital media plan, public relations, media operations, broadcast liaison, post-event reporting.
7. **Mass Participation**: mass-race logistics, packet pick-up, athlete celebration, opening/closing events, VIP coordination.
8. **Protocol:** social functions, social event logistics, VIP coordination, athlete celebration, opening event presentation.
9. **Logistics**: customs & freight, venue operations, cleaning & waste, infrastructure, information technology, security, infrastructure, sustainability.
10. **Competition:** course management, team services, sports presentation, medal ceremonies, technical partners, sport operations.

These 10 teams collectively cover 34 specialized work areas detailed in the LOG chart, ensuring every World Athletics requirement is met—from course presentation, field-of-play technology, media operations, transport hubs, accreditation, and emergency planning—ensuring that every operational detail meets the international standards applied at recent championships in Bathurst 2023 and Belgrade 2024.

Across all of the specialized functions, the County and its many community partners continue to make significant event planning progress—confirming the race timetable and logistics, finalizing the course design, placing equipment orders, and rolling out an integrated marketing and public relations plan. Staffing is underway, vendor and accommodation contracts are being secured, hospitality and transport logistics are being refined, and security and operational frameworks are advancing. These coordinated efforts will allow the County to demonstrate near-final readiness during World Athletics' second and final site visit in October 2025, months before the January 2026 championship.

Creative Course Design

The 2026 course departs from conventional cross country design and instead serves as a "living reel" of Florida's distinct character, conveyed through six immersive themed elements:

1. **Capitol Start** – Competitors will launch from a start line modeled after Florida's historic Capitol, symbolically setting off on a journey through the state's most iconic landscapes.
2. **Theme-Park Rollercoaster** – A 12-foot elevated obstacle evokes the exhilaration of Florida's world-renowned amusement parks.
3. **Coastline Sand** – A beachfront tableau—complete with live music, palms, and quintessential coastal accents—transports runners and spectators to Florida's vibrant shoreline.
4. **Beaches Water** – Athletes immediately encounter a water pit, navigating splashes and aquatic-themed surprises that highlight the state's renowned waterways.
5. **Wildlife Log** – A series of log crossings, styled after native fauna, tests agility while celebrating Florida's diverse wildlife.
6. **Forest Mud** – The final stretch replicates a swamp environment, incorporating rich mud and subtropical vegetation to immerse runners in the state's rugged wilderness.

Spectator engagement is integral to each element, with themed fan zones and activations created in collaboration with destination marketing partners from across Florida—delivering a memorable, state-wide "wow factor" for athletes and visitors alike.

Event Schedule

In addition to a world-class course, the event schedule is now finalized and features five official championship races that will be broadcasted globally by NBC. This international exposure will highlight Leon County, Tallahassee, and the County's ARP to audiences in over 70 countries.

- Official Race Schedule for January 10, 2026:
  - 9:45 a.m. – Mixed Relay
  - 10:20 a.m. – Junior Women's 6km
  - 10:55 a.m. – Junior Men's 8km
  - 11:35 a.m. – Senior Women's 10km
  - 12:20 p.m. – Senior Men's 10km
  - 1:00 p.m. – Awards Ceremony

Immediately following the awards ceremony, the excitement continues with four fun run races, giving more than 4,000 participants the rare opportunity to compete on the very same course as the World Champions. Each participant will receive an official event medal at the finish line as a lasting keepsake to commemorate the unforgettable experience. This once-in-a-lifetime opportunity invites runners of all ages and skill levels to be part of the global celebration, racing on the course where legends made history just moments before.

In anticipation of increasing public interest, staff is completing the final technical integrations for the ticketing portal, race-registration platform, and merchandise site, with all three scheduled to go live later this summer. The pricing structure is intentionally accessible—general-admission tickets will be offered at modest rates, and children 12 and under may attend free of charge (ticket required for entry). Race registration automatically includes complimentary general admission, allowing participants to enjoy the full championship experience before and after their event. Concurrently, a curated line of official apparel, accessories, and collectible items will be available online, giving residents and visitors an opportunity to demonstrate their support well in advance of the races.

Event Marketing

Leon County plans to fully implement all destination-marketing tools and approaches to ensure the 2026 WXC achieves maximum reach and impact. All of the County's creative resources are being marshalled in support of the 2026 WXC including the Division of Tourism, The Zimmerman Agency, and the Office of Community and Media Relations to leverage the collective expertise in visitor demographics and sports tourism, facilitate and execute new marketing opportunities, and provide branding and strategy support from experts familiar with success on the local, national, and international stage.

The resulting comprehensive marketing action plan employs an integrated, multichannel approach. The campaign is anchored by a unified brand architecture—logo, palette, and typography—that flows seamlessly across paid, earned, shared, and owned channels from Tallahassee bus wraps to global press kits. A multi-tier media strategy layers targeted digital and traditional media campaigns in locations locally, statewide, nationally, and internationally, converting awareness into ticket sales and room nights while expanding reach to the global running community. Together, these tactics will generate sustained buzz, accelerate ticket and race-registration sales, and firmly entrench Tallahassee-Leon County—and Apalachee Regional Park—as a premier host for this world-class competition.

Community Engagement and Sponsorships

Robust local and regional community engagement—supplemented by a well-structured sponsorship program—is central to the success of the 2026 WXC. Planning by the County and the LOG is making steady progress: more than 500 volunteers have already signed on, and over 100 lead staff members have been designated from County departments and community organizations.

Under World Athletics' sponsorship framework, a maximum of 17 partners may be secured (one title partner, four event supporters, four public institutions, and eight event suppliers). The County has obtained six verbal commitments—three public-institution sponsors and three event suppliers—and is actively advancing several more prospects to fill the remaining sponsorship slots within the World Athletics framework.

Sustainability as a Core Value

The County has placed environmental stewardship and sustainability at the center of event preparations for the 2026 WXC. Recognized by World Athletics for its innovative approach to sustainable event delivery, the County will use the *Athletics for a Better World (ABW) Standard*—the first time this framework has been applied to a World Athletics cross country event. Guided jointly by ABW principles and the Leon County Office of Sustainability, the County and the LOG are executing a comprehensive strategy to curb waste and reduce carbon emissions. Key measures include volunteer-staffed waste-sorting stations to boost recycling rates, bottle-filling kiosks to minimize single-use plastics, and an on-site sneaker-recycling initiative. In addition, the event procurement plan prioritizes local vendors to shorten supply chains, support local and regional businesses, and further lower the championship's environmental footprint.

In conclusion, the WXC event execution remains on schedule across every facet, all key operational milestones have been met, and the World Athletics' staff have been complimentary of the County's efforts to prepare for the most prestigious cross-country event in the world. The County is ready to truly "Welcome the World" to ARP and Florida's Capital County, and set the highest standard for all future events of this kind.

Options:

1. Accept the status update for the 2026 World Athletics Cross Country Championships being hosted at Apalachee Regional Park on January 10, 2026.
2. Do not Accept the status update for the 2026 World Athletics Cross Country Championships being hosted at Apalachee Regional Park on January 10, 2026.
3. Board direction

Recommendation:

Option #1

Leon County
Board of County Commissioners

Notes for Agenda Item #15

Leon County Board of County Commissioners

Agenda Item #15

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Chasity H. O'Steen, County Attorney

Title: Status Report Regarding Washington Square and the Restoration of County Rights-of-Way

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department / Division Review:	Chasity H. O'Steen, County Attorney Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works
Lead Staff / Project Team:	Kyle Kemper, Senior Assistant County Attorney Charles Wu, Director of Engineering Services

Statement of Issue:

As requested at the April 8, 2025 meeting, this item provides the Board with an update regarding the restoration of the public roads and rights-of-way impacted by the Washington Square project, to include the estimated cost for the County and legal options to pursue against the developer and owner.

Fiscal Impact:

This item may have a fiscal impact. There are sufficient funds in the budget to retain outside counsel if the County pursues litigation against Fairmont Development, LLC, and Fairmont Tallahassee, LLC.

Staff Recommendation:

Option #1: Accept the status report regarding Washington Square and the restoration of County Rights-of-Way.

Option #2: Authorize staff to enter into an agreement with the Owner and Developer to memorialize the Owner's and Developer's agreement to restore the County Rights-of-Way, and authorize the County Attorney's Office to pursue all legal remedies available at law and equity against the Owner and Developer, should those negotiations fail or the Owner and Developer fail to perform.

Report and Discussion

Background:

As requested at the April 8, 2025 meeting, this item provides the Board with an update regarding the restoration of the public rights-of-way impacted by the Washington Square project, to include the estimated cost for the County and legal options to pursue against the developer and owner.

Fairmont Development, LLC (Developer), undertook development of a mixed-use hotel/residential/retail development project known as Washington Square on a 1.33-acre downtown Tallahassee property owned by Fairmont Tallahassee, LLC (Owner), and bounded by South Gadsden Street on the east, South Calhoun Street on the west, East Jefferson Street on the south, and the City Eastside Parking Garage on the north. Construction of the Washington Square project necessitated the use of a portion of the South Calhoun Street and South Gadsden Street rights-of-way (County Rights-of-Way) as well as part of the East Jefferson Street right-of-way (City Right-of-Way).

On September 29, 2017, the County and Developer entered into a Participation and License Agreement for Design, Construction, and Maintenance of Improvements within County Right-of-Way (License Agreement), which allowed the Developer to use portions of the County Rights-of-Way for construction of the Washington Square project. The License Agreement covered the applicable portions of the County Rights-of-Way, but expressly stated that areas behind the curb containing sidewalks and landscaping were the responsibility of the City of Tallahassee (City).

The License Agreement benefited the Developer and its affiliated entity, the Owner, and with the City's authorizations allowed the Developer to use the County Rights-of-Way and City Right-of-Way to, among other things, place barricades and restripe the roads to shift traffic, close sidewalks, eliminate parking stalls, and relocate a pedestrian crosswalk.

The City of Tallahassee permitted the project in 2017, with construction commencing in 2018, and expected completion by the end of 2019. However, construction halted in May 2020, and the Developer and Owner later demobilized the project site. Over the past several years, permits were allowed to expire, the Developer has been voluntarily dissolved, and neither it nor the Owner has advanced construction of the project in any meaningful way. With the Developer's and Owner's continued occupation of the County Rights-of-Way but no movement to complete the project, on July 29, 2024, the County sent written notice to the Developer of the County's intent to terminate the License Agreement demanding that the Developer or Owner restore the County Rights-of-Way. To date, the Developer and Owner have not complied.

The City brought two separate code enforcement actions against the property: one for violation of the environmental management permit and a second action for violation of the Florida Building Code. After hearing the matter, the Municipal Code Enforcement Board and the Environmental Board found the property in violation and imposed daily fines. As of May 1, 2025, the accrued fines collectively exceed $413,350. At the City of Tallahassee's Board Meeting held on May 14, 2025, the Board voted to take legal action to foreclose code liens and seek recovery of other legal remedies.

County staff has been actively working with the Developer and Owner to facilitate the restoration of the County Rights-of-Way. On May 20, 2025, Ken McDermott, on behalf of the Owner, communicated to County staff that the Owner is willing to complete the restoration work as quickly as possible. Mr. McDermott's communication was in response to correspondence sent on May 13, 2025, from County staff outlining the County's concerns about the current status of the County Rights-of-Way and a proposed scope of work to be completed by the Owner.

As of the date of publication of this agenda item, efforts are ongoing to formalize an agreement with the Owner and Developer to restore the County Rights-of-Way. The proposed scope of work contemplates that the Owner and Developer will complete the following, at their sole cost and expense:

- Relocate all site security from the rights-of-way to a location within the boundaries of the Washington Square private property.
- Remove all materials from the rights-of-way, including barrier walls, fencing, and barricades.
- Mill, resurface, and restripe the roads to the configuration that existed prior to the Effective Date of the License Agreement.
- Reconstruct the curbs and gutters.
- Plant trees within the green space.
- Repair and replace the sidewalks at Calhoun and Gadsden Streets (the City has maintenance responsibility for these portions of the County Rights-of-Way).
- Restore the Calhoun Street pedestrian crossing to a configuration acceptable to the County Engineer. Obtain all surveys, permits, and approvals necessary to complete the work.
- Ensure the County Rights-of-Way are unobstructed and accessible and open for public use.

Analysis:

At the April 8, 2025 meeting, the Board requested a status update and options to be brought back regarding how to proceed. At this juncture, the County has the following options:

Enter into an Agreement with the Owner and Developer

On May 20, 2025, Ken McDermott, on behalf of the Owner, communicated to County staff that the Owner is willing to complete the restoration work as quickly as possible. As of the date of publication of this agenda item, efforts to finalize an agreement for execution are ongoing, and staff requests Board authorization to enter into a formal agreement with the Owner and Developer to memorialize the Owner's and Developer's agreement to restore the County Rights-of-Way. Such agreement would have enforcement mechanisms in the event the Owner and Developer fail to complete their obligations. and would result in the County filing litigation as outlined below.

Bring a Lawsuit Against the Owner and Developer

Should the present negotiations with the Owner and Developer fail, or should the Owner and Developer enter into the agreement and thereafter fail to perform, the County Attorney recommends that the Board authorize staff to file a lawsuit against the Developer and Owner on behalf the County seeking all legal remedies available at law and equity. In any lawsuit, the County may seek specific performance, injunctive relief against the Owner and Developer to compel them to remove the barrier walls, fencing, and barricades from the County Rights-of-Way and restore same, and restitution. A claim for breach of contract may also be considered, and the County Attorney's Office would explore piercing the corporate veil to best position the County to recoup any damages and costs resulting from a favorable judgment.

Options:

1. Accept the status report regarding Washington Square and the restoration of County Rights-of-Way.
2. Authorize staff to enter into an agreement with the Owner and Developer to memorialize the Owner's and Developer's agreement to restore the County Rights-of-Way, and authorize the County Attorney's Office to pursue all legal remedies available at law and equity against the Owner and Developer, should those negotiations fail or the Owner and Developer fail to perform.
3. Do not accept the status regarding Washington Square and the restoration of County rights-of-way.
4. Do not authorize staff to enter into an agreement with the Owner and Developer to memorialize the Owner's and Developer's agreement to restore the County Rights-of-Way, and do not authorize the County Attorney's Office to pursue all legal remedies available at law and equity against the Owner and Developer, should those negotiations fail or the Owner and Developer fail to perform.
5. Board direction.

Recommendation:

Options #1 and #2

Leon County
Board of County Commissioners

Notes for Agenda Item #16

Leon County Board of County Commissioners

Agenda Item #16

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Lake Munson Action Plan and Post-Drawdown Status Update

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 Maggie Theriot, Director, Office of Resource Stewardship Charles Wu, Director, Engineering Services, Public Works
Lead Staff / Project Team:	Anna Padilla, Stormwater Management Coordinator

Statement of Issue:

This item provides a status update on the implementation and ongoing efforts related to the Lake Munson Action Plan, as approved by the Board at the October 11, 2022 meeting, and modified at the March 21, 2023 meeting. As directed by the Board at the April 9, 2024 meeting, this Action Plan update is provided one year after conclusion of the drawdown.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Lake Munson Action Plan and Post-Drawdown status update.

Report and Discussion

Background:

This item provides a status update on the implementation and ongoing efforts related to the Lake Munson Action Plan (Action Plan), as approved by the Board at the October 11, 2022 meeting, and modified at the March 21, 2023 meeting (Attachment #1). The item outlines the key successes of the Action Plan and provides an update on the conclusion of the drawdown and refill of the lake. It provides detailed analysis of the water quality and stabilizing system during the drawdown and through the first year following lake refill, the progress of the invasive exotic vegetation management program, information on innovative technology exploration, a summary of the continued investment through two planned projects, and a summary of the next steps in the ongoing implementation of the Action Plan. As directed by the Board at the April 9, 2024 meeting, this Action Plan update is provided one year after conclusion of the drawdown.

This status report advances the following FY 2022 – FY 2026 Strategic Initiatives:

- *Ensure County's water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County's adopted strategic priority: to protect the quality and supply of our water. (2022-16)*
- *Implement the comprehensive Action Plan for Lake Munson to support the long-term water quality of the lake and surrounding water bodies. (2023-51)*

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

- *(EN1) Protect the quality and supply of our water.*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

Lake Munson, located on the south side of Tallahassee, receives much of its flow from densely developed areas. Decades of development prior to environmental regulations, wastewater treatment facility effluent discharges into the system, and activities focused on flood reduction resulted in severe water quality and ecological problems.

Since the 1980s, local governments have invested over $291 million in ongoing efforts to restore Lake Munson and improve the water quality. More than 29 projects and 21 best management practices have been completed including infrastructure and restoration projects that provide water quality treatment, reduce sediment transport, and collect trash (Attachment #2). Leon County's Lake Munson Restoration Project completed in the early 2000's was a major effort with the primary goal of improving the water quality in Lake Munson. The project included the construction of the Lake Henrietta stormwater facility, improvements to Munson Slough with the creation of living shorelines to reduce erosion, removal of trash and the sediment delta from Lake Munson, and restoration of the wetlands around Lake Henrietta and Lake Munson.

Lake Munson is designated by state statute as a Class III waterbody, meaning it supports recreational use and fish consumption. While fish from Class III waters are generally considered safe to eat, the Florida Department of Environmental Protection (FDEP) and the Florida Department of Health may issue advisories for certain species, locations, or recommended consumption limits. To meet Class III standards and support a healthy ecosystem, a waterbody

must meet specific biological, chemical, and physical criteria and maintain a balanced population of flora (aquatic plants) and fauna (fish, animals, and other aquatic organisms). In 2013, FDEP established a Total Maximum Daily Load (TMDL), for Lake Munson and Munson Slough (above Lake Munson), which includes additional waterbody-specific nutrient (i.e., nitrogen and phosphorus) concentration, biological, and physical property targets that must be met to support the designated uses of Lake Munson.

The water quality and ecological health entering Lake Munson have continued to noticeably improve with the significant investment in capital projects and restoration activities, resulting in a steady decline in nutrient concentrations (Attachment #3). The water quality in Munson Slough upstream of the lake has improved such that the nutrient concentrations remain below the TMDL target levels established by the State. Within Lake Munson, the nitrogen concentrations have been consistently below the State's target and the phosphorus concentrations steadily declined to approach the State's target. As part of the Leon County Water Quality Monitoring Program (Monitoring Program), water quality samples are collected quarterly in waterbodies throughout the county. Data collected through the program are reviewed by County staff and analyzed for trends. This information is summarized in the Annual Water Quality Report, which presents the previous year's data. At the January 28, 2025 meeting, the Board accepted the 2024 Annual Water Quality Report which reflects the water quality sampling data collected through December 2023.

In Summer 2022, Lake Munson experienced a minor ecological setback despite measurable improvements in water quality. Extremely warm weather, combined with the lake's shallow, stagnant conditions, created ideal circumstances for an algal bloom, rapid growth of invasive exotic aquatic vegetation, and a fish kill. These challenges presented an opportunity for immediate mitigation and evaluation of long-term strategies for managing Lake Munson. From this, the Action Plan was developed, guided by industry best practices and shaped by input from State agency partners, contracted environmental and engineering experts, and local stakeholders. This plan takes a comprehensive approach, not only targeting water quality but also aiming to build a more diverse and resilient ecosystem with balanced plant and animal life.

Approved by the Board on October 11, 2022, the Action Plan includes short- and long-term strategies for the restoration and ecological improvement of Lake Munson and articulates the decades of investment in upstream infrastructure projects, improving the water quality and ecological health of the lake. The Action Plan takes a holistic approach through a drawdown coupled with enhanced monitoring of the lake's response during and after the drawdown, while also providing long-term strategies to supplement the State's in-lake vegetation management activities and deliver a higher level of service to County residents (Attachment #1). Updates to the Board throughout the drawdown, and in the two years following, highlight the Action Plan implementation, provide information on the lake's recovery, and present new data and information.

The drawdown, a key component of the Action Plan, began in November 2022 to quickly mitigate the rapid growth of hydrilla and algal blooms and as a sediment management strategy. Drawdowns are a natural process that allow nutrient-rich sediments to de-water, compact, oxidize, and form a hardened crust over the lake bottom. This hardened crust serves to "cap" the underlying sediment which provides habitat for fish spawning and reduces nutrient recycling into the water once the lake is refilled. At the March 21, 2023 meeting, the Board approved modifications to the Action

Plan, which included extending the drawdown through the Spring of 2024 to allow additional time for the lake bottom sediments to dry out. The extended drawdown was a result of coordination with the Florida Fish and Wildlife Conservation Commission (FWC) and higher than anticipated rainfall during the 2021-2022 winter months.

With the extension of the drawdown through the rainy season, an Emergency Action Plan was developed to close the Lake Munson dam in anticipation of flooding or significant rainfall events to protect downstream properties from flooding and allow the sediment in the lake to settle prior to discharge. On two occasions the Emergency Action Plan was implemented, and the drawdown was suspended. First in early September 2023, in advance of Hurricane Idalia, and a second time in December 2023, following heavy rainfall and subsequent high downstream water levels. During both drawdown suspensions, staff coordinated with FWC and monitored downstream conditions and the water quality at Lake Munson. When the water in Lake Munson was not turbid (appeared clear), and downstream water levels were low with ample storage capacity, the drawdown resumed.

The Action Plan includes Enhanced Monitoring which provides information on the lake's response to the drawdown and implementation of the lake management strategies in the years following. In conjunction with the drawdown extension, the Board approved a Drawdown Water Quality Study. This study included monthly water chemistry sampling in Munson Slough upstream and downstream of the lake, offering valuable data on the system's stability throughout the drawdown. In addition, quarterly Aerial Lake Bottom Topographic Surveys were conducted to measure sediment compaction through the drawdown. Following conclusion of the drawdown, the Post-Drawdown Water Quality Study began to monitor the lake's response through monthly water chemistry sampling and flow data collection of the water entering and leaving Lake Munson.

The long-term strategies of the Action Plan focus on proactive management of the lake vegetation and sediment, which began with the lake refill. An invasive exotic vegetation management program supplements the State's program and provides more frequent treatments over smaller areas, impacting the system less. These treatments are coupled with an algal bloom management program to mitigate any naturally occurring blooms on Lake Munson. Through ongoing innovative technology exploration, new and innovative ideas and scientific data are being explored for new opportunities and strategies that could benefit Lake Munson. As these opportunities arise, they will be presented to the Leon County Science Advisory Committee (SAC) and State-agency partners, with viable solutions brought to the Board.

Looking to the future, routine periodic drawdowns every five to 10 years will be utilized for sediment management, continuing to improve the water quality in Lake Munson. Engagement with various entities is key in the Action Plan. Coordination with State-agency partners will continue, evaluating the progress of the drawdown. Quarterly updates on the progress of the drawdown and the data collected through the enhanced monitoring will continue to be presented to the SAC for review and evaluation. And finally, based on previous Board direction, the next status update will be provided to the Board in June 2026, at the conclusion of the Post-Drawdown Water Quality Study.

As detailed in the Analysis section, this item provides a status update on the implementation of, and ongoing efforts related to, the Action Plan. In addition, this item provides an update on activities and progress since the previous update in April 2024. More information on the implementation of the Action Plan since adoption can be found on the dedicated Lake Munson website at www.LeonCountyWater.org/LakeMunson.

Analysis:

This status update highlights the key accomplishments of the Action Plan, summarizes progress on its implementation, and outlines next steps for the coming year and beyond. Since the previous update to the Board in April 2024, the drawdown concluded, and the lake refilled. Enhanced monitoring transitioned to the Post-Drawdown Water Quality Study, the invasive exotic vegetation management program continued, innovative technologies were explored, and engagement with the SAC and citizen stakeholders was ongoing. These and other strategies implemented through the Board approved Action Plan have given rise to numerous notable and significant achievements in the continued improvement of Lake Munson.

Lake Munson Key Achievements and Successes

Implementation of the Action Plan has been paramount in the restoration and protection of Lake Munson now and into the future. The Action Plan employs a holistic approach to lake management aimed at improving and protecting the entire ecosystem with continued water quality improvements, supporting a native and diverse system, and meeting the State's requirements for water quality and well-balanced flora and fauna. Since adoption of the Action Plan by the Board in October 2022, Leon County staff, in coordination with State-agency partners, have continuously monitored Lake Munson and evaluated the progress against ecological targets and State requirements. Notable findings and achievements stemming from the Action Plan include:

- Water quality in Lake Munson and Munson Slough remains near or below State standards and shows continued improvement.
- State's TMDL for nitrates at Wakulla Springs continues to be met.
- Drawdown effectively mitigated the rapid hydrilla growth and algal blooms.
- Implementation of the Emergency Action Plan protected downstream properties from flooding and allowed suspended sediments time to settle prior to discharge.
- Slow refill of the lake prevented a shock to the ecosystem and allowed native vegetation in seed bank to begin reestablishment in the lake.
- Drawdown Water Quality Study indicated stabilization of the system as drawdown progressed.
- Data obtained through Aerial Lake Bottom Topographic Surveys indicated compaction of the sediment during drawdown.
- Invasive Exotic Vegetation Management Program aided in reestablishment of balanced and diverse native plant community.
- Smaller, more frequent invasive exotic vegetation treatments mitigated shock to the system.

- Approximately 250 acres of open water on Lake Munson and spread of invasive exotic vegetation controlled.
- Coverage of invasive exotic vegetation reduced by approximately 38% from July 2024 to November 2024 and by approximately 11% from March 2025 to April 2025.
- No algal blooms reported to FDEP or observed by County staff since the lake was refilled.
- Staff closely coordinating with the contractor to quickly and effectively respond to any future algal blooms.
- Exploration of Innovative Technologies continues with consideration of several methods and ideas.
- Continued investment in upstream improvements including the ongoing septic-to-sewer conversions and septic system upgrades, and the planned Lake Henrietta Sediment Removal and Munson Slough Embankment Repair projects.
- Abundant wildlife in and around the lake including fish and bird species.
- Noticeable ecosystem improvements including improving water quality following drawdown and ongoing lake management strategies supporting balanced flora and fauna communities.

Improving water quality both within Lake Munson and its outflow is the foundation of the Action Plan. The strategies included in the Action Plan are aimed at providing benefit, and restoring and protecting the ecosystem, while minimizing potential harm. The data collected through the County's Monitoring Program, coupled with the Action Plan Enhanced Monitoring, tracks the lake's response to the drawdown and long-term management strategies. Comparing this data to historical water quality data provides insight into the overall impact of the Action Plan. Overall, this comparison indicates the drawdown provided water quality benefits.

In Lake Munson following the drawdown, nitrogen concentrations remain better than the TMDL and are lower than the 2022 average nitrogen concentrations in the lake (Attachment #4). The phosphorus concentrations in the lake also dropped below the 2022 average phosphorus concentration and continue to decrease.

The water quality in Munson Slough downstream of the lake has predominantly been better than State standards leading up to, during, and following the drawdown and has continued to improve (Attachment #5). Munson Slough downstream of the lake does not have a TMDL for nutrients, so the State uses Numeric Nutrient Criteria (NNC) as one method of determining if a waterbody meets nutrient water quality standards; in addition, the nutrient TMDL for Munson Slough (above Lake Munson) is often used for comparative purposes because it is more restrictive. The nutrient concentrations in Munson Slough downstream of the lake are largely below both the NNC for Munson Slough and the TMDL for Munson Slough (above Lake Munson) and remain consistent with the water quality concentrations during the five-year period of improved water quality leading up to the drawdown.

The restoration of Lake Munson is evident by the abundant wildlife in and around the lake. Recently, the lake is a popular destination for birders who can watch numerous bird species at any given time, including osprey and limpkins. Most notably is the recent sighting of Everglade snail kites, a federally endangered species. These unique bird feeds almost exclusively on apple snails. Their appearance at Lake Munson is important because these birds have historically been limited to central and south Florida. County staff are working closely with FWC to monitor and protect the Everglades snail kites. Beyond birding, the lake is also used for fishing, hunting, and boating.

The success of the Action Plan is a product of the holistic approach to lake management and the implementation of proven, beneficial strategies and best practices. Through the Action Plan, County staff provide quarterly updates to the SAC including water quality results and overall progress. At the May quarterly update, the SAC consensus was the drawdown effectively trapped nutrients in the sediment as intended and the long-term strategies outlined in the Action Plan remain the preferred approach for lake management and achieving the State's requirements.

Drawdown Conclusion and Lake Refill

The drawdown, which began in November 2022, officially concluded on May 17, 2024, and the process of refilling the lake began. Based on FWC's recommendation, the gates on the dam were incrementally closed to allow the water levels in the lake to slowly rise. Throughout the refill, the County coordinated with FWC and monitored water levels and conditions in the lake and downstream, as well as potential significant rainfall events.

The slow refill process proved beneficial and prevented a shock to the ecosystem. By gradually raising the water level, the aquatic vegetation in the lake had the opportunity to adapt to the new and changing conditions, and what did not adapt slowly died off. This slow and methodical refill prevented a total plant kill and subsequent algal bloom. The slow refill of the lake, in conjunction with the invasive exotic aquatic vegetation management, allowed the native species in the seed bank to begin their reestablishment in the lake.

As the lake began to refill, FWC planned to restock fish in Lake Munson. Although originally scheduled for fall 2024, the effort was postponed due to low water levels which prevent the safe release of fish and access to the open waters of the lake. County staff are continuing to coordinate with FWC to reschedule the restocking.

Overall, the drawdown was effective in addressing the ecological challenges observed during the summer of 2022, including rapid growth of invasive exotic species and algal blooms. The process achieved key objectives such as allowing lake bottom sediments to dry, compact, and form a "cap" that helps reduce nutrient recycling. The gradual refill supported the reestablishment of native vegetation. Data collected through the Enhanced Monitoring component of the Action Plan indicate continued system stabilization and sediment compaction.

Enhanced Monitoring

The Action Plan includes enhanced monitoring centered around data collection and analysis, focusing on the overall health of the lake during the drawdown and in the two years after the lake is refilled. During the drawdown, water quality samples collected in Munson Slough through the

Drawdown Water Quality Study expanded on the County's Monitoring Program and provided information on the stability and response of the system to the drawdown, while aerial lake bottom topographic surveys indicate the amount of sediment compaction. During the two years following the drawdown, water quality data collection and analysis in the Post-Drawdown Water Quality Study tracks the reaction and progression of the system as long-term lake management strategies are implemented.

A healthy ecosystem depends on more than just good water quality, it also requires a diverse and balanced mix of plant and animal life. Leon County takes a comprehensive approach to assessing its waterbodies, evaluating their biological, chemical, and physical conditions together. This includes looking at water quality in the context of the surrounding plants, animals, and other organisms. While the enhanced monitoring water quality data provides valuable insight into system stability and how it responds to change, it should not be the only measure of health. Water chemistry can be affected by external factors like weather (i.e., temperature, rainfall), water levels, upstream inflow, dam discharges, and invasive exotic species treatments. A broader perspective is essential when evaluating the overall health of the system.

Drawdown Water Quality Study

With the extension of the drawdown at the March 21, 2023 meeting, the Board approved the addition of a Drawdown Water Quality Study to the Action Plan. This study supplemented the County's quarterly water chemistry sampling to attain monthly water quality data in Munson Slough both upstream and downstream of the lake, until the drawdown concluded. The samples collected during the drawdown provide information on the water chemistry concentrations entering and leaving the lake and insight into how the lake reacted during the drawdown.

Water quality samples were collected from March 2023 through May 2024. The sample results were analyzed alongside lake stages and other external factors to identify trends (Attachment #6). Throughout the drawdown, the water quality in Munson Slough remained at or better than the TMDL target for Munson Slough (above Lake Munson). As the drawdown progressed, the lake continued to stabilize and nutrient concentrations in the water leaving the lake generally trended lower. Elevated nutrient concentrations were observed in March and September 2023, and again in April and May 2024, due to system instability and external influences.

System instability can result from fluctuations in water levels or changes in lakebed vegetation, both of which affect water quality as it moves through the lake. In March 2023, water quality samples were collected following several weeks during which the lake was predominantly drained. These conditions contributed to higher nutrient concentrations leaving the lake than entering it, indicating an unstable system. Although the exact cause of the instability and higher concentrations is unknown, supporting water chemistry data—such as increased levels of nutrients and suspended materials—suggests that a shallow, isolated pool may have drained into the flow-through channel. At the time, the lake bottom had noticeably less vegetation, which made it more vulnerable to disruption from fluctuating water levels, weather events, or wildlife—such as an alligator moving through the area. In these conditions, isolated pools of stagnant, nutrient-rich water had formed. If disturbed, wildlife activity could have physically linked these pools, causing the nutrient-laden water to mix and flow more freely across the lakebed.

The elevated nutrient concentrations leaving the lake in September 2023 were attributed to a syphon effect that occurred as the remaining water drained from the lake when the drawdown resumed following the temporary suspension due to Hurricane Idalia. The syphon effect pulled very fine, loose sediment from the flow-through channel in the lake into the water column, resulting in a temporary nutrient spike. This also explains why phosphorus concentrations were higher than nitrogen—because phosphorus binds more readily to sediment, which was being pulled into the water column during the siphon effect.

Elevated nutrient concentrations in April and May 2024 were attributed to prior invasive exotic vegetation treatments in Lake Henrietta, Munson Slough upstream of the lake, and the flow-through channel in the lake. Increased nutrient concentrations can occur following invasive exotic vegetation treatments because nutrients can release into the water column when the invasive exotic vegetation dies off. The concentrations remained around the TMDL for Munson Slough (above Lake Munson) and, although the concentrations were higher than previous months, the increase is not an indication of drawdown effectiveness. To achieve the State's standard of a balance of flora and fauna, invasive exotic vegetation treatments are necessary and the overall benefit to the system outweighs the minimal short-term changes in water chemistry.

Overall, the Drawdown Water Quality Study sample results indicate that through the drawdown, the lake bottom sediments consolidated, and the system grew more stable. The decades of significant investment in upstream improvements in the Lake Munson drainage basin improved the water quality entering Lake Munson, which has not changed with the drawdown. Throughout the drawdown the nitrogen and phosphorus concentrations in Munson Slough have primarily been better than or just above the State TMDL.

Aerial Lake Bottom Topographic Survey

Aerial topographic surveys provide data on the elevation of the lake bottom and can be used to estimate the amount of sediment compaction over the course of the drawdown. The original Action Plan included a survey at the beginning of the drawdown after the lake bottom was exposed and again before the lake was refilled. With the extension of the drawdown in March 2023, quarterly aerial surveys throughout the drawdown were added to the Action Plan.

The first aerial survey was flown at the beginning of the drawdown in November 2022, followed by quarterly surveys in April, August, and October 2023. Additional surveys were planned for January and April 2024; however, these final two surveys could not be flown due to high water levels in the lake beginning in December 2023, which resulted in most of the lake bottom submerged through the end of the drawdown in Spring 2024.

The aerial topographic survey data shows clear signs of sediment compaction, with the most significant improvements occurring around the lake's edges, areas that were exposed more frequently during the drawdown. Although a final survey was not conducted and no direct comparison to pre-drawdown conditions can be made, the data obtained suggests the drawdown was effective in promoting sediment consolidation.

Post-Drawdown Water Quality Study

As discussed in previous Lake Munson status reports, once the lake refills it can take several years for the nutrient levels and the ecosystem to stabilize following the continual state of transition and flux associated with a drawdown. The Post-Drawdown Water Quality Study collects monthly water quality and flow data during these two years after the drawdown at four locations: two upstream of Lake Henrietta, one upstream of Lake Munson, and one downstream of the lake. The study provides an excellent opportunity to monitor and quantify the effects of the drawdown and the water quality in Lake Munson.

In June 2024, the Post-Drawdown Water Quality Study began, and sample results through April 2025 were compiled and evaluated for trends (Attachment #6). Overall, the water quality remains around the State's TMDL limits for Munson Slough (above Lake Munson) and the lake continues to stabilize. So far, the water quality following the drawdown is as anticipated, with observed nutrient variability attributed to external factors such as invasive exotic management and fluctuations in flow.

Since the lake refill, nutrient concentration variability can be attributed to a mix of factors. One major contributor was the invasive exotic vegetation treatments that began in July 2024 on Lake Munson, Munson Slough upstream of the lake, and Lake Henrietta. These treatments began in July 2024 and were applied monthly until October, then increased to every other week until they were paused in December for the winter. As the treated vegetation died off, it released nutrients back into the water, contributing to the rises and dips observed in the data.

Flow conditions in Munson Slough also played a role in nutrient concentration variability. As storms and low-flow periods do cause erosion or carry varying nutrient loads from upstream, adding to the fluctuations. The shift from the County's routine quarterly sampling to monthly sampling with the enhanced monitoring made these changes more visible. Given all these variables, water quality is best understood by looking at overall trends rather than focusing on individual sample results.

Overall, since the drawdown, the water quality remains around the TMDL for Munson Slough (above Lake Munson), the lake continues to stabilize and improve, and nutrient concentrations point to a downward trend. The results of the Post-Drawdown Water Quality Study will continue to be evaluated through the second and final year of enhanced monitoring to track the lake's ongoing response to the drawdown and the implementation of the long-term lake management strategies.

Long-Term Best Management Practices

As a State-managed waterbody, the County relies on State agencies for lake management such as aquatic vegetation treatment and lake restoration projects. However, the Action Plan outlines an expanded role for the County, supporting and enhancing the State's lake management efforts and responsibilities. It also includes continued coordination with State agencies to pursue long-term restoration opportunities.

The long-term strategies in the Action Plan focus on proactive vegetation management to support a more native and diverse ecosystem in Lake Munson. To supplement the State's efforts, the County has established an Invasive Exotic Vegetation Management Program that provides faster response times and targeted treatments, minimizing disruption to the system. In addition, the Algal Bloom Management Program addresses naturally occurring blooms by treating them as they appear, helping to reduce their impact on nearby residents. The County uses a single contractor for both invasive exotic aquatic vegetation and algal bloom treatments, ensuring a more efficient response and reducing the risk of overtreatment. The Action Plan also includes exploration of new technologies and scientific data for potential opportunities and strategies that could benefit Lake Munson.

Invasive Exotic Vegetation Management Program

One of the County's goals for Lake Munson is a balanced, diverse, and native plant community. Diverse native species create a healthier ecosystem, serving as food and nesting habitat for fish and wildlife, and build resilience and biodiversity. Invasive exotic vegetation can adversely impact native plant communities and, if left untreated, will rapidly colonize and take over a waterbody. While invasive exotic species can never truly be eradicated, vegetation treatment can control the invasive exotic species, which allows for and promotes the growth of native vegetation.

The County's Invasive Exotic Vegetation Management Program implemented through the Action Plan has been effective in controlling the invasive exotic species in Lake Munson and promoting native vegetation growth. In consultation with FWC, treatments were conducted by the County through a Continuing Service Contractor in Spring of 2024 prior to the conclusion of the drawdown, followed by a coordinated effort of treatments by the County and FWC over the Summer and Fall of 2024 and resuming in the Spring of 2025.

The drawdown was successful at mitigating the rapid growth of hydrilla in Lake Munson by drying out the plants and the underground tubers which help the plants spread. Since the drawdown, the invasive exotic vegetation treatments have controlled the spread of hydrilla from upstream, as evident by the limited amounts of hydrilla observed in the lake since the drawdown. Unlike a seed bank which can survive a drawdown, tubers lose viability when dried out, limiting regrowth when the lake is refilled. In addition to spread by tubers, hydrilla can also spread by fragmentation, or when a small piece breaks off and establishes in another area. To prevent the reestablishment of hydrilla due to fragmentation, prior to the drawdown conclusion, the Invasive Exotic Vegetation Management Program began treating the flow-through channel in the dry Lake Munson lake bottom and areas upstream, including Munson Slough and Lake Henrietta. Three treatments were performed, beginning in March 2024 and continuing through the end of April 2024.

The drawdown was also beneficial in reducing the potential growth of water hyacinth, a fast-growing aquatic plant that forms floating mats on the water surface. During the winter of 2024-2025, Lake Munson went through a three-month period in which the lake predominantly held water. While this period did not allow the sediment to dry out as planned, the lake's response during this period had positive and unexpected results. As presented in the April 9, 2024 agenda item, this period of higher water levels allowed the water hyacinth seeds in the sediment to germinate (grow), and with the subsequent draining of the lake the plants died off before they were

able to seed. This natural filling and draining of the lake used up part of the seed bank, thereby reducing future growth.

Since the conclusion of the drawdown, the predominant invasive exotic species has been water hyacinth. Through invasive exotic vegetation treatments in Lake Munson, and upstream in Munson Slough and Lake Henrietta, the spread of water hyacinth has been controlled. The goal of the Invasive Exotic Vegetation Management Program is to treat smaller areas more frequently, which reduces the shock on the system. In July 2024, the County's contractor began treatments of approximately 32 acres each month. While these applications effectively limited the spread of water hyacinth, more frequent treatments were needed to combat the aggressive growth cycle and reduce the amount of water hyacinth.

Beginning in early October 2024, FWC augmented the County's efforts with additional monthly treatments on Lake Munson. FWC's treatments specifically targeted vegetation that had not responded to the County's applications approximately two weeks prior. The alternating treatments continued every two weeks through late November 2024 and proved effective at controlling and reducing the water hyacinth, as each application only needed to cover a smaller area, with hyacinth cover steadily shrinking. During subsequent treatments in late October and November 2024, the County's contractor treated 24 and 20 acres, respectively. Prior to the planned treatment in early December, Tallahassee experienced two nights of frost followed by several days of low temperatures, which damaged the remaining water hyacinth and acted as a natural control method. Water hyacinth does not tolerate cold weather and with the onset of winter, the invasive exotic treatments were suspended until spring.

Invasive exotic vegetation treatment on Lake Munson, Munson Slough, and Lake Henrietta resumed in March 2025. The County's initial application in March treated approximately 34 acres followed by approximately 30 acres in April. In a coordinated effort between Leon County and FWC, the intent is to conduct treatments approximately every two weeks to continue reducing the coverage of the invasive exotic species and promote native vegetation growth. Treatments will continue through the Summer and Fall until the weather cools again next Winter.

The success of invasive exotic vegetation control is evident in the decreasing size of areas requiring treatment over the course of a vegetation control season. During each visit, treatments have targeted relatively small acreages while still addressing most of the invasive exotic vegetation present. This consistent reduction in treatment area highlights the effectiveness of the program and represents the declining presence of invasive aquatic vegetation in the lake.

Despite the increasingly smaller amounts of water hyacinth, the effectiveness of the treatments is not evident from the eastern shore of the lake. Because of the floating nature of the vegetation and the characteristics of the lake, mats of water hyacinth have been present at the boat ramp and the dam outfall channel since the conclusion of the drawdown. Unlike hydrilla that attach to the lake bottom through roots, water hyacinth is free floating on the water surface and can be pushed around the lake by the wind or current. The wind patterns are predominantly from west to east, flowing through the lake from the northwest to the southeast, which result in the continual transport of the water hyacinth to the eastern shore and the dam. Although water hyacinth can grow from the seed

bank, the bigger challenge on the east side of the lake is the transport of water hyacinth to this location.

Lake Munson has approximately 250 acres of open water due to the drawdown's hydrilla mitigation and the water hyacinth control through the Invasive Exotic Vegetation Management Program. At this time, vegetation treatment remains the most viable option, and water hyacinth control and reduction on the eastern shore and at the lake outfall remains the primary focus in the year ahead.

In the meantime, to restore boater access to this open water at Lake Munson, FWC, in coordination with Leon County Parks and Recreation, conducted boat landing maintenance and cleared overgrown floating vegetation, primarily water hyacinth, near the Gill Waters Preserve landing. The work, completed in mid-May 2025, followed an environmental review by an FWC wildlife biologist to ensure minimal ecological disruption. As a result, access to open water has been successfully reestablished for boaters, kayakers, and other lake users to enjoy this valued community resource.

Algal Bloom Management Program

An Algal Bloom Management Program was included in the Action Plan at the request of area residents to mitigate the naturally occurring blooms on Lake Munson by treating them when they occur, providing relief to area residents affected by the blooms. Neither the County nor State agencies have historically treated algal blooms on Lake Munson.

No algal blooms on Lake Munson were reported to FDEP or observed by County staff since the summer of 2022. Algal bloom management is a reactive program in that blooms are treated after they occur. Because no blooms have been reported, there have yet to be any treatments through this program. The County's contactor is prepared to quickly respond should any blooms be reported or observed.

Innovative Technology Exploration

Strategies for lake management continue to evolve as new information becomes available and technologies develop. County staff are continually evaluating data, science, and strategies for best practices and emerging opportunities that have the potential to achieve the goal of water quality and ecological improvements, providing the most benefit with minimal negative impacts. As these opportunities arise, they will be presented to the SAC and State-agency partners, with viable solutions incorporated into the County's efforts or brought to the Board for further consideration.

Innovative techniques and potential strategies for lake management have been identified through ongoing partnerships with State-agencies, citizen stakeholders, and other environmental champions. Over the past year, staff have engaged in conversations with the County's Environmental Consultant, explored products for in-lake mitigation, and met with university researchers to discuss various methods and ideas. These strategies include sediment inactivation products to prevent nutrients from being released into the water column, and a pilot project that utilizes plants developed to remove phosphorus.

Conclusions have yet to be made and the evaluation of these, and any new ideas or technologies, continue. At this time, the Board approved Action Plan remains the preferred strategy in achieving the goal of a healthy ecosystem with water quality meeting the State standards and a well-balanced and diverse community of flora and fauna.

Continued Investment Through Planned Projects and Maintenance

The effort to restore Lake Munson goes beyond the Action Plan, with capital improvement projects for Lake Henrietta and Munson Slough planned to begin later this year.

Lake Henrietta Sediment Removal Project

Lake Henrietta is a constructed regional stormwater management facility that slows the rate of stormwater flowing to Lake Munson and provides a place to collect nutrient-rich sediment and floating debris before it can enter Lake Munson. Since construction in the early 2000s, the stormwater management facility has captured over 53,000 cubic yards of sediment and debris. Leon County was awarded a grant by the U.S. Environmental Protection Agency (EPA) for the Lake Henrietta Sediment Removal Project. County staff have been working with EPA to complete the required environmental review process and grant agreement development. The design of the project is anticipated to commence this Summer with construction to follow in FY 2026. This $2 million project will remove the material accumulated in Lake Henrietta to enhance the facility's performance, reduce sediment flowing downstream to Lake Munson, and improve the water quality of the Lake.

Munson Slough Embankment Repair Project

The Munson Slough Embankment Repair Project is a $1.6 million initiative to stabilize eroded sections upstream of Lake Munson and safeguard long-term water quality. The County has committed $400,000 from its Stormwater Infrastructure Preventative Maintenance Program and is actively seeking additional funding. In May 2024, the Board approved a $1.2 million grant application through Florida's Hazard Mitigation Grant Program. The application was submitted in June, and the County is currently awaiting the outcome.

This project builds on the County's Lake Munson Restoration Project from the early 2000s, which used living shorelines to reduce erosion, cut sedimentation, improve water quality, and enhance wildlife habitat. While that effort delivered strong results, some upstream areas have since experienced renewed erosion. The new embankment repairs will restore and reinforce these gains—stabilizing banks, replanting native vegetation, and reducing sediment flow into Lake Munson to protect the health of the ecosystem for years to come.

Next Steps

In the year ahead, the enhanced monitoring, Long-Term Best Management Practices, and Innovative Technology Exploration will continue to further the Lake Munson restoration progress which will be evaluated against ecological targets. The Post-Drawdown Water Quality Study will collect monthly water quality and flow data in Munson Slough and County staff will continue to monitor the water quality and stabilization of the lake. The invasive exotic vegetation treatments will continue monthly until the winter when they will be suspended and will focus on the eastern side of the lake and the outfall channel to the dam. The County treatments will be conducted in

coordination with, and augmented by, FWC as necessary. The lake will be monitored for potential algal blooms and should any be reported to FDEP or observed by County staff, the blooms will be promptly treated.

County staff will continue to evaluate the information collected through the enhanced monitoring program which will be presented to the SAC in quarterly updates. Coordination on the progress of the drawdown with State-agency partners and engagement with citizen stakeholders also will remain ongoing. And finally, staff will provide an update to the Board on the progress of Lake Munson in June 2026, at the conclusion of the two-year Post-Drawdown Study.

Conclusion

This update summarizes progress on the Lake Munson Action Plan, one year after the lake's drawdown concluded. Since the 1980s, over $291 million has been invested in restoring the lake and its watershed through infrastructure improvements and best management practices. These efforts have led to measurable water quality improvements in both Lake Munson and Munson Slough, with nutrient levels now meeting or trending toward State targets. In addition, an abundance of wildlife can be found in and around the lake including fish and numerous bird species. The drawdown effectively mitigated the ecological issues which occurred in Summer 2022, such as algal blooms, invasive exotic vegetation, and a fish kill, allowing sediments to compact and native vegetation to reestablish.

The Action Plan continues to guide restoration through enhanced monitoring, capital projects, vegetation management, and the exploration of innovative technologies. The County's contractor is actively managing invasive exotic plants like water hyacinth and remains prepared to respond to any algal blooms. Monitoring data is regularly reviewed and shared with the SAC, while coordination with State agencies and community stakeholders remains ongoing. The Post-Drawdown Water Quality Study and related activities will continue through the coming year, with the next update to the Board scheduled for June 2026.

Options:

1. Accept the Lake Munson Action Plan and Post-Drawdown status update.
2. Do not accept the Lake Munson Action Plan and Post-Drawdown status update.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. 2022 Lake Munson Action Plan Overview
2. Lake Munson Basin Investments in Improvements and Programs
3. Munson Slough (upstream of lake) Nutrient Concentration Graphs
4. Lake Munson water quality trends
5. Munson Sough (downstream of lake) water quality trends
6. Water Quality Study Sample Result Graphs

Lake Munson Action Plan Overview

Over the past several decades, local governments have invested hundreds of millions of dollars for projects in the Lake Munson basin and prioritized upstream improvements which provide water quality treatment, reduce the transport of sediment, collect trash, and benefit the Lake water quality. On October 11, 2022, the County Commission approved the Lake Munson Action Plan which provides short- and long-term strategies to address the challenges experienced during the Summer of 2022 including algal blooms, fish kills, depressed oxygen levels, and invasive vegetation. On March 21, 2023, a six-month update was provided to the Board and modifications to the plan were approved. This document provides an update on the Action Plan status.

Lake Munson Drawdown

- Started on November 1, 2022, extended in consultation with FWC following higher than anticipated winter 2021-2022 rainfall, and concluded on May 17, 2024
- Allows sediment to dry out and form a "cap", reducing nutrients transferring into the Lake
- Dredging not viable due to causing more harm than good, resuspending sediment and contaminants, habitat degradation, removal of seed source, and underlying karst features
- Emergency Action Plan for weather events

Enhanced Monitoring

- Supplements County's quarterly water quality sampling in Lake Munson and in Munson Slough
- Drawdown Water Quality Study
    - Monthly water chemistry samples during drawdown
    - Munson Slough upstream and downstream of the Lake
- Aerial Lake Bottom Topographic Survey
    - Quarterly during drawdown
- Post-Drawdown Water Quality Study
    - Begins upon Lake refill
    - Monthly water chemistry and flow samples for 2 years
    - 4 locations (upstream of Lake Henrietta, upstream of Lake, downstream of Lake)
- Point-Source Testing for Contaminants
    - One-time sampling
    - 4 locations (in Lake, upstream of Lake, downstream of Lake)
    - Validate previous sediment studies

Long-Term Best Management Practices

- Invasive Exotic Vegetation Management Program
    - Supplemental to FWC's invasive plant management program
- Algal Bloom Management Program
- Routine Periodic Drawdowns
    - Implemented every 5-10 years
    - Frequency determined by health of the lake and in consultation with FWC and SAC
- Innovative Technology Exploration
    - County staff continue to explore new and innovative methods for lake management and presented to SAC and state agency partners for evaluation

The next update will be presented to the Board at the June 2026 meeting.

Lake Munson Basin Investments in Improvements and Programs

Over 29 Projects - 21 BMPs - $291 M Investment

This document provides a summary of the past, present, and future projects and investments in the Lake Munson Basin as well as ongoing and future Best Management Practices to benefit the water quality of Lake Munson.

Completed Capital Improvements

1. San Luis Park - Est. $700,000 (1982)
2. Carter-Howell-Strong Pond – Est. $2 M (1980s)
3. Jim Lee Road Facility - $347,000 (1993)
4. **Gil Waters Park - $350,000 (1997)**
5. **Gum Swamp Restoration - $492,300+ (1998)**
6. Lake Elberta - $10.55 M (2000)
7. RSF Trash Trap - $71,090 (2001)
8. **Lake Munson Restoration - $13.6 M (2002)**
   a. **Lake Henrietta Restoration**
   b. **Munson Slough Restoration**
   c. **Lake Henrietta Wetlands Restoration**
   d. **Lake Munson Delta Sediment Removal**
   e. **Lake Munson Wetlands Restoration**
9. **Gum Creek Erosion Control - $150,000 (2003)**
10. **Orange Avenue Facility - $23.1 M (2006)**
11. Bond Stormwater Facility - Est $2 M (2006)
12. Martha Wellman Facility – Est. $13.8 M (2006)
13. **Munson Slough Stabilization - $55,000 (2009)**
14. **Lake Munson Dam Rehabilitation - $1.5 M (2011)**
15. Lower East Branch Trash Trap - $207,000 (2012)
16. Capital Circle NW/SW - Est $25.4 M (2015)
    a. Broadmoor Stormwater Facility
    b. Delta Stormwater Facility
17. Lakeview Bridge - $928,000 (2017)
18. FGS Sediment Study - $328,570 (2019)
19. Lower CDD Erosion Control - $11.45 M (2020)
20. Country Club Creek Drainage Imp. - $1.75 M (2020)
21. Capital Cascades Trail Seg. 1-3 - $138 M+ (2021)
    a. Franklin Blvd
    b. Cascades Park
    c. Lake Anita
    d. Coal Chute SWMF
    e. Tallahassee Junction
22. Blueprint 3D-B RSF - Est. $700,000+ (2021)

Over 22 Projects Totaling Over $247 M

Planning, Design & Construction Projects

1. **Advanced Septic Pilot Project - $1.5 M (2018)**
2. **Comprehensive Wastewater Treatment Facilities Plan - $500,000 (2019)**
3. Capital Cascades Segment 4 - Est. $20 M (2021)
4. **NE Lake Munson Septic to Sewer - $15.6 (2022)**
5. **Septic Upgrade Incentive Program- $2.2 M (2023)**
6. **Lake Henrietta Sediment Removal - $2 M (2025)**
7. **Munson Slough Embankment Repair - $1.6 M (2026)**

7 Projects Totaling Over $43 M

Best Management Practices (BMPs)

1. Hopkins Crossing wetland preservation
2. North Ridge Road wetland preservation
3. **EMA requires trash racks and sediment sumps on all new stormwater management facilities to protect downstream waterbodies**
4. **EMA prohibits illicit discharges (untreated water) flowing offsite from a business or residence**
5. **Special development zone regulations minimize clearing around lakes to protect vegetation**
6. **Leon County Operating Permit is required on all stormwater facilities and renewal permits are required every 3 years**
7. **Adopted State-wide model Fertilizer Ordinance with additional application restrictions to limit nutrients run-off from lawns**
8. **Lake Munson Clean-Up during drawdowns**
9. FWC Lake Munson Fish Restocking
10. **Routine maintenance of County stormwater facilities to reduce sediment downstream**
11. **Leon County Water Resources Program provides quarterly water quality sampling, public education, and annual reporting**
12. **Leon County Water Resources Website provides the public with information on personal responsibility for keeping Leon County's waterbodies clean and healthy**
13. **Lake Munson Drawdowns**
    a. 2000 b. 2010 c. 2022
14. **Drawdown aerial survey - $120,000 (one time)**

14 BMPs Improving Water Quality

Ongoing / Future Lake Management & BMPs

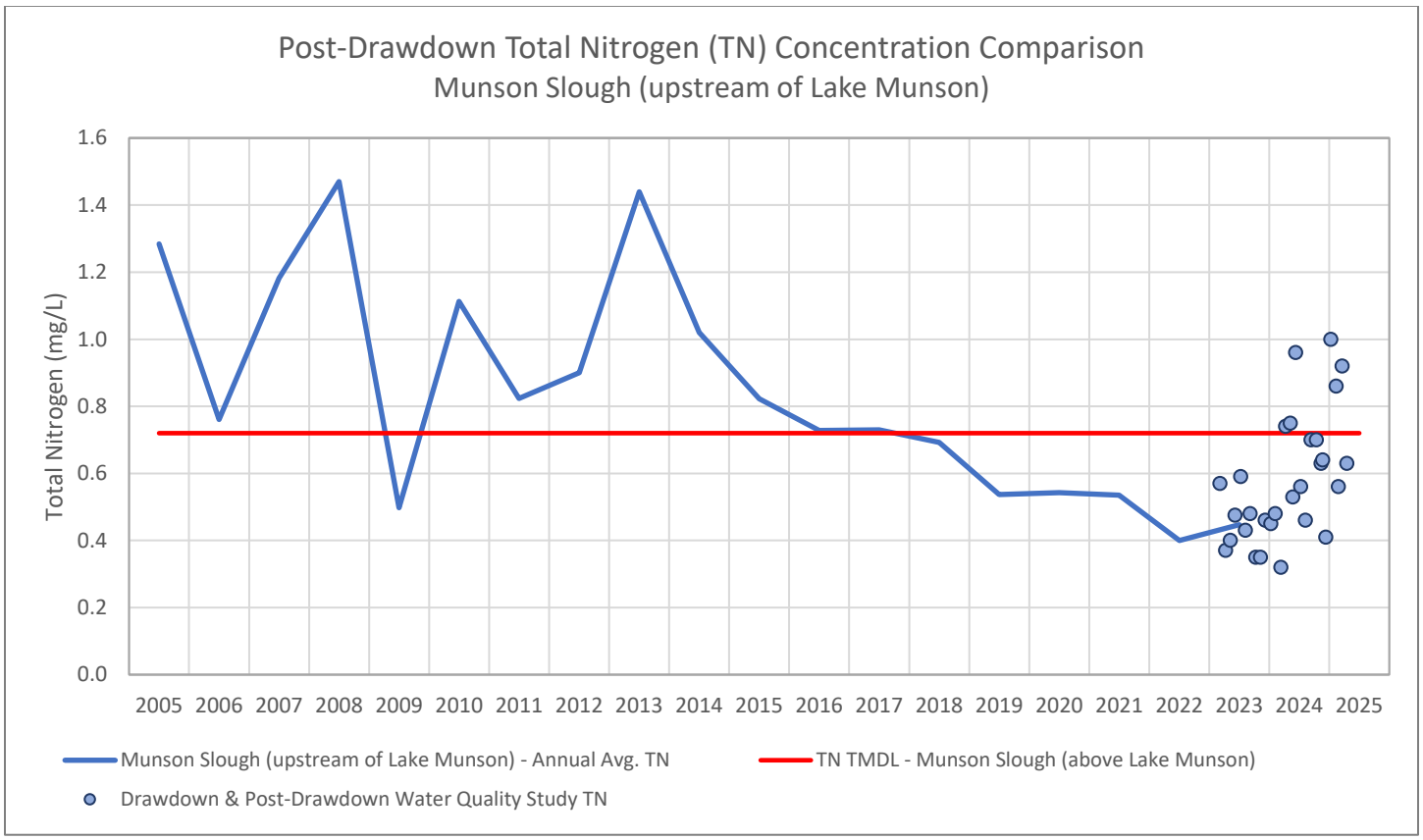
1. **Water Quality sampling monthly for 3 years - $137,000 (one time)**
2. **Investments in upstream improvements to reduce sediment and improve water quality**
3. **Additional septic system upgrades and conversions**
4. **Reoccurring drawdowns every 5-10 years**
5. **Aquatic Vegetation Management - $150,000 annually**
6. **Algal Bloom Treatment Program**
7. **Continuous exploration of BMPS and funding**

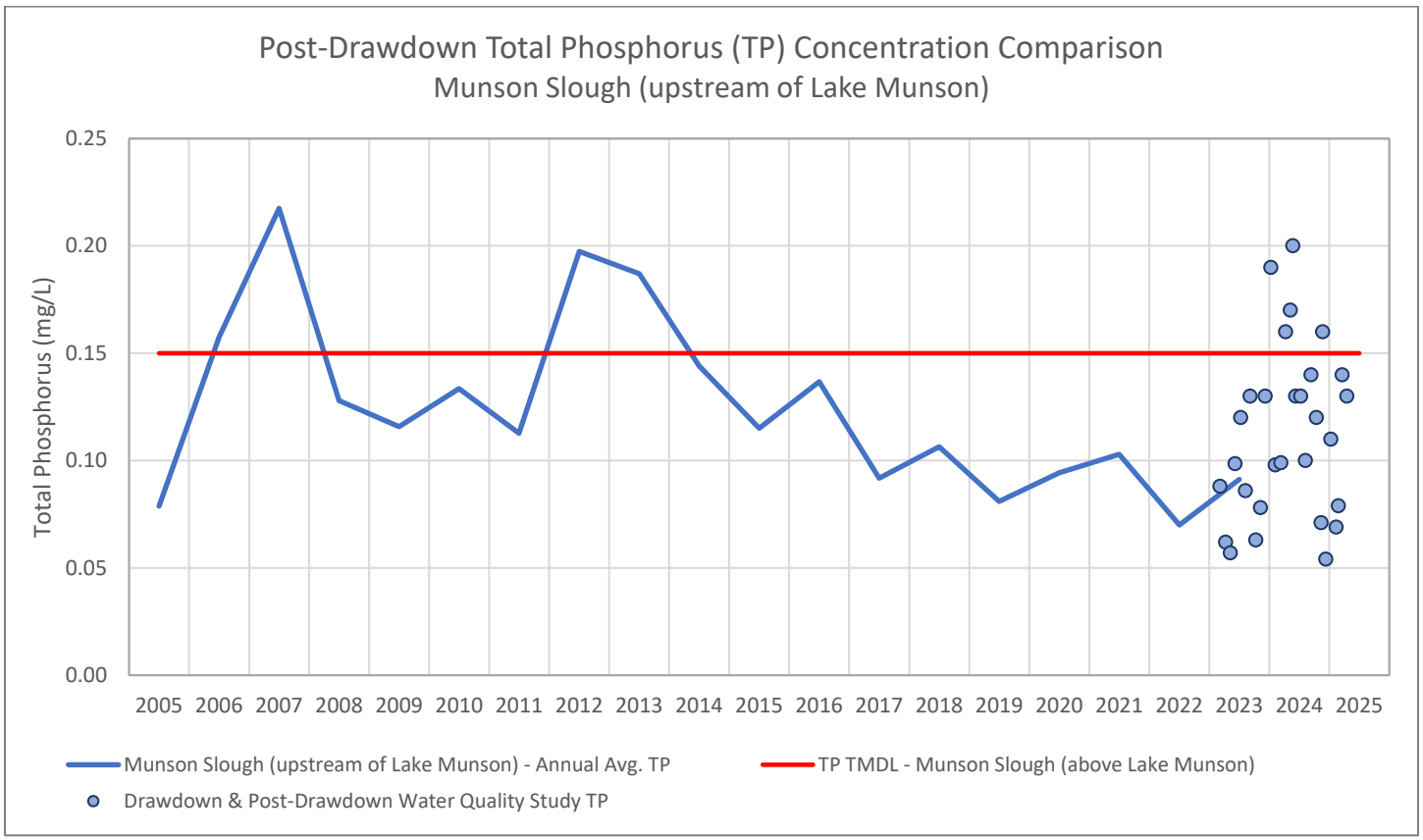
7 BMPs; $287,000 Initial Investment

Bold – Leon County Projects & Programs

Revised: May 28, 2025

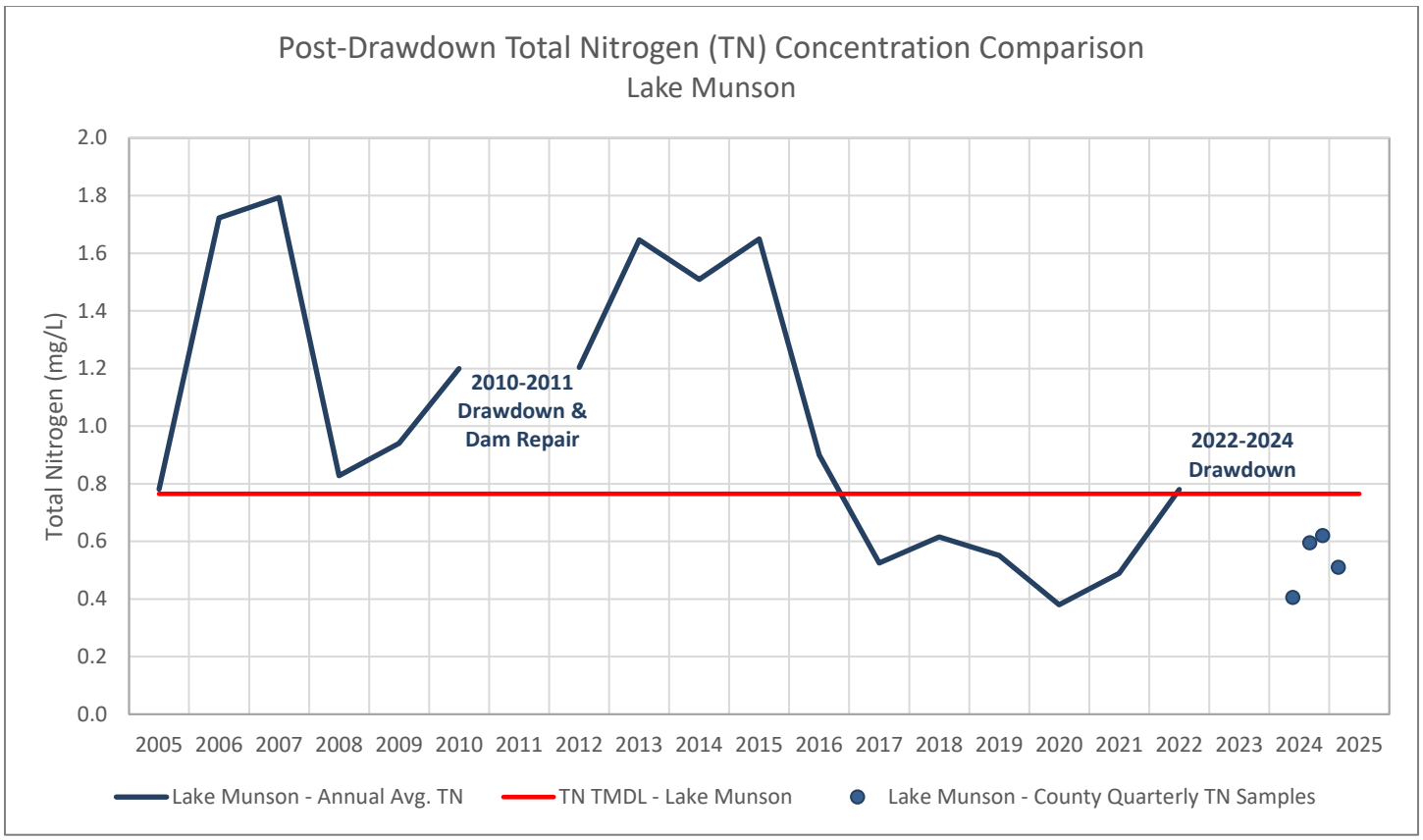
Nutrient Concentrations
Munson Slough (upstream of Lake Munson)

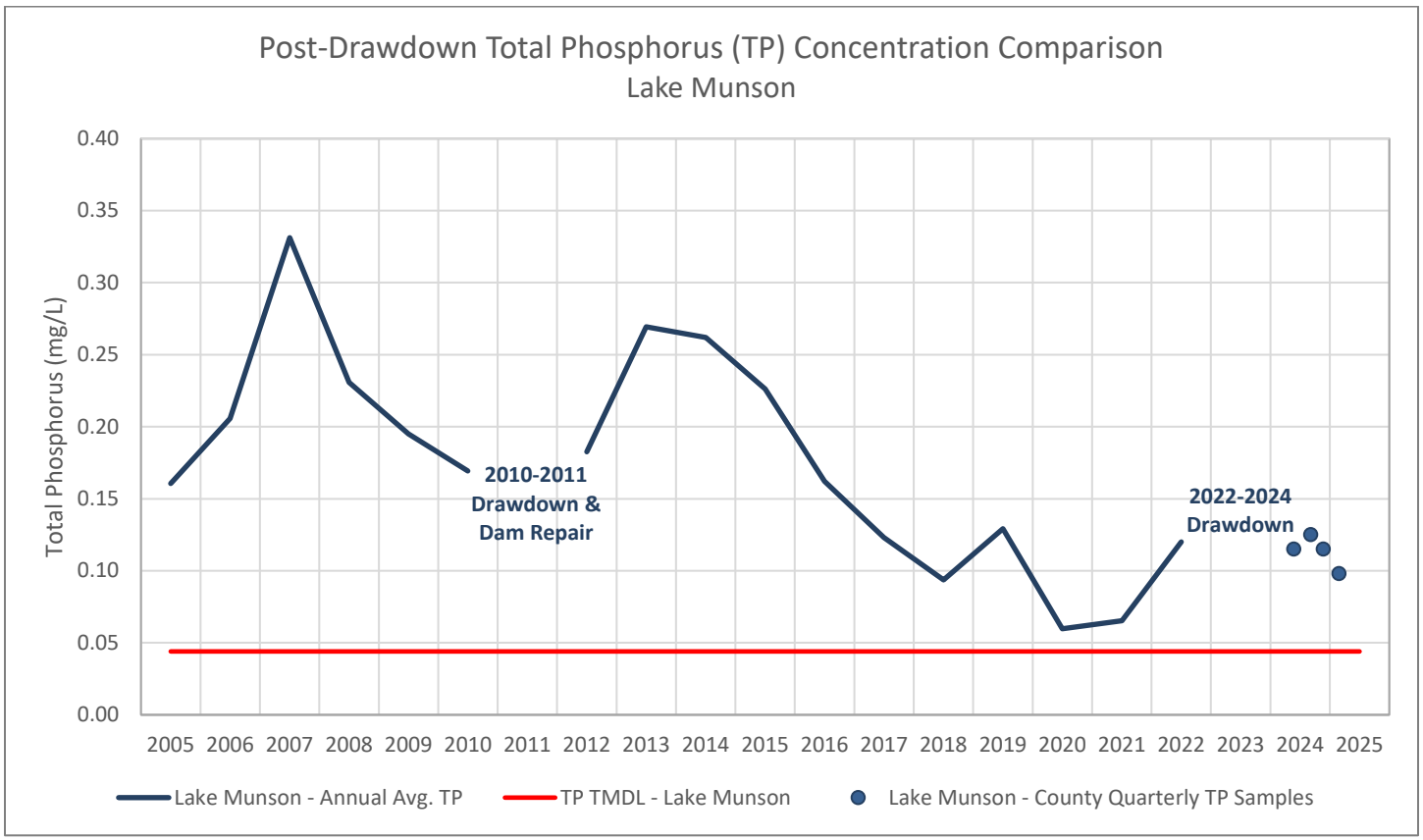




Note: Annual averages were graphed for illustrative purposes and to determine any possible trends.

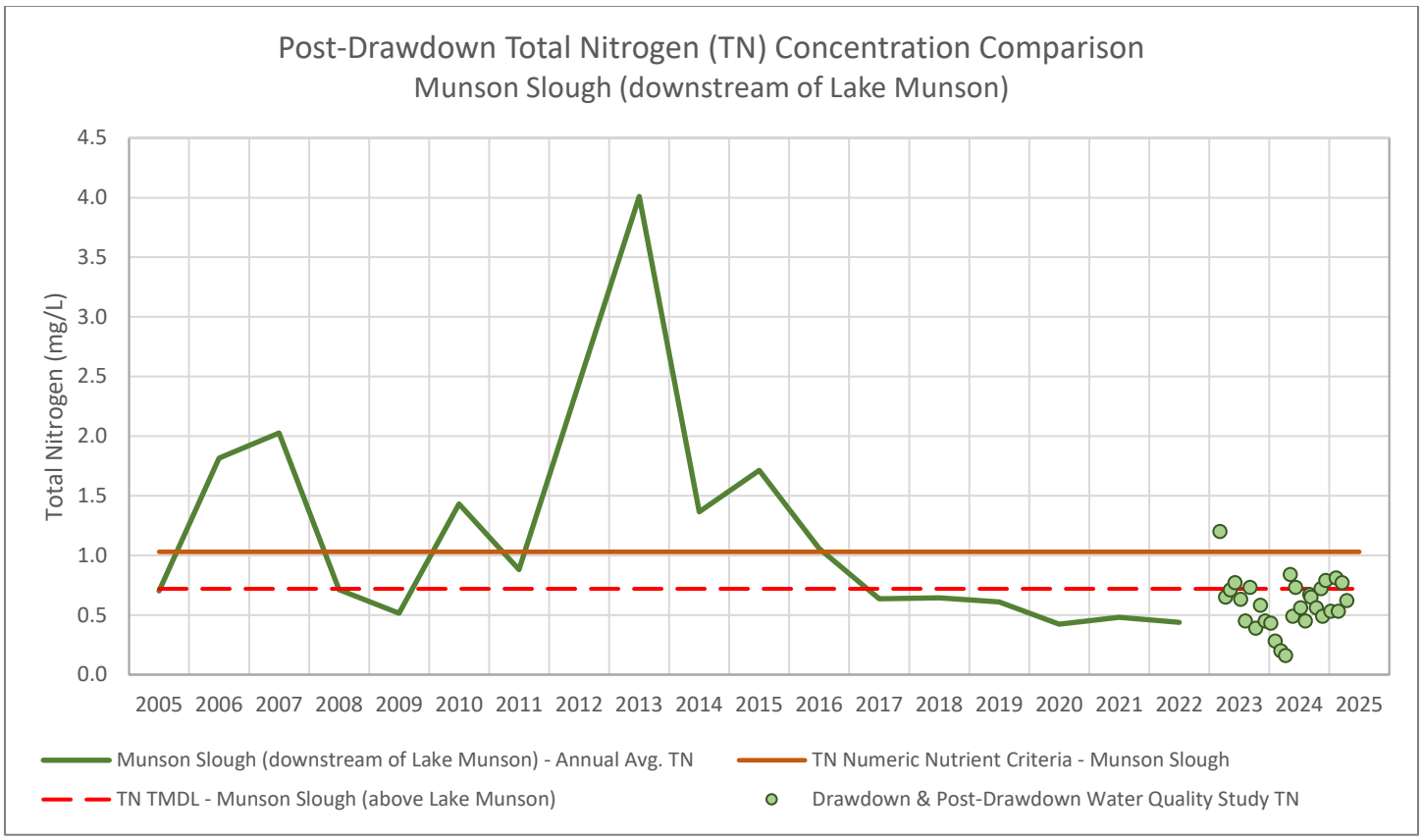
Post-Drawdown Nutrient Concentration Comparison
Lake Munson

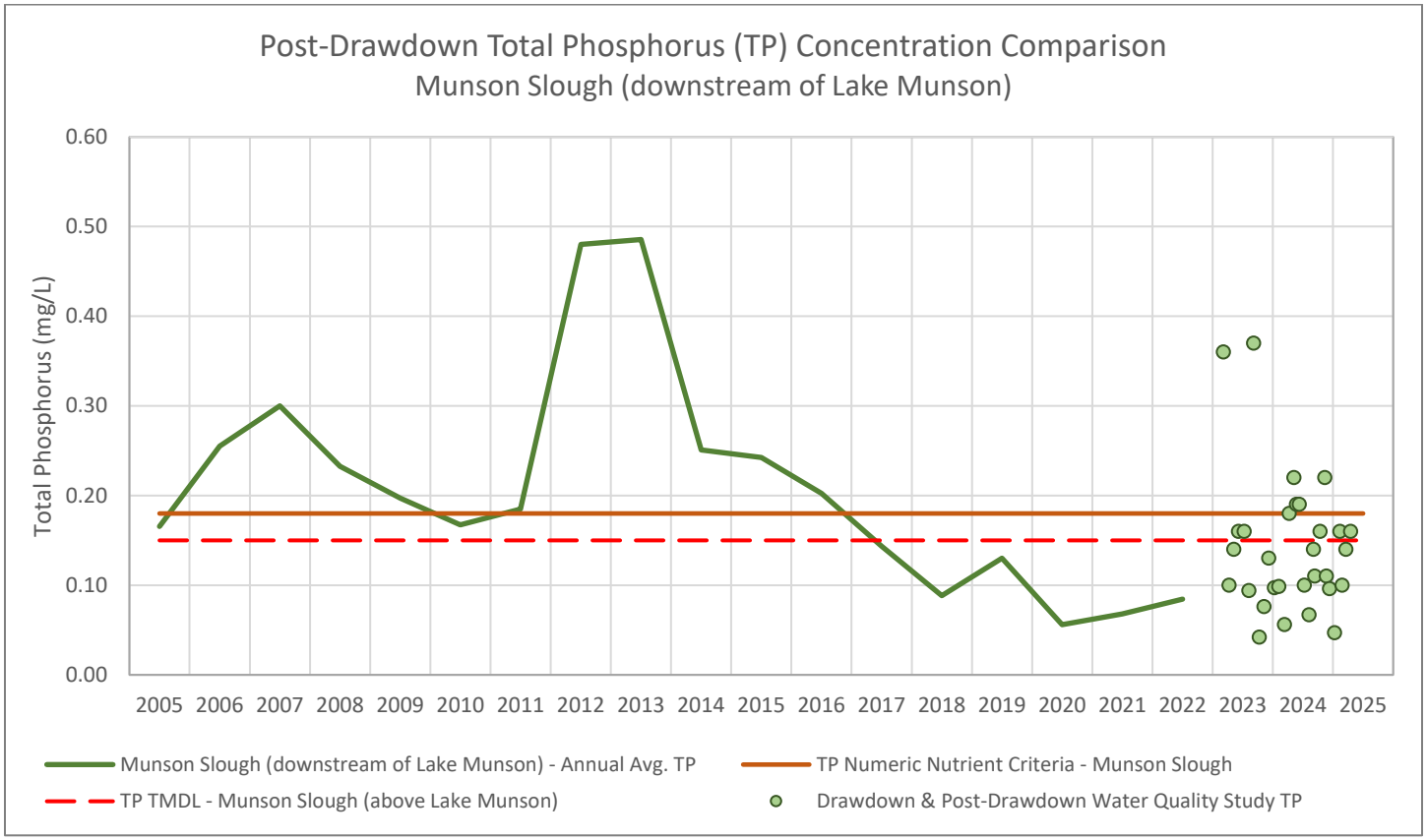




Note: Individual data points and annual averages were graphed for illustrative purposes and to determine any possible trends.

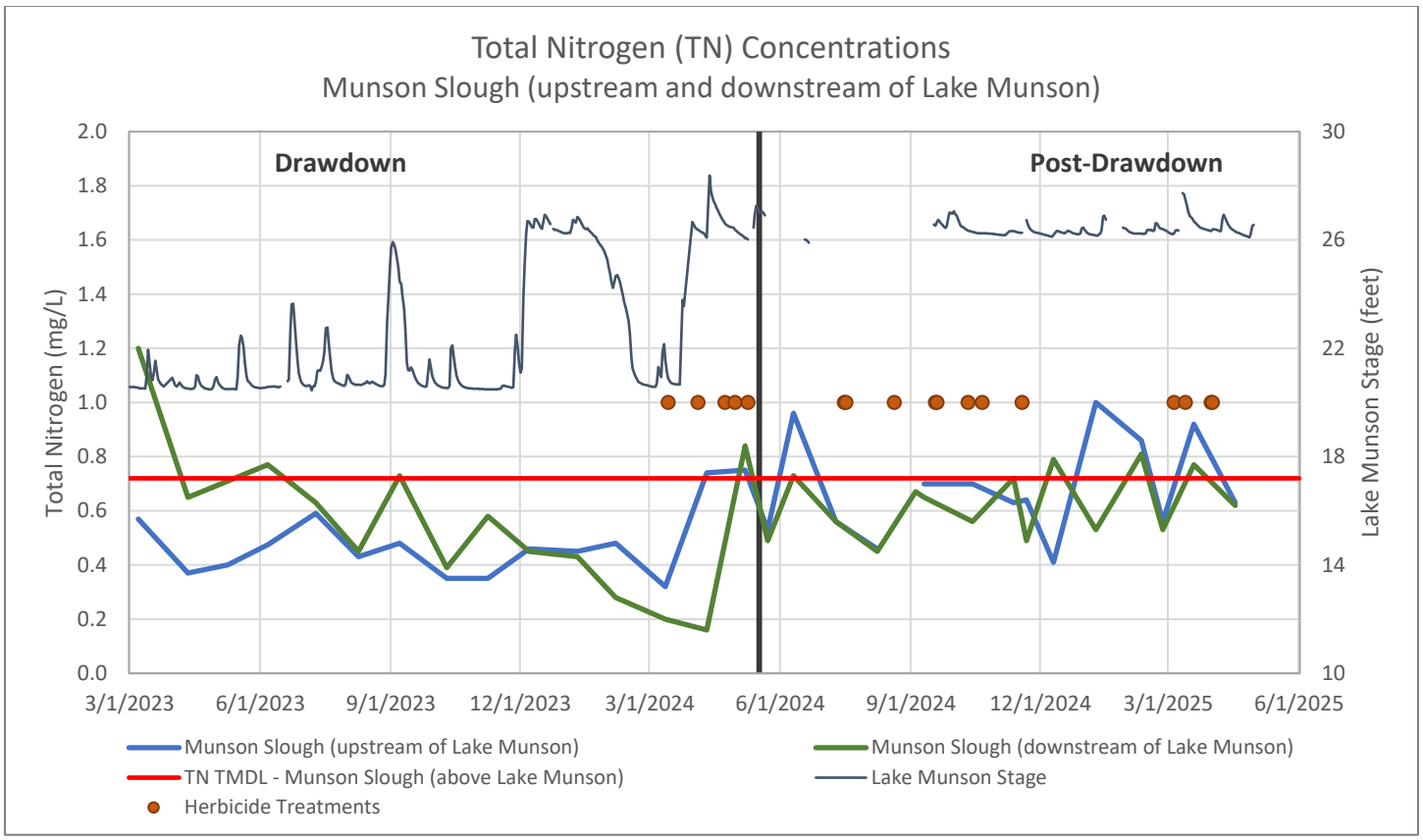
Post-Drawdown Nutrient Concentration Comparison
Munson Slough (downstream of Lake Munson)

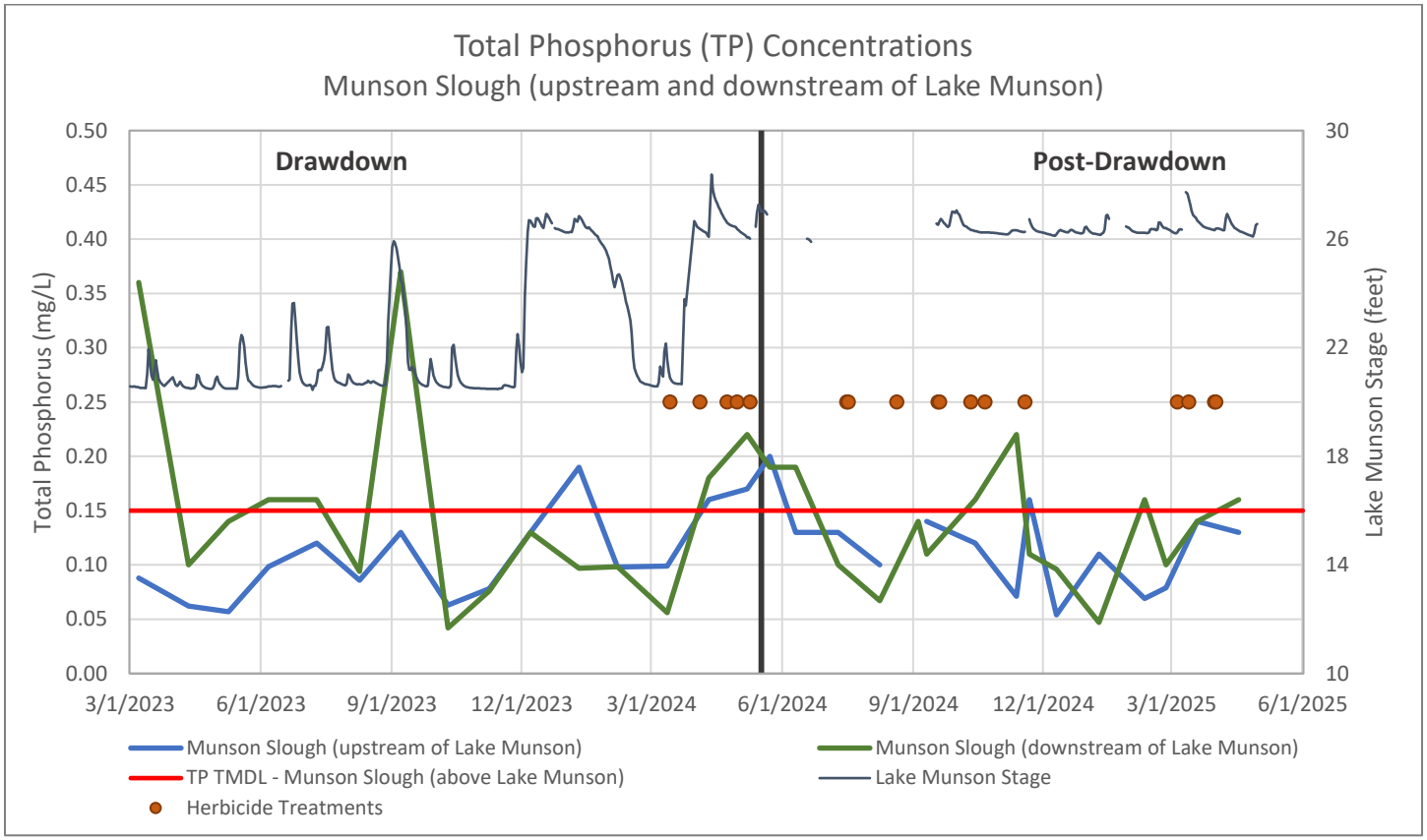




Enhanced Monitoring Water Quality Study Results

Munson Slough





Note: Individual data points were graphed for illustrative purposes and to determine any possible trends.

Leon County
Board of County Commissioners

Notes for Agenda Item #17

Leon County Board of County Commissioners

Agenda Item #17

June 10, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointments to the Architectural Review Board, the Board of Adjustment and Appeals, the CareerSource Capital Region Board, the Joint City/County Bicycling Workgroup, and the Planning Commission

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

Statement of Issue:

This item seeks the full Board's consideration of the appointment of citizens to the Architectural Review Board, the Board of Adjustment and Appeals, the CareerSource Capital Region Board, the Joint City/County Bicycling Workgroup, and the Planning Commission.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Appoint one eligible citizen to the Architectural Review Board for a three-year term ending June 30, 2028.

Option #2: Appoint two eligible citizens to the Board of Adjustment and Appeals for three-year terms ending June 30, 2028.

Option #3: Appoint two citizens to the CareerSource Capital Region Board for four-year terms ending June 30, 2029.

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

Option #5: Appoint one eligible citizen to the Planning Commission for a three-year term ending June 30, 2028.

Report and Discussion

Background:

Pursuant to Policy No. 03-15, "Board-Appointed Citizen Committees", a General Business item is presented to fill vacancies for full Board appointments of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Architectural Review Board (ARB)

Purpose: The responsibilities of ARB are included in Section 10-2.363 of the Land Development Code and include, among others, to review and make recommendations on the listing of properties on the Local Register Historic Places; protect the character of property in the Historic Preservation Overlay (HPO) designation; and, on behalf of the County and City, administer the federal Certified Local Government program for historic preservation.

Composition: ARB membership consists of ten (10) total members: four (4) citizens appointed by the Board, four (4) citizens appointed by the City of Tallahassee (City), the Planning Commission Chairman (or designee) and the Planning Department Director (or designee). The Board and the City each appoint citizen members from the following eligibility categories:

- Two (2) owners of property zoned with the Historic Preservation Overlay (HPO)
- One (1) member of American Institute of Architects (AIA)
- One (1) member representing Tallahassee Trust for Historic Preservation (TTHP)

As per the County Code of Laws, appointed members serve three-year terms, expiring on June 30th and may not serve more than two (2) full consecutive terms. All appointed members of the ARB must be residents or property owners in Leon County.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
10	2	Female – 4 Male – 4	White – 8

Vacancies: The City currently has two vacancies. The term of Board appointed member Pierce Todd Withers is set to expire on June 30, 2025. Mr. Withers fills one of the Owner of Historic Preservation Property seats and is seeking reappointment. His application and attendance record are included as Attachment #1. Mr. Withers is the only eligible applicant as provided in Table #1.

Table #1: Architectural Review Board

Vacancy / Category *Term Status*	**Term Expiration**	**Eligible Applicant** **Application Attachment #**	**Gender – Race**	**Recommended Action**
Pierce Withers Owner of Historic Preservation Property *Served 1 partial term Seeking reappointment*	6/30/2025	1. Pierce Withers	Male – White	Appoint **one** eligible applicant for a three-year term ending June 30, 2028.

Board of Adjustment and Appeals (BOAA)

Purpose: The Tallahassee – Leon County BOAA is a County/City joint board that hears and decides on appeals of administrative decisions as provided in the City of Tallahassee and Leon County Land Development Code, and variances to sign, plumbing, zoning, housing, building, gas and fire prevention codes of the City of Tallahassee and Leon County as provided in the City and Leon County Land Development Codes.

Composition: The BOAA membership consists of nine (9) citizens, seven (7) members plus two (2) alternates. Three (3) members are appointed by the County, three (3) members are appointed by the City and one (1) member is alternately appointed by the County and the City Commissions. In addition, both the County and the City Commissions may appoint one (1) alternate member, who serves in the event that their presence is needed to constitute a quorum. The members serve three-year terms and may not serve more than two full consecutive terms. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Membership:

Total Seats	**Vacant Seats**	**Gender**	**Race**
9	2	Female – 2 Male – 5	Black – 2 White – 5

Vacancy: The City Commission currently has two vacancies. The terms of the Board appointed member, John Phelps, and Board appointed Alternate member, James Pfeiffer, are set to expire on June 30, 2025. Mr. Phelps is not seeking reappointment. Mr. Pfeiffer is seeking appointment to the member seat, and his application and attendance record is included in Attachment #2. All eligible applicants are listed in Table #2.

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Table #2: Board of Adjustments and Appeals

Vacancy *Term Status*	**Term Expiration**	**Eligible Applicants** **Application Attachment #**	**Gender – Race**	**Recommended Action**
John Phelps *Served 1 full term* *Not seeking reappointment*	6/30/2025	2. James Pfeiffer 3. Charles Friedrich	Male – White Male – White	Appoint **one** eligible applicant for a three-year term ending June 30, 2028.
James Pfeiffer *County Alternate* *Served 1 partial term* *Seeking appointment to the member seat*	6/30/2025	2. James Pfeiffer 3. Charles Friedrich	Male – White Male – White	Appoint **one** eligible applicant to the County Alternate seat for a three-year term ending June 30, 2028.

CareerSource Capital Region Board (CSCR)

Purpose: CareerSource Capital Region connects employers with qualified, skilled and talented Floridians with employment and career development opportunities to achieve economic prosperity in Gadsden, Leon and Wakulla counties. The CSCR Board develops the region's strategic workforce development plan; identifies occupations for which there is a demand in the area and selects training institutions that may provide training; solicits the input and participation of the local business community in the provision of services for the residents of the region; provides policy guidance and procedures for programs established by CareerSource Capital Region; and provides oversight and monitoring activities.

Composition: The CSCR Board has twenty-three (23) voting members, including seven (7) private sector representative members appointed by the full Board. Nominations for the private sector seats are submitted by local business organizations including local chambers of commerce, downtown merchants' associations, area business associations, etc., and must be compliant with the Workforce Innovation and Opportunity Act (WIOA) and Florida Statutes. Nominees are representative of the business community in optimal business leadership positions, such as CEOs, VPs of HR, General Managers, Presidents and executives of firms that require a large workforce to maintain their business. In May of 2024, the bylaws were updated to reflect a change in Florida Law regarding terms and term limits. Members now serve a four-year term and can serve a maximum of eight (8) consecutive years. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Board-Appointed Membership:

Total Seats	**Vacant Seats**	**Gender**	**Race**
7	0	Female – 7	Black – 1 White – 6

Vacancies: Members Martina McDowell and Erin Gillespie have terms that are set to expire on June 30, 2025. Both members are eligible for and are seeking reappointment. Their applications and attendance records are included in Attachments #4 and #5, respectively. All eligible applicants are listed in Table #3.

Table #3: CareerSource Capital Region Board

Vacancies *Term Status*	**Term Expiration**	**Eligible Applicants** **Application Attachment #**	**Gender – Race**	**Recommended Action**
Martina McDowell *Served 1 term Seeking reappointment*	6/30/2025	4. Martina McDowell	Female – White	Appoint **one** eligible applicant for a 4-year term ending June 30, 2029.
Erin Gillespie *Served 1 term Seeking reappointment*	6/30/2025	5. Erin Gillespie	Female – White	Appoint **one** eligible applicant for a 4-year term ending June 30, 2029.

Joint City/County Bicycling Workgroup (JBWG)

Purpose: The JBWG functions as a focus group providing input to the Planning Department staff on cycling-related projects, improvements, events, and ordinances for consideration of recommendations to the Board of County Commissioners and the City Commission.

Composition: The JBWG has 12 members total. Six members are appointed by the Board and six members are appointed by the City Commission. Members are representatives of cycle-related nonprofit organizations, state/local agencies, bicycle groups, and local bicycle businesses. Terms are set for three years, and members are limited to three full consecutive terms per Policy No. 03-15. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Membership:

Total Seats	**Vacant Seats**	**Gender**	**Race**
12	5	Male – 4 Female – 2 N/A – 1	White – 7

Vacancies: The City currently has four vacancies. The County has one vacancy due to the resignation of Melissa Hill whose term is set to expire on December 31, 2026. The eligible applicant for Board consideration is listed in Table #4.

Table #4. Joint City/County Bicycling Workgroup

Vacancy *Term Status*	**Term Expiration**	**Eligible Applicants** **(Application Attachment #)**	**Gender – Race**	**Recommended Action**
Melissa Hill *Served 1 partial term Resigned*	12/31/2026	6. Alan Patrick Amidon*	Male – White	Appoint **one** citizen for the remainder of a three-year term ending December 31, 2026.

** Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachment #6). Should the Board choose to appoint Mr. Amidon, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.*

Planning Commission

Purpose: The Tallahassee – Leon County Planning Commission was established by interlocal agreement on September 26, 1967, between Leon County and the City of Tallahassee. This Agreement designated the Planning Commission as the entity responsible for comprehensive area wide planning within the City of Tallahassee and Leon County. The Planning Commission is also designated as the Local Planning Agency (LPA) that reviews amendments to the Comprehensive Plan. Duties and responsibilities of the Planning Commission and the LPA are set forth in the Planning Commission bylaws as well as the interlocal agreement and local land development codes for the City and County.

Composition: The Planning Commission has seven total members: three members appointed by the Board, three members appointed by the City, and one member selected by the School Board and approved and appointed jointly by the Board and the City Commission. The members serve three-year terms and may be reappointed. County appointed members are limited to 3 consecutive full terms per Policy No. 03-15. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
7	0	Female – 2 Male – 5	Black – 2 White – 5

Vacancies: The term of member Rebecca O'Hara is set to expire on June 30, 2025. She is seeking reappointment, and her application and attendance record is included in Attachment #7. The eligible applicants are listed in Table #5.

Table #5: Tallahassee – Leon County Planning Commission

Vacancy *Status*	**Term Expiration**	**Eligible Applicant** **Application Attachment #**	**Gender – Race**	**Recommended Action**
Rebecca O'Hara *Served one full term* *Seeking reappointment*	6/30/2025	7. Rebecca O'Hara 8. David Melito	Female – White Male – White	Appoint **one** eligible applicant for a three-year term ending June 30, 2028.

Options:

1. Appoint one eligible citizen to the Architectural Review Board for a three-year term ending June 30, 2028.
2. Appoint two eligible citizens to the Board of Adjustment and Appeals for three-year terms ending June 30, 2028.
3. Appoint two citizens to the CareerSource Capital Region Board for four-year terms ending June 30, 2029.
4. Appoint one citizen to the Joint City/County Bicycling Workgroup for the remainder of a three-year term ending December 31, 2026.
5. Appoint one eligible citizen to the Planning Commission for a three-year term ending June 30, 2028.
6. Board direction.

Recommendations:

Options #1 through #5

Attachments:

1. Pierce Withers application, historical property information and attendance
2. Charles Friedrich application and resume
3. James Pfeiffer application, resume and attendance
4. Martina McDowell application, resume and attendance
5. Erin Gillespie application, resume and attendance
6. Alan Patrick Amidon application and Form 4A
7. Rebecca O'Hara application, resume and attendance
8. David Melito application and resume

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ARCHITECTURAL REVIEW BOARD

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.

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

Name: Mr. Pierce Todd Withers | **Date:** 11/14/2023 8:35:23 PM

Home Address:	527 Oakland Avenue E Tallahassee, FL 32301	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 653-6936	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	piercewithers@gmail.com	**How many years have you lived in Leon County?**	50

(EMPLOYMENT INFORMATION)

Employer:	Self-Employed	**Work Address:**	Post Office Box 48 Tallahassee, FL 32301
Occupation:	Freelance Writer		
Work/Other Phone:	(850) 653-6936	**Work Email:**	Piercewithers@gmail.com

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 59

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Hon. John Dailey	**Name:**	Ms. Katee Tully
Address:	City Hall 300 South Adams Street Tallahassee, FL 32301	**Address:**	909 Circle Drive Tallahassee, FL 32301
Phone:	(850) 891-8181	**Phone:**	(727) 729-1798

Resume Uploaded? No

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

Pierce Todd Withers is a native of Leon County, and a passionate supporter of preserving, culitvating, and promoting the historical and cultural resources of the Red Hills Region of Florida. His past community service includes chairing the Tallahassee-Leon County Canopy Roads Citizen's Committee, as founding chair of the American Heart Association Ball, and holding several leadership roles in area faith-based organizations. A freelance writer, Pierce worked as a substitute grade school teacher during the COVID-19 pandemic to help alleviate the shortage of educators. He holds both the Master of Theology and Master of Divinity degrees from Andover Newton Theological School. As a doctoral fellow at Palm Beach Atlantic University, his scholarly agenda investigates the practice and potential of walking pilgrimages to promote spiritual healing and wellbeing, and their capacity to offer opportunities for community building and racial reconciliation. Pierce has walked over 1,300 miles on Spain's El Camino de Santiago pilgrimage route, and published his first book about pilgrimage in 2019. His research has led him to many important historic pilgrimage and procession sites around the world. His current writing project focuses much closer to home, as he explores local pilgrimages to Red Hills Region historical sites as a pathway towards coming to terms with our area's complicated history of race and power relations. He is currently restoring his home, the historic Wade Wehunt House in the Meyers Park Historic District, where he lives with his partner and two dogs. Pierce brings a deep working knowledge and appreciation of Tallahassee-Leon County history and culture to his work, and welcomes the opportunity to give back to the community that has been such an important part of his life.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

If Yes, on what Committee(s) have you served? *Tallahassee-Leon County Citizen's Canopy Roads Committee*

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

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

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

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

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

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

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

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

Members on this Board must be a Leon County resident or Leon County property owner.

ARB members must represent one of the membership eligibility criteria as listed below. Please indicate which category you represent.

- [x] Owner of property zoned with Historic Preservation Overlay (HPO).

  Please provide the address of owned property with HPO: *The Historic Wade Wehunt House, 527 Oakland Avenue East, Tallahassee, FL 32301*
- [ ] Member of American Institute of Architects
- [ ] Member of Tallahassee Trust for Historic Preservation, Inc.

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

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

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

Signature: *Mr. Pierce Todd Withers*

The application was electronically sent: 11/14/2023 8:35:23 PM

PROPERTY INFORMATION SHEET

PROPERTY INFORMATION
HTTPS://TINYURL.COM/LEONCOFLPA
850.606.6201

Property ID:	3106300050240
Mailing Address:	PO BOX 48 TALLAHASSEE FL 32302
Subdivision:	COUNTRY CLUB ESTATES
Certified Tax District:	CITY
Certified Market Value:	$ 210684
Save Our Homes Value:	$ 210684
Certified Exempt Value:	$ 0
Certified Taxable Value:	$ 207743

ADDRESSING INFORMATION
HTTPS://TINYURL.COM/COTADDRESSING
850.891.7001

Site Address:	527 OAKLAND AVE E
City Limits:	IN

PROPERTY TAX INFORMATION
HTTPS://TINYURL.COM/LEONCOTAX
850.606.4700

Property Tax:	$ 4036

ZONING & LAND USE INFORMATION
HTTPS://TINYURL.COM/TALGOVPLANNING
850.891.6400

Zoning District: https://tinyurl.com/TalGovZoning	RP-2
Zoning Code: https://tinyurl.com/TalGovZoning	Residential Preservation-2
Future Land Use: https://tinyurl.com/LeonCoFutureLandUse	Residential Preservation
Historic Preservation Overlay:	Yes
Urban Service Area:	Yes

PLANNING AREAS

Downtown Overlay:	No
Multi-Modal Transportation District:	Yes
Springs Protection https://tinyurl.com/SpringsProtection / Priority Focus Area https://tinyurl.com/PriorityFocusArea	No / No
Advanced Wastewater Treatment Required: https://tinyurl.com/WasteWaterPlan	No
Southside Action Plan:	No
Canopy Road Protection Zone:	Not Present

ECONOMIC INCENTIVE AREAS
HTTP://OEVFORBUSINESS.ORG/
850.219.1080

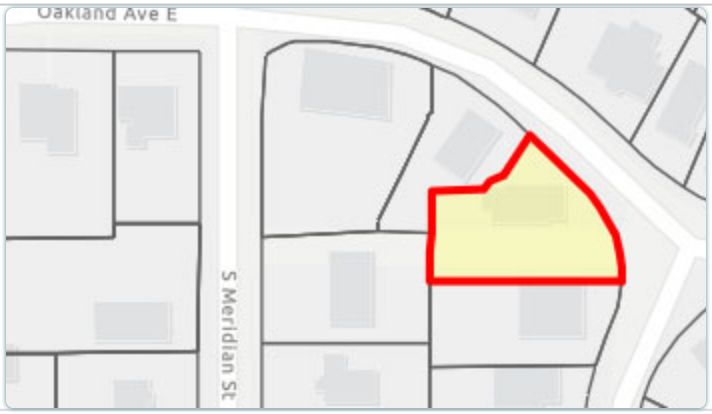
Downtown Community Redevelopment Area:	No
Frenchtown/Southside Community Redevelopment Area:	No
Historically Underutilized Business Zone:	No
Urban Jobs TCA:	No

SCHOOL ZONE INFORMATION
HTTPS://TINYURL.COM/LEONCOSCHOOLZONE
850.487.7110

Elementary School:	Hartsfield Elementary School
Middle School:	Cobb Middle School
High School:	Rickards High School

EMERGENCY SERVICES INFORMATION

Police District: https://tinyurl.com/TalGovPublicSafety	SOUTHERN
Police Area:	SE
Police Beat:	7
Sheriff District: http://www.leoncountyso.com	LC Sheriff
Fire Response Zone: https://tinyurl.com/TalGovFire	Fire Station No. 1
Fire Station Address:	327 N. ADAMS ST



ELECTIONS INFORMATION
HTTPS://WWW.LEONVOTES.ORG
850.606.8601

Voter Precinct:	5201
Poll Location:	Parks & Recreation Dept.
Poll Address:	1201 Myers Park Dr
School Board Dist.:	2
School Board Rep.:	Rosanne Wood
Phone:	850-487-7110
County Comm Dist.:	5
County Comm.:	David O'Keefe
Phone:	850-606-5365
County Comm At-Large:	Carolyn Cummings
Phone:	850-606-5369
County Comm At-Large:	Nick Maddox
Phone:	850-606-5367
Mayor:	John E. Dailey
Phone:	850-891-2000
City Comm.:	Jacqueline Porter
City Comm.:	Curtis Richardson
City Comm.:	Jeremy Matlow
City Comm.:	Dianne Williams-Cox
Phone:	850-891-8181
FL House Dist.:	9
FL House Rep.:	Allison Tant
Phone:	850-717-5009
FL Senate Dist.:	3
FL Senate Rep.:	Corey Simon
Phone:	850-487-5003
US Congress Dist.:	2
US Congress Rep.:	Neal Dunn
Phone:	850-891-8610

FLOOD INFORMATION
HTTPS://TINYURL.COM/TALGOVFLOOD
850.891.7001

Flood Management Agency:	City Of Tallahassee Land Use and Environmental Services (850) 891-7001 option #4
Special Flood Hazard Area Designation:	

FEMA Disclaimer: The flood plain information shown here only represents special flood hazard areas identified by FEMA on the Flood Insurance Rate Maps (FIRM) This information may not represent all potential flood hazards on a property; unmapped floodplains and/or other sources of flooding may be present. Areas located outside the FEMA Flood Zones on this map and outside any unmapped flood zones are located in a moderate-to-low risk or an undertermined-risk area. Contact the agency above for more information.

Note: This product has been compiled from the most accurate source data available in the public records of Leon County. For more information visit: tlcgis.org

Architectural Review Board Attendance Report

Committee Member's Name: Pierce Withers

01/24	02/24	03/24	04/24	05/24	06/24	07/24	08/24	09/24	10/24	11/24	12/24
X	X	X	X	MC	X	MC	MC	X	MC	X	A/E

01/25	02/25	03/25	04/25								
MC	MC	X	X								

X - Member in attendance
A - Member absent
A/E - Member absent / excused
MC - Meeting cancelled
TE - Term expired

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
BOARD OF ADJUSTMENT AND APPEALS

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.

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

Name: Mr. Charles Thomas Friedrich | **Date:** 3/31/2025 10:28:31 AM

Home Address:	6908 Tomy Lee Trl Tallahassee, FL 32309	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 694-8739	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	trey.friedrich@gmail.com	**How many years have you lived in Leon County?**	32

(EMPLOYMENT INFORMATION)

Employer:	GrantWorks	**Work Address:**	108 S Monroe Street Tallahassee, FL 32309
Occupation:	Senior Project Manager		
Work/Other Phone:		**Work Email:**	Trey.Friedrich@grantworks.net

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 32

District: District IV **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	David Overholt	**Name:**	Katie Smith
Address:	4130 Faulkner Lane, Tallahassee, FL, 32311	**Address:**	4304 Four Oaks Blvd, Tallahassee, FL, 32311
Phone:	(850) 590-9574	**Phone:**	(850) 339-9713

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* *Yes*

If yes, prior to or at the time of submission of any bid for county business, a Florida Commission on Ethics Form 3A **must be filed.**

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

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

Members must be a resident, an owner of real property AND a taxpayer in Leon County.

Are you a resident of Leon County? *Yes*

Are you a property owner and taxpayer in Leon County? *Yes*

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

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

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

Signature: *Mr. Charles Thomas Friedrich*

The application was electronically sent: 3/31/2025 10:28:31 AM

TREY FRIEDRICH

trey.friedrich@gmail.com (850) 694-8739 linkedin.com/in/trey-friedrich

PROFESSIONAL EXPERIENCE

GrantWorks — Tallahassee, FL
Senior Project Manager, Broadband and Community Partnerships — *10/2024 - Present*

- Advises client communities on strategic and technical approaches to maximize the impact of federally funded projects and programs.
- Manages all aspects of project and program delivery, aligning with community needs, financial regulations, and grant compliance.
- Identifies and secures federal, state, and local funding opportunities to support community development and infrastructure initiatives.
- Builds and maintains partnerships with nonprofits, community organizations, and stakeholders to enhance funding opportunities and service delivery.
- Assists local governments and private sector clients in securing economic and community development grants, collaborating closely with grant writing teams to optimize funding strategies.
- Leads project monitoring and compliance efforts, maintaining adherence to financial, regulatory, and reporting requirements.

Florida State University — Tallahassee, FL
Assistant Director, UBA - University Libraries — *04/2024 - 10/2024*

- Oversees all financial and administrative operations for University Libraries' $20m+ budget, ensuring 24/7 availability and compliance with financial regulations.
- Provides financial guidance to University Libraries Deans, Directors and Department Head administrators, ensuring compliance with policies and effective internal controls.
- Acts as liaison between University Libraries and other university departments and outside vendors, ensuring adherence to regulations and standards.
- Manages full and part-time staff operations for accurate financial reporting, efficient business, and administrative functions.
- Provides financial and administrative support for the Innovation Hub, ensuring compliance and efficient operations.

Nagarro — Tallahassee, FL
Client Partner, Public Sector - Florida — *03/2023 - 04/2024*

- Collates, analyzes, and disseminates information on Public Sector budgetary requests, business strategy/priorities, technology needs, and available procurement sources.
- Serves as the main point of contact for statewide procurement offices and vendor contracting vehicles.
- Collaborates with sales, partners, decision makers, and key influencers within the Public Sector.
- Works directly and indirectly with clients in account management functions.
- Supports Marketing, Pre-sales, Partners, and Sales teams to perform sales & marketing activities.
- Prospects, cold outreach, campaigns, scheduling meetings, to build client relationships.
- Proactively follows up with existing clients and sources potential new Public Sector clients.

Florida State University — Tallahassee, FL
Accounting Specialist, UBA - College of Law — *09/2021 - 02/2023*

- Serves as primary Contract Manager, including vendor on-boarding and confirming departmental negotiation compliance with university policy.
- Processes and records vendor invoices and payments, including verifying accuracy and ensuring timely payments, monitoring/updating PO records, reconciling monthly P-Card for College of Law.
- Utilizes GAAPs to monitor transactions ensuring that charges are applied to appropriate accounts.
- Responsible for producing accurate and timely financial reports for college administration.
- Responsible for interpreting and complying with Florida Statutes and State & University policies.

Student Program Coordinator, Student Union — *02/2020 - 09/2021*

- Coordinates and oversees the student employment program within Campus Event Services.
- Assists Program Directors with forecasting/execution of budgets and procurement of equipment.
- Responsible for creating staff schedules/meetings to provide performance evaluations for 30+ OPS staff.
- Maintains working knowledge of all AV equipment and trains student workers to operate equipment.

Spectra Venue Management — Tallahassee, FL
Operations Manager, Donald L. Tucker Civic Center — *01/2019 - 02/2020*

- Assists Director of Operations with the forecasting and execution of facility capital projects.
- Assists in negotiation and administration of contracts with outside vendors and suppliers.
- Responsible for ordering supplies and materials for building maintenance within budget guidelines.
- Participates in the development and administration of the Operations Department annual budget of $800k.
- Forecasts future funds needed for staffing, equipment, supplies; monitors and approves expenditures.
- Hires, trains, supervises, and approves payroll for 40+ part time and 8 FTE departmental staff.
- Acts as liaison with Florida State University, City of Tallahassee, and State of Florida services.
- Provides management oversight during event set-up and tear-down of 300+ annual events.
- Assists Director of Events with show advances.

EDUCATION

Florida State University — Tallahassee, FL

Graduate Certificate, Emergency Management and Homeland Security — *2023*
Bachelor of Arts, Interdisciplinary Humanities — *2017*

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
BOARD OF ADJUSTMENT AND APPEALS

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.

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

Name: Mr. James Andrew Pfeiffer | **Date:** 5/9/2025 4:41:44 PM

Home Address:	15173 Sunray Rd Tallahassee, FL 32309	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(864) 323-2157	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	pfeifferj621@gmail.com	**How many years have you lived in Leon County?**	4

(EMPLOYMENT INFORMATION)

Employer:	Retired	**Work Address:**	15173 Sunray Rd Tallahassee , FL 32309
Occupation:	Healthcare administration		
Work/Other Phone:		**Work Email:**	

(OPTIONAL)

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

Race: White **Gender:** M **Age:**

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Steve Cunningham	**Name:**	
Address:	5103 Queen palm terrace NE St Petersburg Fl 33703	**Address:**	15173 Sunray Rd
Phone:	(727) 418-7124	**Phone:**	

Resume Uploaded? No

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Board of adjustment and appeals*

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

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

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

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

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

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

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

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

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

Members must be a resident, an owner of real property AND a taxpayer in Leon County.

Are you a resident of Leon County? *Yes*

Are you a property owner and taxpayer in Leon County? *Yes*

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

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

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

Signature: *Mr. James Andrew Pfeiffer*

The application was electronically sent: 5/9/2025 4:41:44 PM

Board of Adjustment and Appeals Attendance Record

Committee Name: Board of Adjustment and Appeals

Committee Member Name: James Pfeiffer (appointed 9/13/2023)

9/14/23	10/12/23	11/9/23	12/14/23	1/11/24	2/8/24
A/E	X	X	X	X	X

3/14/24	4/11/24	5/9/24	6/13/24	7/11/24	8/8/24
X	X	X	X	MC	X

9/12/24	10/10/24	11/14/24	12/12/24	1/9/25	2/13/25
X	X	X	X	X	X

3/13/25	4/10/25	5/5/25
X	X	X

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

Additional Information or Remarks:

September 14, 2024 meeting was the day after Mr. Pfeiffer was appointed by the Board of County Commissioners and he was unaware of the meeting.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CAREERSOURCE CAPITAL REGION BOARD

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

Name: Ms. Martina McDowell | **Date:** 4/14/2025 11:22:38 AM

Home Address:	1833 Halstead Blvd Apt 612 Tallahassee, FL 32309	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(850) 688-4076	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	martinamcdowell@msn.com	**How many years have you lived in Leon County?**	20

(EMPLOYMENT INFORMATION)

Employer:	Manpower	**Work Address:**	2417 Mill Creek Ct Suite 2, Tallahassee, FL 32309
Occupation:	Market Manager		
Work/Other Phone:	(850) 386-8150	**Work Email:**	martina.mcdowell@manpower.com

(OPTIONAL)

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

Race: White **Gender:** F **Age:** 57

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Sue Dick	**Name:**	Jim McShane
Address:	300 E. Park Avenue, Tallahassee, FL 32301	**Address:**	2601 Blair Stone Road Building C Suite 200 Tallahassee, FL 32301
Phone:	(850) 224-8116	**Phone:**	(850) 559-3860

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *CareerSource Capital Region Board of Directors*

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

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

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

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

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

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

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

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

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

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

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

Members are nominated by a local business organization (Chambers of Commerce, Downtown Merchant Associations, area business associations, etc.) Nominations for the Board shall be representative of the business community in optimal business leadership positions, such as CEO's, VP's of HR, General Managers, Presidents and C Suite executives of firms that require a large workforce to maintain their business.

Have you been nominated by a local business organization? *Yes*

Name of nominating organization: *Tallahassee Chamber of Commerce*

Applicants must complete the CSCR membership application.

Have you completed the CSCR Membership Application and emailed to Davislis@leoncountyfl.gov.? *Yes*

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

Signature: Ms. Martina McDowell

The application was electronically sent: 4/14/2025 11:22:38 AM

Martina McDowell

Tallahassee, Florida 32309 • (850) 386–8150

martina.mcdowell@manpower.com

PROFILE

Business strategist with over 25 years of achievement applying critical thinking skills to assess needs, devise forward–thinking solutions, and facilitate cooperation by guiding diverse stakeholders to bridge differences, embrace common goals, and progress toward a clear vision aligned with evolving organizational priorities

KEY SKILLS

• Bids & Proposals	• Budget & Cost Control	• Communication Styles	• Cross–Functional Collaboration
• Documentation	• Market Positioning	• Meeting Facilitation	• Performance Measures
• Presentations	• Problem Solving	• Project Logistics	• Report Writing
• Research & Analysis	• Resource Allocation	• Strategic Partnerships	• Training & Development

WORK EXPERIENCE

***Market Manager*, MANPOWER**, Tallahassee, Florida, 2005 — present

- Direct the operations of two full–service offices **(Tallahassee** and **Panama City)** and one recruiting site in **Thomasville** that serve employers in designated **North Florida** and **South Georgia** markets:
  - Promoted to a key position in **Tallahassee** and transitioned from the **hospitality sector** into a market dominated by **government accounts** with the goal to broaden the client base and increase profits
    - Assumed an expanded scope of duties to oversee the **two–person Panama City office** after the departure of the **Branch Manager** and to staff the **recruiting office** in **Thomasville** as–needed
    - Diversified revenues and offset anticipated **State of Florida** cutbacks by securing new private and nonprofit clients for the **Tallahassee branch**, which had been **95% dependent on state accounts**
    - Increased profitability of the **Thomasville branch** by **60%** by contacting decision makers, crafting a proposal, and negotiating a contract with a rural manufacturer
    - Managed teams through a **2007 re–branding and restructuring**, overcoming ingrained resistance to implement interrelated changes in **marketing strategies**, **business processes**, and **IT systems**
    - Forecasted needs and prepared **budgets for three offices** generating a total of **$5 million annually**
  - Improved **Tallahassee's financial performance** within two months by identifying issues with the **State of Florida contract** and establishing controls that resolved problems with intricate invoicing protocols
    - Performed a **Service Analysis** of the **state contract** that generates **$5 million** annually, quickly bringing practices into compliance by expediting billing and collections to minimize receivables
    - Coordinated the **2007 state–wide bid development** process, providing **line item pricing for each position in each of 17 regions** and winning a **five–year renewal** of the **State of Florida contract** with **anticipated revenue of $35 million**
    - Function as a **Subject Matter Expert** on the **state contract** to peers in **18 Manpower offices**, and as the **Government Accounts Expert** for a region with **11 offices** in **Florida** and **Alabama**
  - Secured local business with **Major Retailer**, competing with a field of approved vendors for an account that has **grown from only 10 jobs** to **250+ positions at five stores** and generates **$1M+ annually**
    - Presented persuasive arguments to justify the use contract labor for peak seasons, thus saving **Major Retailer** the expense of relocating employees from surrounding areas while providing jobs for the local workforce, keeping money in **Tallahassee**, and stimulating the local economy
    - Distinguished as one of the **first U. S. offices** to penetrate the **Major Retailer** account on a large scale by creating a business model that has been replicated by branches across the nation
    - Serve as the **Subject Matter Expert** in the **Major Retailer contract** to other branches across the **U. S.**

- Assumed the territory of **Panama City market** after office closure in early 2013, immediately winning business with a strategic **Contact Center** client and increasing weekly revenues >250%
  - Developed **remote digital recruiting strategy** to support this crucial win
  - Forged **Client relationship** of mutual trust to demonstrate Manpower's capability to provide desired solution
  - Engaged key stakeholders to identify pain points and secured opportunities in additional departments to generate **anticipated $1 million in revenue annually**
- Provided hand-on support to **West Coast** branch office network to **train, develop** and **educate** staff on recently adopted processes
  - Uncovered skills/knowledge gaps, opportunities for **process improvement** and training needs
  - **Analyzed** uncovered deficiencies to suggest, implement and **clearly communicate** desired outcomes
  - Adapted to the diverse dynamic of **the 25 + person regional team** to identify ability and motivation of each team member to **strategically utilize** these traits in establishing and **prioritizing** improvement goals, maintaining **compliance standards** and managing expectations
- Display a talent for "reading" the audience to quickly adjust the tone, level, and content of written and verbal messages to communicate with all levels of contacts from hourly workers to senior executives
  - Develop and deliver marketing presentations to clients, in addition to serving as **guest speaker** addressing business organizations and community groups on industry–specific workforce issues
  - Prepare and deliver presentations to branch offices of **Manpower** throughout the state and country to educate colleagues on implementing **State of Florida** and **Major Retailer** contracts
  - Developed curriculum and materials for a **CEU** course on **Identify Theft** (accredited by **HRCI**); serve as **Facilitator** to present the training program for the **Society for Human Resources Management**
  - Prepared and facilitated **Human Age/Talent Shortage/Skills Gap** event during Annual HR Tallahassee Conference certified by HRCI for 1.5 strategic CEU credits, event attended by 100+ HR professionals and business owners from the Capital City region
  - Frequently participate as Manpower spokesperson and subject matter expert – local press, radio and TV interviews, industry specific employer panels, legislative process

***Senior Staffing Specialist*, MANPOWER**, Pensacola, Florida, 2002 — 2005

- Produced exceptional outcomes for the local office that earned promotion with responsibility for developing business, retaining accounts, and overseeing a location with no **Branch Manager**:
  - Managed operations, working collaboratively with **two staff members** to serve **Florida** markets in **Pensacola**, **Pensacola Beach**, and **Gulf Breeze**, as well as **Orange Beach, Alabama**
  - Monitored office practices to identify opportunities to enhance productivity, improve performance, and ensure compliance with corporate policies, as well as federal, state, and local requirements
  - Maintained knowledge of the current, emerging, and long–range needs of each account by conducting site visits to project a visible presence, ensure accessibility, and keep the lines of communication open
  - Participated in corporate training offered by client organizations to acquire insights into the differing work cultures, optimize value as an **HR resource**, and function as an asset in handling recruitment, selection, workforce management, and payroll verification on behalf of client organizations
  - Earned a reputation for integrity, ethics, and sincere commitment to the client's welfare that freed the management teams of the properties to focus on their jobs and the satisfaction of hotel guests
  - Developed policies and procedures, in addition to training, incentive, and recognition programs to position staff for success, build a team mindset, promote morale, and optimize retention rates
  - Managed relationships with **four full–service hotels** that were operated by the same hospitality corporation, managing seasonal fluctuations in needs to provide staff for up to **300 positions**
  - Achieved significant **decrease in turnover**, maintained a **100% fill rate for all positions**, and decreased **Worker's Compensation claims** by creating a quarterly **Safety Training Program**
  - Enhanced corporate visibility and name recognition by networking with business, professional, and community organizations to build strategic relationships and develop new business
  - Honored by **Manpower** as a **U. S. finalist** in a **Global Values Contest – I am Manpower** that encouraged entrants to share stories on how their efforts made a difference to clients

***Staffing Specialist*, MANPOWER**, Pensacola, Florida, 2000 — 2002

- Joined **Manpower** in a support role and within four months took charge of **three key accounts**, drawing on hospitality experience to absorb the work of two departing colleagues in staffing jobs for full–service hotels:
  - Solidified relationships by performing site visits to each property, building face–to–face recognition with department managers, and gathering intelligence on job criteria, expectations, and work cultures
  - Displayed understanding of the hospitality industry that won credibility to serve as an external advisor entrusted with an unusual level of autonomy in recruiting qualified candidates to staff all levels of jobs
  - Initiated **strategic partnerships** with educational systems and trade schools to create alliances that developed a pipeline for recruiting high–performing students and benefited all stakeholders
  - Acted as a **Human Resources Generalist**, verifying skills, checking references, and initiating drug screenings to recruit, screen, and place qualified applicants into the right positions with the right clients
  - Handled issues relating to employee benefits, unemployment claims, worker's compensation claims, and other governmental requirements to ensure compliance with laws and regulations
  - Managed the assigned workforce, coaching associates to build competencies, resolve performance issues, and mitigate complaints to optimize customer satisfaction and protect **Manpower's** image

COMPUTER SKILLS

- Ability to rapidly master and efficiently apply knowledge of new technologies and proprietary software
- Proficient in using PeopleSoft, Salesforce.com, Direct Office, RedCarpet and a variety of vendor management systems
- Skilled in operating Windows–based PCs to conduct Internet research and use applications in the Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook
- Familiar with emerging mobile technology trends and applications, fluent in iOS system powered devices

EDUCATION

BUSINESS ACADEMY, Prague, Czech Republic **1986**
Major: ***Foreign Trade***
Minors: ***Economics***, ***Diplomatic Protocol***, ***International Law*** and ***Political Science***

Language Competency Degree, 1986
Competencies: ***Czech***, ***English***, ***Slovak***, ***Spanish***, and ***Russian***

CERTIFICATIONS

- **Six Sigma – Yellow Belt 2014**

PROFESSIONAL HONORS

- **Manpower – Power Award**, *Recipient*, 2000, 2008, & 2010

PROFESSIONAL AFFILIATIONS

- **CareerSource Capital Region***, Board of Directors - Vice Chair*
- **Greater Tallahassee Chamber of Commerce**, *Ambassador*
- **Big Bend SHRM**, *Member, Past Officer*
- **Keiser University**, *Program Advisory Committee Member*

CareerSource Capital Region
Attendance Report

Committee Name: CareerSource Capital Region

Committee Member: Martina McDowell

6/23/2022	9/22/2022	12/8/2022	3/23/2023	6/22/2023
X	X	X	X	A

9/28/2023	12/14/2023	3/28/2024	6/20/2024	12/12/2024
X	X	A	X	X

3/27/2025
X

X – Member in attendance
A – Member absent

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CAREERSOURCE CAPITAL REGION BOARD

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

Name: Mrs. Erin Gillespie

Date: 3/12/2025 12:15:18 PM

Home Address:	2105 Napoleon Bonaparte Drive Tallahassee, FL 32308	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(706) 566-4175	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	erinpaigegillespie@gmail.com	**How many years have you lived in Leon County?**	13

(EMPLOYMENT INFORMATION)

Employer:	Slalom, Inc.	**Work Address:**	300 W. Pensacola St. Tallahassee, FL 32308
Occupation:	Technology Consultant		
Work/Other Phone:		**Work Email:**	erin.gillespie@slalom.com

(OPTIONAL)

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

Race: White **Gender:** F **Age:** 43

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Denise Reeder	**Name:**	Kylene Casey
Address:	Tallahassee, FL	**Address:**	Tallahassee, FL
Phone:	(850) 933-7797	**Phone:**	(850) 728-9354

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

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Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *CareerSource Capitol Region*

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

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

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

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

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Have you been nominated by a local business organization? *No*

Applicants must complete the CSCR membership application.

Have you completed the CSCR Membership Application and emailed to Smachm@leoncountyfl.gov.? *Yes*

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

Signature: Mrs. Erin Gillespie

The application was electronically sent: 3/12/2025 12:15:18 PM

Erin Gillespie

2105 Napoleon Bonaparte Dr., Tallahassee, FL 32308 | 706-566-4175 | erinpaigegillespie@gmail.com

Skills & Abilities

LEADERSHIP

Successfully lead sales and delivery strategy for software implementation across government clients ● As Deputy Chief of Staff, directed priorities for Governor's primary focus agency ● Collaborated with cross-division teams to ensure success of economic development, workforce and community goals ● Led state private sector emergency response and disaster recovery from 2015-2019. ● Adjunct professor teaching leadership and management principals to state and local agencies across Florida

GOVERNMENT RELATIONS AND POLICY DEVELOPMENT

Managed legislative and policy team, including coordination of legislative priorities, legislative strategy and policy development and implementation ● Successfully coordinated multiple legislative successes in state agencies as part of the communications/legislative affairs team ● Researched and assessed federal and state legislation and public policy for impacts to agency, partners and constituents.

COMMUNICATIONS AND MEDIA

Skilled communicator, with more than 18 years of experience in media and government ● Expertise in crisis communications, risk management and media relations ● Directed strategic media planning, press outreach, events, and all written and multimedia communication pieces.

Experience

2024 - CURRENT | DIRECTOR, PUBLIC SECTOR
SLALOM, INC.

- Lead public sector pursuits for greenfield space in public sector for the State of Florida
- Lead team to respond to bids, build brand awareness and agency understanding of capabilities

2021 - 2023 | DIRECTOR, PUBLIC SECTOR
COASTAL CLOUD

- Closed more than $11 million in two years for new and existing state and local government clients.
- Overall account management for public sector and public/private clients for five large states.
- Manage delivery team for enterprise statewide client, along with 15 other clients to successfully implement Salesforce platforms for a diverse range of projects, including vaccine management, enterprise grants management, disaster recovery, economic development, CRM and more.

2018 - 2023 | ADJUNCT PROFESSOR
FLORIDA STATE UNIVERSITY CENTER FOR PUBLIC MANAGEMENT

- Adjunct professor for the state's Certified Public Manager program, a nationally recognized program for training and developing government leaders to improve efficiency and effectiveness of government.

2019 - 2022 | PRINCIPAL
MADISON STREET STRATEGIES

- Extensive public sector experience supports clients with policy and advocacy, business development, communications, messaging, media and other needs.
- Specialties include legislative policy and budget, disaster recovery, economic development programs, federal- and state-funded grant programs, Opportunity Zones.

2017 - 2019 | DEPUTY CHIEF OF STAFF
2015 - 2017 | DIRECTOR OF COMMUNICATIONS & EXTERNAL AFFAIRS
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY

- Collaborated with the Chief of Staff and the Executive Office of the Governor to champion statewide economic, workforce and community development; promote agency success; and manage risk.
- Led efforts in external affairs, including all agency communications, disaster recovery, media relations, policy development, legislative and governmental affairs and Cabinet affairs.
  - Managed Hurricanes Irma and Michael disaster recovery efforts across agency, with focus on private sector disaster recovery, business and community resiliency, housing and infrastructure.
  - Led ESF-18 Business and Economic Stabilization efforts at State Emergency Operations Center.

2013 - 2015 | STATEWIDE PRESS SECRETARY
FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

- Developed and implemented strategic communications plans for proactive media outreach, legislative priorities and other activities of statewide elected Commissioner of Agriculture.

2011 - 2013 | STATEWIDE PRESS SECRETARY
2008 - 2011 | REGIONAL COMMUNICATIONS DIRECTOR
FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

- Responded to statewide media inquiries and planned press events for Secretary and agency leaders.
- Proactively planned improvements to agency perception through strategic positive news coverage.

2006 - 2008 | SOCIAL SERVICES AND GOVERNMENT REPORTER
THE (FORT MYERS, FLA.) NEWS-PRESS

2002 - 2006 | BUSINESS AND COMMUNITY REPORTER
THE (COLUMBUS, GA.) LEDGER-ENQUIRER

Education

2009 - 2011 | FLORIDA STATE UNIVERSITY

- Certified Public Manager Program Certificate

2003 - 2006 | AUBURN UNIVERSITY

- Master's of Arts

1999 - 2002 | AUBURN UNIVERSITY

- Bachelor's of Arts; Graduated Summa Cum Laude, University Honors Scholar

CareerSource Capital Region
Attendance Report

Committee Name: CareerSource Capital Region

Committee Member: Erin Gillespie

6/23/2022	9/22/2022	12/8/2022	3/23/2023	6/22/2023
X	X	X	A	X

9/28/2023	12/14/2023	3/28/2024	6/20/2024	12/12/2024
A	X	X	A	X

3/27/2025
X

X – Member in attendance
A – Member absent

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
JOINT CITY/COUNTY BICYCLING WORKGROUP

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.

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

Name: Mr. Alan Patrick Amidon | **Date:** 12/7/2024 1:38:02 PM

Home Address:	425 W 7th Ave Tallahassee, FL 32303	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(904) 316-6261	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	alanamidon77@gmail.com	**How many years have you lived in Leon County?**	11

(EMPLOYMENT INFORMATION)

Employer:	Cambridge Sytematics	**Work Address:**	1566 Village Square Blvd Tallahassee, FL 32303
Occupation:	Transportation Analyst, Senior Professional		
Work/Other Phone:	(904) 316-6261	**Work Email:**	aamidon@camsys.com

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 31

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	John Donohue	**Name:**	Sheri Coven
Address:	265 Deer Pass Ln, Havana, FL 32333	**Address:**	
Phone:	(850) 443-7315	**Phone:**	(850) 264-9933

Resume Uploaded? No

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

Educational Background

- Pursuing a PhD in Urban and Regional Planning from Florida State University. Research focused on bridging gaps in cycling advocacy and planning towards the development of a more just and equtiable cycling culture and planning practice.
- Master's of Science in Planning from Florida State University
- Bachelor's of Sciene in Political Science from Florida State Univeristy

Skills and Experience

- Coalition meeting faciliation and documentation
- Strategic Action Plan development, progress tracking, and implementation
- Model policy development and coordination
- Educational materials development and coordination
- Program assessment and grant application evaluation for Federal, State, and Regional transportation agencies
- Crash data analysis and mapping
- Non-motorized counting equipment installation and data analysis

Membership and Volunteering

- League of American Cyclists, Member and Smart Cycling Certificate Holder
- 2023 KCCI Community Catalyst: Crosswalks to Classrooms
- Sustainable Tallahassee Board Member
- American Planning Association, Capital Area Section, Member
- Women in Transportation Seminar, Capital Section, Member
- Association of Pedestrian and Bicycle Professionals, Member
- Diversity, Equity, and Inclusion Council Member, Cambridge Systematics
- Florida Bicycle Association, Member
- Tallahassee Moutain Bike Assocation, Member
- Capital City Cyclists, Member

Reasons for Joining Committee

- Attends committee meetings as a member of the public as often as possible
- Passionate about cycling in Tallahassee/Leon County
- Service oriented

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* *Yes*

If yes, please explain *Visit Tallahassee Sports Grant Recipient*

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

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

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

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

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

Members should be representatives of one of the following membership eligibility criterias. Please indicate your area of expertise.

- [ ] Cycle-related non-profit organization
- [ ] State/local agency
- [x] Bicycle group

  Please explain: *Tallahassee Bike Polo is a voluntary association partnership that fosters the development and promotion of the sport and community of Hardcourt Bicycle Polo in Tallahassee and throughout the Southeast. Hardcourt Bicycle Polo originates in bicycle messenger culture. While not as widespread in larger areas, Leon County does have messengers primarily working for Metro Deli (Monroe St) and Jimmy John's (Gaines St) where food is delivered primarily by people on bikes. Bike messenger culture is a vital perspective to the cycling community and planning process. Messengers are often grouped with other underrepresented groups that depend on bikes for work and transportation.*
- [x] Local bicycle business

  Please explain: *I worked for University Cycles on Gaines St for four years as a mechanic and sales associate and was a volunteer/member of the community bicycle project Krank It Up! for several years. While both organizations are closed, my experience in both can be of service to the Board.*
- [ ] Other

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

Signature: Mr. Alan Patrick Amidon

The application was electronically sent: 12/7/2024 1:38:02 PM

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL			OFFICE / POSITION HELD
Amidon - Alan - P			Advisor Board Member
MAILING ADDRESS			AGENCY OR ADVISORY BOARD
425 W 7th Ave			Joint Bicycle Working Group
CITY	ZIP	COUNTY	ADDRESS OF AGENCY
Tallahassee	32303	Leon	301 S Calhoun St.

HOW TO COMPLETE AND FILE THIS FORM:

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

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

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

WHO MUST COMPLETE THIS PART:

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

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   (x) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:

   (x) Supplying the following realty, goods, and/or services: Sporting event/tourism.

   ( ) Regulation of the business entity by the governmental agency served by the advisory board member.

3. The following business entity is doing business with or regulated by the governmental agency:

   Tallahassee Bike Polo, LLC.

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

   Registered agent and authorized personnel

[CONTINUED ON REVERSE SIDE]

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

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

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   ( ) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

   _____.

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

   _____
   (NAME OF ENTITY) (ADDRESS OF ENTITY)

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

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
ALan Amidon	1/13/2025	1/13/2025

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10.000.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
PLANNING COMMISSION

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.

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

Name: Ms. Rebecca O'Hara | **Date:** 3/20/2025 1:56:12 PM

Home Address:	1482 Lee Ave Tallahassee, FL 32303	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 339-6211	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	rohara9@comcast.net	**How many years have you lived in Leon County?**	51

(EMPLOYMENT INFORMATION)

Employer:	Florida League of Cities	**Work Address:**	PO Box 1757 Tallahassee, FL 32303
Occupation:	Attorney		
Work/Other Phone:	(850) 222-9684	**Work Email:**	rohara@flcities.com

(OPTIONAL)

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

Race: White **Gender:** F **Age:** 55

District: District V **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Casey Cook	**Name:**	Jeannie Garner
Address:	PO Box 1757 Tallahassee, FL 32302-1757	**Address:**	PO Box 1757 Tallahassee, FL 22302-1757
Phone:	(850) 222-9684	**Phone:**	(850) 222-9684

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Planning Commission*

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature: *Ms. Rebecca O'Hara*

The application was electronically sent: 3/20/2025 1:56:12 PM

Rebecca A. O'Hara
1482 Lee Ave
Tallahassee, FL 32303

Professional Experience:

- *Deputy General Counsel, Florida League of Cities, Inc., 1999-2011; 2016-present*
  Provide legal counsel and legislative advocacy for a statewide association representing the interests of Florida's municipal governments, focusing on environmental, land use, utilities, ethics, and elections matters.

- *Associate Director of Governmental Affairs, Gilead Sciences, Inc., 2013-2015*
  Managed government affairs operations in five southeastern states for a biopharmaceutical company.

- *Vice President of Governmental Affairs, Florida Medical Association, 2011-2013*
  Managed government affairs operations for a statewide association for physicians.

- *Senior Government Analyst, Governor's Office of Policy & Budget, 1998-1999*
  Provided policy analysis for the Growth Management Policy Unit, Office of Policy & Budget.

- *Private Law Practice, 1994-1998*
  Represented local government, private sector, and public interest clients on land use, growth management, environmental, and administrative law matters.

Professional Affiliations:

- Florida Bar, admitted 1994
- Florida Bar Board Certified in City, County & Local Government Law
- Member, Florida Bar City, County & Local Government Law Section; Environmental & Land Use Law Section, & Governmental and Public Policy Advocacy Committee
- Executive Secretary, Florida Municipal Attorneys Association
- Leadership Florida, Class 28

Education:

- J.D. with High Honors, FSU College of Law, 1994
- B.S. in Communication, Florida State University, 1991

Planning Commission Attendance Record

Committee Name: Planning Commission

Committee Member Name: Rebecca O'Hara

8/2/22	11/1/22	1/10/23	2/7/23	4/4/23	5/2/23	7/12/23	8/1/23
X	X	X	X	X	X	X	X

9/5/23	10/3/23	11/7/23	1/17/24	2/6/24	3/5/24	4/2/24	5/7/24
X	X	X	A	X	X	X	X

6/4/24	7/2/24	8/6/24	9/3/24	10/1/24	11/12/24	1/7/25	2/4/25
X	X	A	X	X	X	X	X

3/4/25	3/11/25	4/01/25
X	X	X

X – Member in attendance
A – Member absent

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
PLANNING COMMISSION

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.

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

Name: Mr. David Austin Melito | **Date:** 3/5/2024 12:34:13 PM

Home Address:	124 W. Fourth Ave, Unit 2 Tallahassee, FL 32303	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(321) 987-1325	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	davidmelito1@gmail.com	**How many years have you lived in Leon County?**	5

(EMPLOYMENT INFORMATION)

Employer:	Oertel, Fernandez, Bryant & Atkinson, P.A.	**Work Address:**	2060 Delta Way Tallahassee, FL 32303
Occupation:	Law Clerk		
Work/Other Phone:		**Work Email:**	

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 27

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Amy Toman	**Name:**	Landus Anderson
Address:	300 S. Adams Street, Tallahassee, FL 32301	**Address:**	
Phone:	(850) 891-8554	**Phone:**	(850) 556-3131

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature: *Mr. David Austin Melito*

The application was electronically sent: 3/5/2024 12:34:13 PM

David Melito, J.D., M.S.P.

(321) 987-1325
davidmelito1@gmail.com
124 W. Fourth Ave., Unit 2
Tallahassee, FL 32303

Education

FLORIDA STATE UNIVERSITY: 2023

College of Law, *Juris Doctor*

College of Social Sciences and Public Policy, *Master of Science in Planning*
Specialization: Real Estate and Economic Development

UNIVERSITY OF FLORIDA: 2018

College of Liberal Arts and Sciences, *Bachelor of Arts in Political Science*
Minor: Philosophy

Relevant Experience

Oertel, Fernandez, Bryant & Atkinson, P.A.: *Law Clerk* November 2022 – Present

Assisted in state and federal litigation and counseling services related to professional licensing, stormwater management, site remediation, potable water service rights, project permitting, parcel rezonings, and affordable housing. Aided in the representation of clients needing assistance in the areas of state and local government ethics regulation, local government public records compliance, construction lien law procedures, and mining regulation.

City of Tallahassee Attorney's Office: *Law Clerk* May 2022 – November 2022

Researched a wide array of topics related to municipal governance including interpretive questions concerning the City's Land Development Code and Code of Ordinances. Drafted memos on topics related to stormwater management, utility service delivery, obscenity implications in zoning, autonomous vehicle ordinances, subdivision regulation, and environmental management permits.

Florida House of Representatives: *Legislative Fellow* October 2021 – March 2022

Worked as lead analyst for the House Minority Office covering the Insurance & Banking Subcommittee, the Local Administration & Veterans Affairs Subcommittee, and the Joint Committee on Public Counsel Oversight. Drafted analyses for and briefed members on 104 bills, including bills related to real property appraisal, local government legislative preemptions, utility regulation, and growth management. Created session summaries published by the office taking a particular focus on land use and local administration legislation.

Florida Agency for Health Care Administration: *Public Records Law Clerk* June 2021 – October 2021

Primarily completed legal review of responses to public record requests and answered research inquiries. Developed a thorough familiarity with Florida's public records and open meetings laws and practices.

Town of Indialantic Civil Service Board: *Member* July 2018 – July 2020

Served on the five-member board that advises the Town Council on matters relating to town employment and personnel. Assisted in the monitoring and development of policies, rules and regulations and coordinated their implementation with the Town Manager.

Brevard County Attorney's Office: *Legal Intern* April 2019 – August 2019

Completed research and drafted more than 20 memoranda on a wide variety of topics related to local government administration and planning topics. Specifically conducted research on evidence requirements in quasi-judicial local government proceedings, comprehensive plan compliance, variances, and the policies of the Brevard County Board of Adjustment. Drafted a revision to the County Fire Protection and Prevention Code.

City of Gainesville: *Research Intern* March 2017 – May 2017

Assisted a city commissioner in research relating to the establishment of a Green Ribbon Panel, an advisory body made up of appointed citizen experts which would conduct research on national practices that could be implemented to aid the city in achieving its zero waste goals. Conducted research on innovative recycling and sustainability practices being used by other local governments. Drafted an ordinance related to the establishment of a Green Ribbon Panel.